


# Office Memorandum • UNITED STATES GOVERNMENT

TO : 


DATE: 4 May 1961

FROM : 

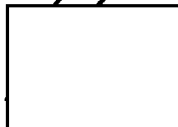
25X1A9A

SUBJECT: US Government Correspondence Manual

Very nicely organized and stated. If we could standardize on all the minor discrepancies, the Manual would be useful, otherwise it could be just a source of confusion to our personnel.

I have made notes on the pages of differences we noticed. One thing that does concern me in Chapter 4 is the recommended use of Penalty Indicia, or Postage and Fees Paid Envelopes for U.S. Mail and Messenger Service involving "Stop Nos." These envelopes, postage that is, are paid on an estimate use basis and it would seem foolish to use them for messenger service unless this is some attempt to build up the Post Office Department revenue. I checked this point with  and he says we should not use them for this purpose.

25X1A9A



25X1



**UNITED STATES GOVERNMENT**

**CORRESPONDENCE  
MANUAL**

**SEPTEMBER 1960**

**Federal Stock Number  
7610-754-2588**

**UNITED STATES GOVERNMENT**

**CORRESPONDENCE  
MANUAL**

**Part I**

**PREPARATION OF CORRESPONDENCE**

**September 1960**

**Federal Stock Number**

**7610-543-4888**

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LETTERS • MEMORANDUMS

CHAPTER 2

MEMORANDUMS

1. USE

Memorandums are used for informal correspondence within and between Federal agencies. This chapter contains instructions for the preparation of Optional Form No. 10 prescribed in Bureau of the Budget Circular No. A-33, Revised, March 9, 1959. The memorandum stationery also prescribed in A-33 is not covered in the instructions which follow, but its use is illustrated in exhibit No. 1-G. The exhibit shows memorandum stationery with identification of the agency overprinted and with the address so placed that the memorandum can be used in a window envelope.

2. STATIONERY

a. First page of a memorandum. Use Optional Form No. 10 for the first page of a memorandum. It is available in sizes 8 by 10 1/2 inches and 8 by 5 1/4 inches. The form is not designed for mailing in a window envelope.

b. Succeeding pages of a memorandum. Type the second and succeeding pages of a memorandum on plain paper.

3. NUMBER OF COPIES

Keep the number of copies to a minimum. Be sure, however, to supply copies for all addressees. When a file copy is required, prepare it on yellow tissue.

4. MARGINS

Set the left margin of the text on the first page flush with the printed word "Subject." Allow

*Our example on p. 34 shows margin flush with left of subject. Also see p. 31, para. 90*

at least 1 inch for the margin at the right side and at the bottom of the page. Allow side margins of 1 inch and bottom margins of at least 1 inch on second and succeeding pages.

5. DATE

a. Omission of date at time of typing. Omit the date on a memorandum that will be signed in another office or that may not be signed the day you type it. The appropriate date will be added when the memorandum is signed.

b. Inclusion. When the date of signing is known, type the date 2 spaces to the right of the colon following the printed word "Date." The name of the month may be abbreviated, if desired. The day and year are in numerals. In showing the day, omit endings such as *st* or *th*.

6. REFERENCE LINES

a. Sender's reference. If a reference is needed, type "In reply refer to:" 2 lines below and aligned with the printed word "Date." On the next line, flush with the reference notation, type the reference symbol. If the reference is lengthy, use additional lines, single spaced and blocked.

b. Addressee's reference. If the addressee's reference identification is to be included, type "Your reference:" 2 lines below and aligned with the printed word "Date" or, if a sender's reference is used, 2 lines below that reference. On

*See p. 31, para. 96*  
*Ref line below subject*  
*1-13*  
*Have seemed to be some- thing omitted here*

*The way it goes thru 8 lines*  
*(p. 9, para. 10)*  
double space between paragraphs. Double space memorandums of one paragraph.

DATE: Sept. 19, 1960

In reply refer to:  
EDP Adm-07/10-  
Com 131

Your reference:  
UH-19-12

### 7. SPECIAL MAILING INSTRUCTIONS

Instructions for mailing, such as AIRMAIL, SPECIAL DELIVERY, CERTIFIED, or REGISTERED, are noted on the face of the memorandum only when it is known that they will be observed by the mailroom. Type or stamp special instructions 1 line above the printed word "To." When more than one notation is used, arrange the notations continuously on 1 line, separating them with dashes. Example:

SPECIAL DELIVERY—CERTIFIED

### 8. "TO" LINE

Type the identification of the addressee 2 spaces to the right of the colon following the printed word "To." Include, as needed, the name of the addressee, his title, the name of his office, or the code of his office. Add enough organizational identification to insure delivery. Personal titles such as *Mr.*, *Mrs.*, or *Miss* may be omitted.

When a memorandum is directed to two or more addressees, type their names, titles, or codes after the printed word "To," provided there is space. If there is not enough space for the names of the addressees, type "See list below" or "See list attached," after the "To." (See par. 17, following, for instructions about listing addressees.)

1-14

### 9. ATTENTION OR THROUGH LINE

a. Attention line. When directing a memorandum to the attention of a particular person within the organization addressed, type "Attention:" followed by the name of the person, 1 line below and flush with the designation of the addressee. Example:

TO: Executive Office  
Attention: John J. Brown

b. Through line. When sending a memorandum through an intermediate office, type "Through:" and the designation of the office a line below and flush with the name of the addressee. Example:

TO: Executive Office  
Through: Management Division

### 10. "FROM" LINE

Type the identification of the signer 2 spaces to the right of the colon following the printed word "From." Include, as needed, the name of the signer, his title, the name of his office, or the code of his office. Type enough organizational information, with location if necessary, to identify the sender. Supply complete identification of the sender's agency when directing a memorandum to an outside addressee.

### 11. "SUBJECT" LINE

Type a brief descriptive statement of the subject, 2 spaces to the right of the colon following the printed word "Subject." If more than 1 line is required for the subject, begin succeeding lines flush with the first line. Capitalize only the first word and proper nouns. Example:

SUBJECT: Standards and specifications for the positions to be established in the Historical Compilations Unit

### 12. BODY OF A MEMORANDUM

a. Spacing. Begin the body of a memorandum at least 2 lines below the "Subject" line. Begin each paragraph flush with the left margin. Single space the body of the memorandum;

double space between paragraphs. Double space memorandums of one paragraph.

**b. Paragraphing.** When there is reason to break the paragraphs into subparagraphs, the units may be indented and also numbered and lettered, as shown in exhibit 1-F, preceding. Do not begin a paragraph near the end of a page unless there is room for at least 2 lines on that page. Do not continue a paragraph to the following page unless at least 2 lines can be carried over to that page.

**c. Quoting**

(1) **Short quotations.** A quotation of less than 2 lines is run into the text. Quotation marks, both double and single, are used as shown in the following sentence: The regulation clearly states ". . . ambiguous references such as 'here-in,' 'above,' 'below,' and the like shall not be used."

(2) **Long quotations.** A quotation of more than 2 lines is blocked 5 spaces from the left and the right margins of the text. Quotation marks are usually omitted. If there is need for them, opening marks are used at the beginning of each paragraph, but closing ones at the end of the last paragraph only. *See p. 9 and HB.*

**13. SUCCEEDING PAGES**

Type the second and succeeding pages of a memorandum on plain paper. Type the page number 4 lines from the top of the page, flush with the right margin. Continue the body of the memorandum 2 lines below the page number. Allow side margins of 1 inch and bottom margins of at least 1 inch. *See p. 10, para 18 of am HB*

**14. SALUTATION AND COMPLIMENTARY CLOSE**

Neither a salutation nor a complimentary close is used on a memorandum.

**15. SIGNATURE**

The memorandum is signed or initialed opposite the "From" line or at the end of the memoran-

dum. If the name of the signer is not shown in the "From" line, his name is typed 4 lines below the last line of the body of the memorandum, beginning at the middle of the page.

*The way 5*  
*the show about 5 spaces to the right*

**16. ENCLOSURES**

**a. Enclosure identified in text.** When an enclosure accompanies a memorandum and is mentioned in the text, type the word "Enclosure" flush with the left margin, 2 lines below the last typed line. For more than one enclosure, use the plural form followed by the number, as "Enclosures 2."

**b. Enclosures not identified in text.** When an enclosure is not identified in the text, type the word "Enclosure:" 2 lines below the last typed line. Below the notation, flush with the margin, list each enclosure on a separate line. Describe an enclosure by title or in as few words as are needed to identify the material. Example:

Enclosures:  
Form Letters *→ The indent*  
Plain Letters  
Selected United States Government Publications, 1959, No. 9

**c. Material sent under separate cover.** When material to which reference is made in a memorandum is to be sent under separate cover, type "Separate cover:" flush with the left margin, 2 lines below the last typed line. On the next line begin listing the items, even though they are identified in the text. Send a copy of the memorandum with the material. Example:

Separate cover:  
Map of Arlington County *the indent*  
Blueprints of BAC Building—3 copies  
Proposed transportation contract

*Have never seen this done & it would be impractical in many instances*

**17. LIST OF ADDRESSEES**

When the "To" line carries the notation "See list below," type "Addressees:" at the left margin 2 lines below the last typed line. On the next line begin listing the names or designations of

*Not a practice at present*



the addressees. Check a copy for each addressee.

Example:

**Addressees:**

Director, Region 8  
Personnel Officer ✓  
Budget Officer

When the "To" line carries the notation "See list attached," show the addressees on a separate page. Make as many copies of the list as of the memorandum. Check a copy for each addressee.

**18. DISTRIBUTION OF COPIES**

When copies of a memorandum are sent to persons other than the addressee, show the distribution on copies retained in the agency. Indicate "carbon copy" by typing "cc:" flush with the left margin, 2 lines below the last typed line. Below "cc:" list the names or designations of the addressees, one below the other. Check a copy for each addressee. Example:

cc:  
Supply Officer  
Budget Officer  
Personnel Officer  
Regional Director, III

*Usually external cc's are shown. Some original are shown only on agency copy.*

**19. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST**

Omit the identification of originators on memorandums prepared without copies. When copies are prepared, type the identification only on those retained in the agency. Include in the identification the office symbol of the preparing office

(if used), the writer's initials and surname, the typist's initials, and the date of typing. Place this notation at the left margin, 2 lines below the last typed line. Example:

Code 127:EFJones:dc 12-1-60

**20. SECURITY CLASSIFICATION**

If the subject of the memorandum requires safeguarding, conspicuously stamp, type, or mark the security classification at the top and at the bottom of each page.

**21. CONCURRENCES**

You need not make special provision for showing concurrences or clearances of a memorandum, unless you are directed to follow a specific method. When concurrences are needed, they are best shown by a surname signed on a side or bottom margin of the official file copy.

**22. OTHER PRACTICES**

Since a memorandum is informal, it is not often rewritten; nor are postscripts likely to be added. While it is important that a memorandum be answered promptly, it seldom has priority status. Only when there are carbon copies is there a problem of assembling a memorandum file for signature. If question arises about any of these practices, the guides for letters in Chapter 1 suggest an appropriate procedure.

### 9. ATTENTION LINE

An "Attention" line should be avoided. When it is used, type "Attention:" 2 lines below the address, flush with the left margin. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line. Example:

Raleigh Clothing Company  
123 Main Street  
Raleigh 2, North Carolina

Attention: Mr. V. E. Black

Gentlemen:

### 10. SALUTATION

Type the salutation followed by a colon, flush with the left margin. Place the salutation 2 lines below the last line of the address, or below the "Attention" line, if one is used. (See also Chapter 5, Forms of Address, following.)

### 11. SUBJECT LINE

A "Subject" line should be avoided. When it is used, type "Subject:" followed by a short descriptive statement of the subject, 2 lines below the salutation, flush with the left margin. If more than 1 line is required for the subject, begin succeeding lines flush with the first line. Capitalize only the first word and proper nouns. Example:

Subject: Designation of members to attend the quarterly conference of the Amalgamated Welfare and Recreation Board

*As used, we assumed a subject 2nd line 2 spaces (p. 21)*

### 12. BODY OF LETTER

a. Spacing. Begin the body of a letter 2 lines below the salutation or "Subject" line, if one is used. Begin each paragraph flush with the left margin. Single space the body of the letter; double space between paragraphs. Double space letters of one paragraph.

*The indent 5 spaces p. 37, para 95*

b. Paragraphing. When there is reason to break the paragraphs into subparagraphs, the units may be indented and also numbered and lettered, as shown in exhibit 1-F, following. Do not begin a paragraph near the end of a page unless there is room for at least 2 lines on that page. Do not continue a paragraph to the following page unless at least 2 lines can be carried over to that page. → *See our*

*HB p. 9*  
c. Quoting

(1) Short quotations. A quotation of less than 2 lines is run into the text. Quotation marks, both double and single, are used as shown in the following sentence: The regulation clearly states "... ambiguous references such as 'herein,' 'above,' 'below,' and the like shall not be used."

(2) Long quotations. A quotation of more than 2 lines is blocked 5 spaces from the left and the right margins of the text. Quotation marks are usually omitted. If there is need for them, opening marks are used at the beginning of each paragraph, but closing ones at the end of the last paragraph only.

*Same example (p. 10) shows quotes beginning & ending*

### 13. SUCCEEDING PAGES

Type the second and succeeding pages of a letter on plain paper. Type the page number 4 lines from the top of the page, flush with the right margin. Continue the body of the letter 2 lines below the page number. Allow side margins of 1 inch and bottom margins of at least 1 inch.

*← Once says at bottom of page (p. 10)*

### 14. COMPLIMENTARY CLOSE

Type the complimentary close followed by a comma, 2 lines below the last paragraph, beginning approximately at the middle of the page. Except as specified in chapter 5, following, use the standard closing, "Sincerely yours."

*DCI & D/S like "Sincerely"*

### 15. SIGNATURE AND TITLE

When it is known who will sign the letter, type the name of the signer at least 4 lines below and flush with the complimentary close. Type the

*p. 37 says 5 spaces below and continued with respect to complimentary close*

signer's title on the next line, flush with the name. If a runover line occurs in the title, indent the line 2 spaces. It is permissible to stamp, instead of type, the name and title below the written signature. If the name is stamped, be sure it is added to each copy.

If the signer cannot be determined at the time the letter is typed, the space below the complimentary close is left open. As soon as a name is signed or stamped in facsimile in the space, the name of the signer and his title are typed, or stamped in printed style, below the signature, on the original and all copies.

*I have never seen this practice in this agency*

### 16. ENCLOSURES

a. Enclosure identified in text. When an enclosure which accompanies a letter is mentioned in the text, type the word "Enclosure" flush with the left margin, 2 lines below the line for the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures, as "Enclosures 3."

b. Enclosures not identified in text. Enclosures are usually identified in the text. When they are not, type "Enclosures:" in the position prescribed in the preceding paragraph. Below the notation, flush with the margin, list each enclosure on a separate line. Describe an enclosure by title or in as few words as are needed to identify the material. Example:

Enclosures:  
Form Letters  
Plain Letters  
Selected United States Government Publications, 1959, No. 9

c. Material sent under separate cover. When material to which reference is made in a letter is to be sent under separate cover, type "Separate cover:" flush with the left margin, 2 lines below the signer's title or any "Enclosure" notation that may precede it. List the material, even though it is identified in the text. Send a copy of the letter with the material. Example:

Separate cover:  
Form Letters  
Plain Letters  
Correspondence Manual—50 copies

### 17. DISTRIBUTION OF COPIES

When copies of a letter are sent to persons other than the addressee, show the distribution on copies retained in the agency. Indicate "carbon copy" by typing "cc:" flush with the left margin, 2 lines below the signer's title or any other notation preceding. Below "cc:" list the names or designations of the addressees, one below the other. Check a copy for each addressee. Example:

cc:  
Budget Officer  
Supply Officer  
Personnel Officer ✓  
Regional Director

*See copy p. 38*

### 18. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST

Type only on copies retained in the agency the office symbol of the preparing office (if used), the writer's initials and surname, the typist's initials, and the date of typing. Place this information at the left margin, 2 lines below the signer's title or any other preceding notation. Do not type the notation on the original or courtesy copy. Example:

OpRes:JLMann:de 2-4-60

*Oh does within the Agency equal to Deputy Director of CIA*

### 19. SECURITY CLASSIFICATION

If the subject of the letter requires safeguarding, conspicuously stamp, type, or mark the security classification at the top and at the bottom of each page.

### 20. CONCURRENCES

You need not make special provision for showing concurrences or clearances of a letter, unless you are directed to follow a specific method. Concurrences are best shown by a surname signed on a side or bottom margin of the official file copy.

## 21. REWRITES

When a letter is rewritten, mark diagonally through the file copy of the original letter. Attach the canceled copy to the file copy of the rewritten letter. Also, attach the original if it has record value. If it has no record value, destroy it along with other copies. On the file copy of the rewritten letter, type the identification line shown on the canceled letter. On the line below, beginning with "Rewritten:" type a second identification line. Example:

OpRes:JLMann:de 2-4-60  
Rewritten: SEClay:cef 2-5-60

## 22. POSTSCRIPTS

Although writing a postscript is discouraged, one may be added to correspondence to avoid retyping. Type the postscript 2 lines below the signer's title or any other notation preceding. Beginning at the left, type the letters "P.S." followed by the postscript. The postscript is signed or initialed by the dictator. When a handwritten postscript is added by the signer, type it on all copies.

## 23. MULTIPLE-ADDRESSED LETTERS

Multiple-addressed letters may be typed or process printed, depending on the number of copies required.

a. **Typed.** When the same letter is written to two or more persons, prepare an original for each recipient and only one official file copy. On the file copy, type "Identical letter to:" 2 lines below the signer's title or any other preceding notation. On the next line begin the list of names and addresses of the recipients of the letter. If space is lacking at the bottom of the page, type the list on a separate sheet and attach it to the file copy.

b. **Process printed.** Send one copy of a reproduced letter to each addressee. Retain one copy with an attached list of addressees, as the

official file copy. Type identification information on the file copy as shown in paragraph 18, preceding.

## 24. REPLIES TO PETITIONS, RESOLUTIONS, AND MULTIPLE-SIGNED LETTERS

a. **Petitions or resolutions.** When responding to a petition or a resolution, address the person who submitted it or the first person who signed, and mention the other signers. If practicable, make a carbon copy for each signer of a multiple-signed petition or resolution. Make only one official file copy and indicate on it the distribution of copies as shown in paragraph 17, preceding.

b. **Multiple-signed letters.** There are several ways of addressing replies to letters signed by two or more persons.

(1) **Address first signer only.** Address the reply to the first person who signed the letter, and state in the first paragraph that the reply is intended for the others also. If practicable, make a carbon copy for each of the signers. Prepare only one official file copy, and indicate on it the distribution of copies as shown in paragraph 17, preceding.

(2) **Address all signers jointly.** If there are not more than 10 signers and they are of equal official status, address the reply to them jointly in the order of their signatures. Use the appropriate plural salutation as shown in chapter 5, following. Prepare an original for each recipient and only one official file copy.

(3) **Address each signer separately.** Address an identical reply to each of the signers, with a statement in the opening paragraph that the same reply is being made to the other signer(s). Prepare an original for each recipient and only one official file copy. At the left margin, type "Identical letter to:" below the signer's title or any other preceding notation. On the next line begin listing the names and addresses of the recipients of the letter. If space is lacking at the bottom of the page, type the list on a separate sheet and attach it to the file copy.

## 25. CONGRESSIONAL CORRESPONDENCE

A letter to a Member of Congress is prepared as described in preceding paragraphs. This paragraph adds instructions about special practices that may be necessary in replying to a Congressman.

a. **Reply to a constituent's letter.** Members of Congress frequently forward to an executive agency a letter which they have received from a constituent. Return the constituent's letter, if it is an original, to the Member of Congress, whether addressing the reply to the constituent directly or to the Member of Congress. When replying to the constituent, forward to the Member a copy of your reply.

b. **Reply to a Member of Congress away from Washington, D.C.** When writing to a Member of Congress away from Washington, D.C., include a courtesy copy with the letter and send another copy to his Washington office.

c. **Reply to a letter signed by an employee in a Congressman's office.** If a letter from a Member of Congress is signed by an employee of his office, address the reply to the Member rather than to the person who signed for him.

d. **Reply to a letter signed by more than one Congressman.** When replying to a letter signed by more than one Member of Congress, address an original to each Member and enclose a courtesy copy to each. State in the opening paragraph that the same reply is being sent to each person who signed the letter. Make one official file copy with a notation as to the other recipients.

## 26. TIME LIMITS

Letters are described here as priority or routine, depending on the urgency of the subject or the status of the addressee. Priority correspondence is prepared before routine correspondence. It may receive other special handling or controls. The types of letters and the time limits for each type are as follows:

a. **Priority.** Priority letters concern subjects requiring prompt attention. They include letters addressed to officials of the White House, to Members of Congress and of the Cabinet, and to

other persons in positions of importance. A priority letter is prepared within 5 working days, or acknowledged within 2 working days, after receipt of the inquiry.

b. **Routine.** Routine letters concern subjects of less urgency. They can often be answered by form or guide letters or by published material. A routine letter is prepared within 10 working days, or acknowledged within 2 working days, after receipt of the inquiry.

c. **Acknowledgment.** An acknowledgment or an interim reply is sent when the time limit on a priority or routine letter cannot be met. An acknowledgment is prepared within 2 days after receipt of the inquiry.

## 27. ASSEMBLY FOR SIGNATURE

When a letter is ready for review and signature, arrange it and accompanying papers in convenient order. Keep together all items belonging with the original of the letter, all items belonging with the information copies, and all items belonging with the file copy.

Assemble material in the three basic groups as shown below, and hold each group together with clips or with markers.

### a. The outgoing letter

- (1) Original of the letter
- (2) Courtesy copy, if any
- (3) Enclosures, if any, in the sequence in which listed on the letter
- (4) Envelope, if used

### b. Information copies

(The following items arranged in same order as in a, above)

- (1) Information copies, if any
- (2) Enclosures, if any
- (3) Envelopes, if used

### c. File copy

- (1) Official file copy
- (2) Enclosures, if any
- (3) Incoming letter, if any
- (4) Material basic to the outgoing letter
- (5) Other office copies of the letter

*8-11-63*

*S T A*  
FEDERAL SERVICE AGENCY  
WASHINGTON 25, D.C.

*S. G. Jones 63*  
September 5, 1960

Miss Anne Smith  
National Resources Commission  
Washington 25, D.C.

Dear Miss Smith:

This manual is a guide to standard practices in Government correspondence. These practices, assembled by some of Government's best technicians, give Government letters uniform and distinctive character.

The manual is divided into three parts. The first helps you to prepare communications written from person to person. They may be formal letters, or informal memorandums, or telegrams. The second part, on style practices, tells you how to punctuate, to capitalize, and even to write a legal citation. The third part, not so often used as the first two parts, guides you in preparing special documents, such as reports, proposed legislation, and materials for the Federal Register. With these three parts, the manual should answer most of your questions about format and style and should enable you to work more easily.

Please feel free to supplement the manual with specific rules that apply to your job. Keep it on your desk at all times. Use it often. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

(Miss) Mary Johnson  
← Chief, Employee Relations Division

EXHIBIT 1-A.—*Single-Spaced Letter.*

*CIA*  
FEDERAL SERVICE AGENCY  
WASHINGTON 25, D.C.

*12/11/59*  
~~December 9, 1959~~

In reply refer to:  
~~ADM 9/C~~

The Correspondence Management Association  
132 Main Street  
Ridgland, Massachusetts

Attention: Mr. C. W. Landa

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length may vary from 1 1/2 inches to 2 inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts are single spaced, with double spaces between them.

Sincerely yours,

Charles R. Waverly  
← Director, Correspondence  
Manual Division

Enclosure:  
Selected United States Government  
Publications, 1959, No. 9

EXHIBIT 1-B.—*Double-Spaced Letter.*

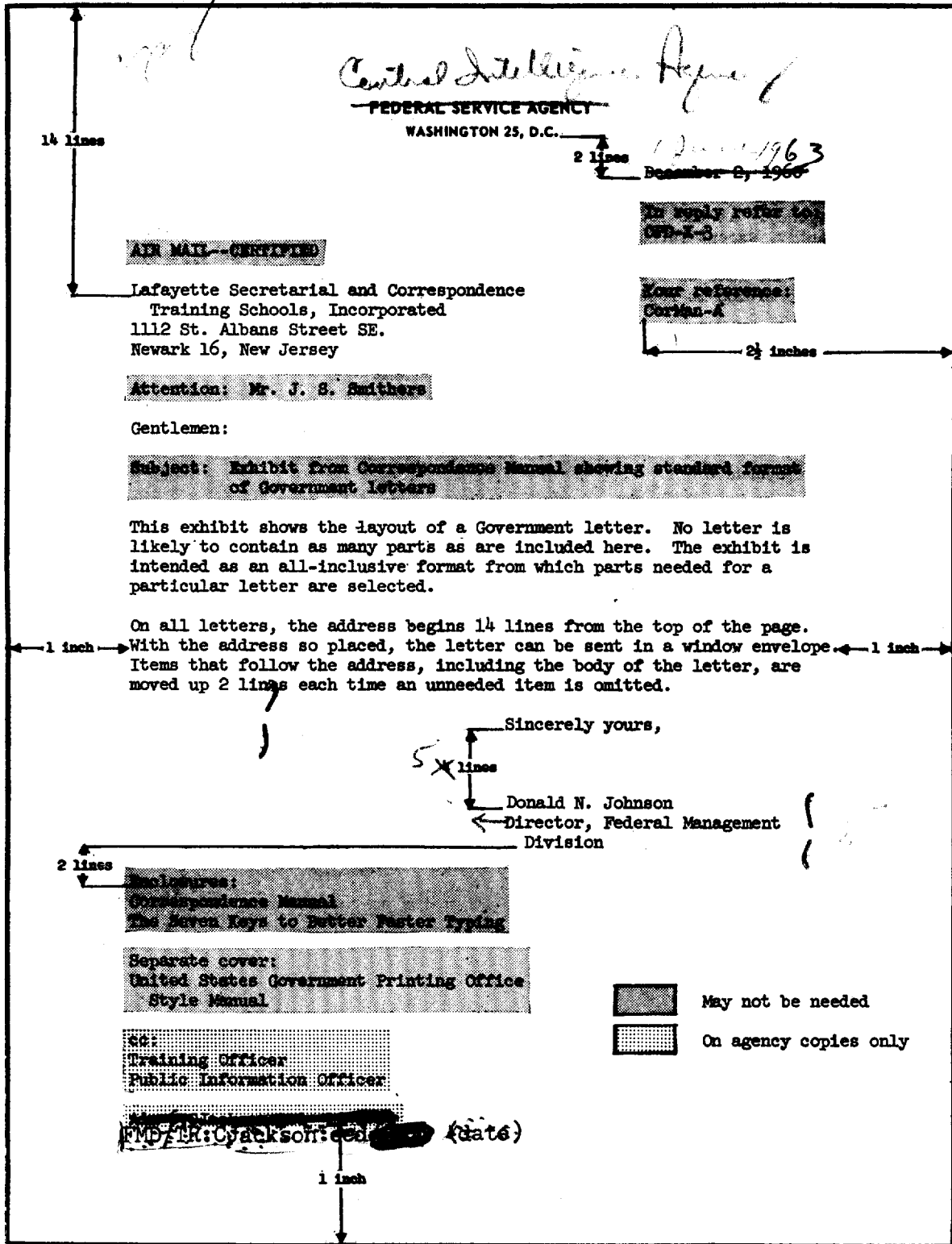


EXHIBIT ~~13~~ - Format of a Letter.



~~CLASSIFICATION~~

6 space 4 lines

6 space

and a paragraph is not continued to the next page unless at least two or more lines are carried over to that page. ← 1 inch →

After the original and outgoing copies of a letter are removed from the typewriter, needed information is added to copies remaining in the agency. At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten."

Sincerely yours,

5 lines

Thomas Hennington  
Director, Management Office

(Center Title)

Enclosures 2

Separate cover:  
Correspondence Manual--50 copies

cc:  
J. Jones  
D. Smith  
R. Roe

Distribution:  
← Orig. - Addressee  
1 - C/MS  
1 - DTR (with basic)  
1 - CTB/TR

1/ CTB/TR:ABConrad:tuv/2000 (21 April 63)

the

- 1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COURTESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.
- 2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

~~CLASSIFICATION~~

~~Exhibit 1.0~~ Last Page of the File Copy.

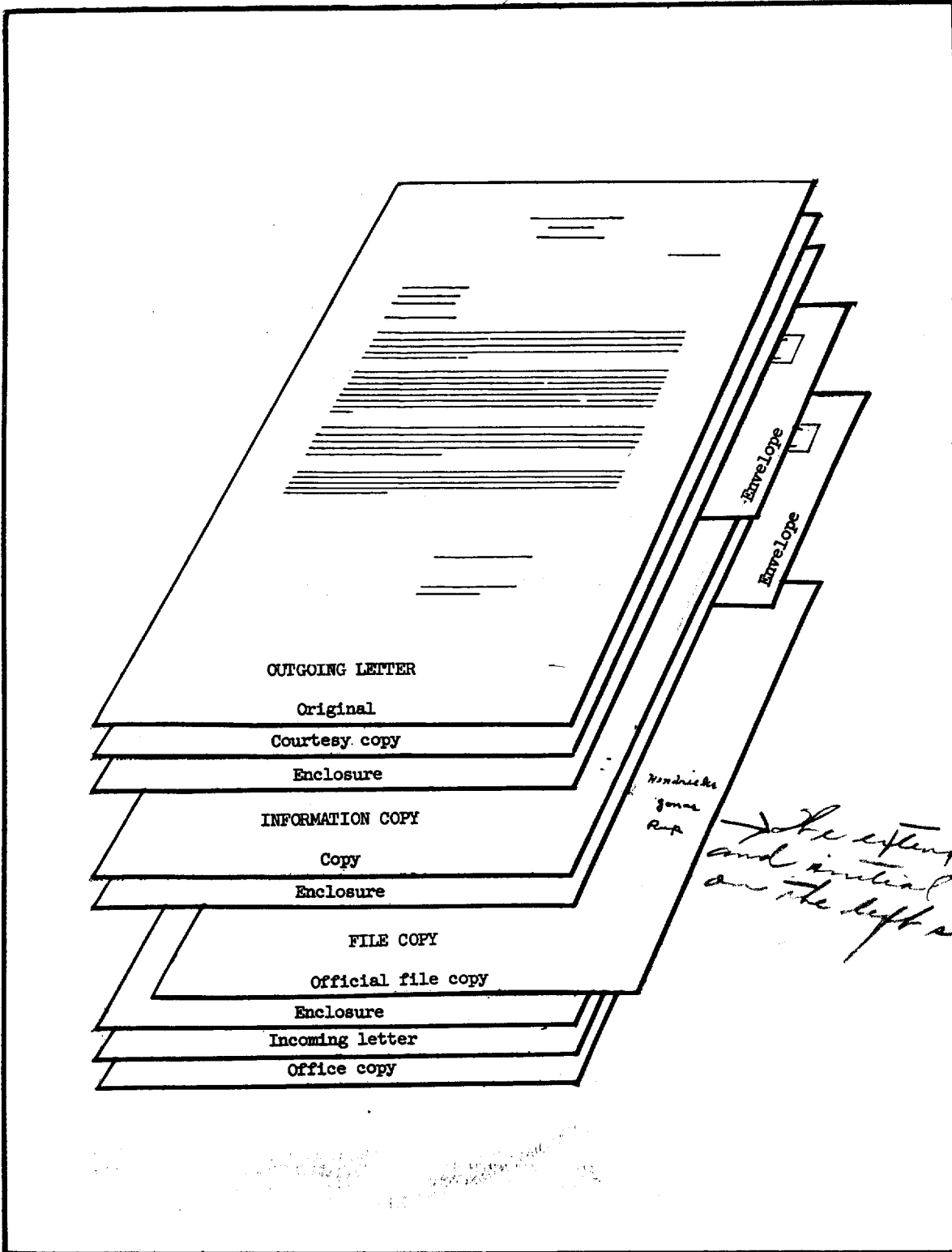


EXHIBIT 1-E.—Assembly of Correspondence File.

**INSTRUCTIONS FOR PARAGRAPHING**  
(To be followed only when prescribed)

1. This exhibit shows the arrangement of paragraphs in correspondence so complex that reading guides are needed. An arrangement of this kind is more often applicable to informal reports in memorandum form.

a. Paragraphs are typed in modified block style. They are single spaced, with double spaces between them.

(1) When a paragraph is subdivided it must have at least two subdivisions.

(a) When paragraphs are subdivided, numbered, and lettered, they are designated as follows: 1, a, (1), (a), 1, a, (1), (a).

(b) Each progressive subdivision of a paragraph is indented an additional 4 spaces. The second and succeeding lines of paragraphs and all subdivisions, except long quoted passages, extend from the left to the right margin.

(c) When a paragraph is cited, the reference numbers and letters are written without spaces, for example, "paragraph 3a(2)(c)."

(2) A paragraph is begun near the end of a page only if there is space for 2 or more lines on that page. A paragraph is continued on the following page only if 2 or more lines can be carried over to that page.

b. Titles or captions are used in lengthy communication to increase ease of reference and of reading.

2. The arrangement described here may be varied to meet special requirements, such as those for legal documents.

**EXHIBIT 1-F.—Arrangement of Paragraphs.**

## CHAPTER 4

## ENVELOPES AND MAILING

## 1. GENERAL

The postage and fees paid system, as used by most Federal agencies, governs the mailing practices set forth in this chapter. If the system has been adopted in full, no postage or fees are required on any kind of mail. Some of the duties described here may be performed by the mailroom; most of them are the responsibility of the secretary.

Further information about stationery and forms for correspondence is given in Bureau of the Budget Circular No. A-33, revised March 9, 1959, "Standards of specifications and utilization: Stationery, envelopes, and memorandum and messenger forms."

## 2. ROUTE SLIPS, ENVELOPES, AND ADDRESS LABELS

a. **Route slips.** Each agency maintains one or more types of route slips. A route slip is intended for use on mail that does not need to be covered and that is to be delivered by agency messenger. If you have a choice, select the slip that enables you to transmit the letter most efficiently.

## b. Envelopes

(1) **Postage and fees paid envelope.** A mailing envelope has the notation "Postage and Fees Paid" printed in the upper right corner of the address side. The return address and "Official Business" appear in the upper left corner of the address side. Window envelopes should be used whenever possible. When a window en-

velope cannot be used, select a regular envelope of the appropriate size. Sizes of envelopes that may be requisitioned are listed in detail in the Stores Stock Catalog issued by the Federal Supply Service, General Services Administration.

Use large flat envelopes for mailing multiple enclosures, pamphlets, and paperback books. Avoid using oversize envelopes for heavy pieces of printed matter, since the contents become damaged by shifting during handling. When contents are heavy, reinforce with gummed tape an envelope that closes with a metal clasp or with a button-and-twine device. Press the envelope flat before mailing.

(2) **Interoffice, chain-type envelope.** Standard Form 65, Revised, "U.S. Government Messenger Envelope," is the envelope prescribed for use throughout the Government to send mail and printed matter between offices within the same city. It is brown manila, perforated. Size 9½ by 12 inches has 40 preprinted address spaces. Size 12 by 16 inches has 84 preprinted address spaces. The "Stop" space is used primarily in the Washington, D.C., area, but may be used elsewhere. The messenger envelope is not suitable for sending material through postal channels.

c. **Address labels.** Use a postage and fees paid address label on packages or on large envelopes which do not go easily into a typewriter.

d. **Postal requirements.** Specifications as to requirements for envelopes to be sent through postal facilities are described in Post Office Department Publication 28, March 1958, "How To Address Mail." You may obtain this publication through your mailroom or directly from the Post Office Department.

### 3. TYPES OF DOMESTIC MAIL SERVICE

**a. Regular mail.** Use regular mail service for material going through postal channels. Use it in preference to airmail when the addressee is less than 200 miles away or when the mail would reach its destination as quickly as if sent by air.

**b. Mail service by agency messenger.** Mail addressed to persons within the agency who occupy the same or nearby buildings is delivered by agency-employed messengers. Under special conditions, these messengers may deliver mail to addressees in other agencies within the same city or area.

Routine material, easy to handle, may be transmitted by an attached route slip. If a cover is preferable, use a chain envelope such as Standard Form No. 65, U.S. government messenger envelope. A sealed envelope is seldom used for within-agency mail sent by messenger.

The route slip or envelope carries the name or title of the addressee and the name or code of his office, in sufficient detail to insure delivery.

**c. U.S. Mail and Messenger Service.** (Mail service between agencies.)

(1) **Use.** The U.S. Mail and Messenger Service provides fast pickup and delivery between Federal agencies within a city. Post Office Form OM 2 lists the Washington, D.C., agencies receiving the service, and a "Stop" number for each delivery point.

(2) **Prohibited use.** Do not use the U.S. Mail and Messenger Service for the following:

- (a) Security classified mail
- (b) Mail to an addressee not included in the U.S. Mail and Messenger Service
- (c) Unofficial mail
- (d) Other mail prohibited because of the subject

(3) **Type of envelope.** As a rule, send material in one of the two sizes of the U.S. Government Messenger Envelope. Folded material may be sent in a plain envelope or in a postage and fees paid envelope.

(4) **Addressing instructions.** When addressing the chain type of envelope, cross out the

used spaces and enter the name or title of the addressee and the name or code of his office, in sufficient detail to insure delivery. Place this information on the left side of the address space. Enter the "Stop" number for the addressee's agency in the adjoining space labeled "Stop."

When addressing a plain or a postage and fees paid envelope, include the same information as on the chain envelope. Single space the address. Drop the "Stop" number 2 lines below the address. Example:

Mr. John Doe, A9  
Department of Justice

Stop 219

**d. Airmail.** Use airmail when speed is essential and when material will reach its destination earlier than if sent by regular mail. Do not use airmail for addressees within 200 miles.

**e. Special delivery.** Use special delivery when speed at the point of address is important and when it is known that delivery of the mail will be expedited by use of the service.

**f. Registered mail.** Use registered mail when required by law or regulation, or when the value or importance of the article requires the additional protection of the registry service. Use it only when the matter being mailed warrants a record of transmittal, or retention of a delivery receipt for a period longer than 6 months.

(1) **Sealing.** Registered mail is securely sealed. Do not place paper strips, cellophane tape, or wax or paper seals over the intersection of the flaps where the postmark impressions are made.

(2) **Mailing receipt.** A mailing receipt is furnished the sender by the post office. For multiple transactions, the sender prepares a receipt, using post office forms.

(3) **Post office record.** A complete record is kept at the post office of the mailing of a registered item. A delivery receipt is obtained from the addressee or his representative and kept for 3 years at the post office.

(4) **Sender's return receipt and restricted delivery.** The sender of a registered item may request a return receipt and may restrict delivery to the addressee only.

(5) **Type of envelope or label.** Use an address-type postage and fees paid envelope or address label for registered mail.

**g. Certified mail.** Certified mail provides a receipt to the sender and a record at the office of address. Use certified mail when material has no intrinsic value but requires proof of delivery.

(1) **Sealing.** Certified mail is sealed. There is no restriction on additional sealing devices.

(2) **Mailing record.** The sender may make a note of the mailing of certified material. At the time the material is mailed, this record of mailing may be postmarked as a means of authentication. If a postmarked record is not required, certified mail may be deposited in any ordinary mail drop.

(3) **Post office record.** No record is kept by the post office of certified mail when it is deposited or while it is in transit. Delivery records are prepared and kept at the post office of address for 6 months.

**h. Consolidated mailing.** When a large amount of mail is sent to the same destination, send the pieces under one cover rather than in separate envelopes.

#### 4. TYPES OF FOREIGN MAIL SERVICE

**a. Diplomatic pouch.** The agency arranges with the State Department for use of diplomatic pouch service. In general, this service is used for official mail to an agency's representatives under the jurisdiction of diplomatic or consular posts abroad. All such mail is dispatched through the Department of State.

**b. Postal channels.** Mail to persons overseas, which is not sent by diplomatic pouch, may be sent through postal channels. Use a postage and fees paid envelope or address label.

#### 5. SELF-ADDRESSED ENCLOSED ENVELOPE

**a. Government use.** A self-addressed official envelope, an address label, or a reply card may

be used to obtain information for official use when the addressee is not obligated to furnish it to the Government.

**b. Private use.** In replying to a request, do not use an enclosed stamp or self-addressed envelope supplied by an addressee, unless you are directed to do so by the writer.

#### 6. TYPING INSTRUCTIONS

**a. Arrangement of an address.** Single space the address on an envelope or on an address label to be added to an envelope. If a line is too long to fit the space, continue it on the next line, indented 2 spaces.

Begin typing approximately one-third the length of the envelope from the left side and approximately one-half the depth of the envelope.

Type "Attention:" (when used) immediately below the addressee's name, followed by the name of the person to receive the mail in addition to the addressee. Example:

John Dawson Company, Inc.  
Attention: Mr. James Brown  
1234 Fifth Street  
New York 15, New York

**b. Use of zone numbers.** Include zone numbers in addresses to cities for which numbered zones have been established, and in return addresses added to envelopes and letterheads.

Zone directories are furnished without charge. A local directory may be obtained from the postmaster of a zoned city. An out-of-town directory should be requested from the postmaster of the zoned city or from the Office of Headquarters Services, Post Office Department, Washington 25, D.C.

**c. Special mailing instructions.** If you prepare an envelope for a letter requiring special mail service, type the mailing instructions such as AIRMAIL, CERTIFIED, REGISTERED, and so forth, 2 lines above the top line of the address and alined with it. If more than one instruction is used, type each one continuously on a line, with dashes between. Further notations about special handling, which are required on the envelope, are added by the mailroom or by the post office.

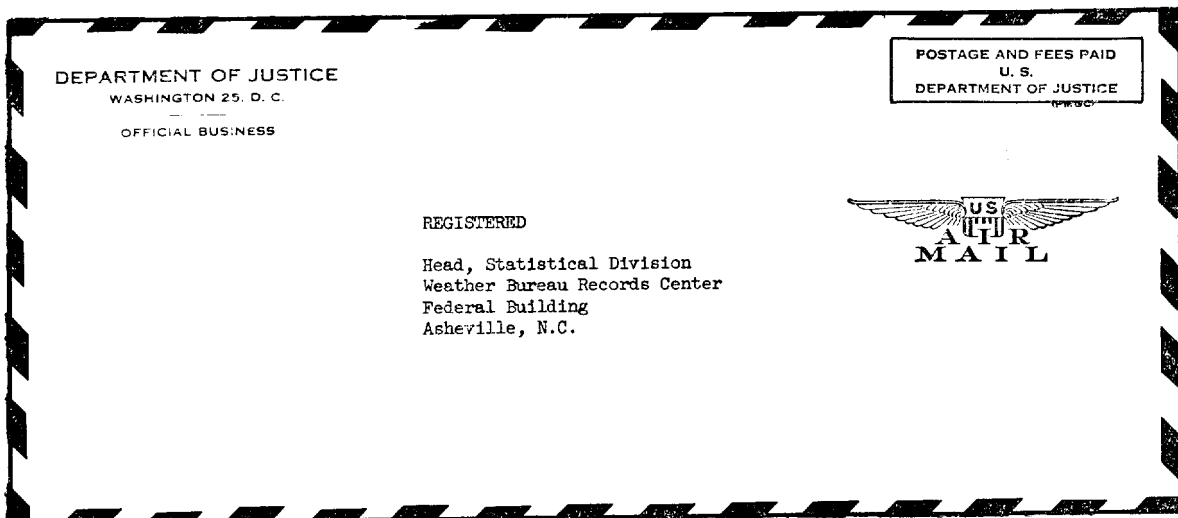
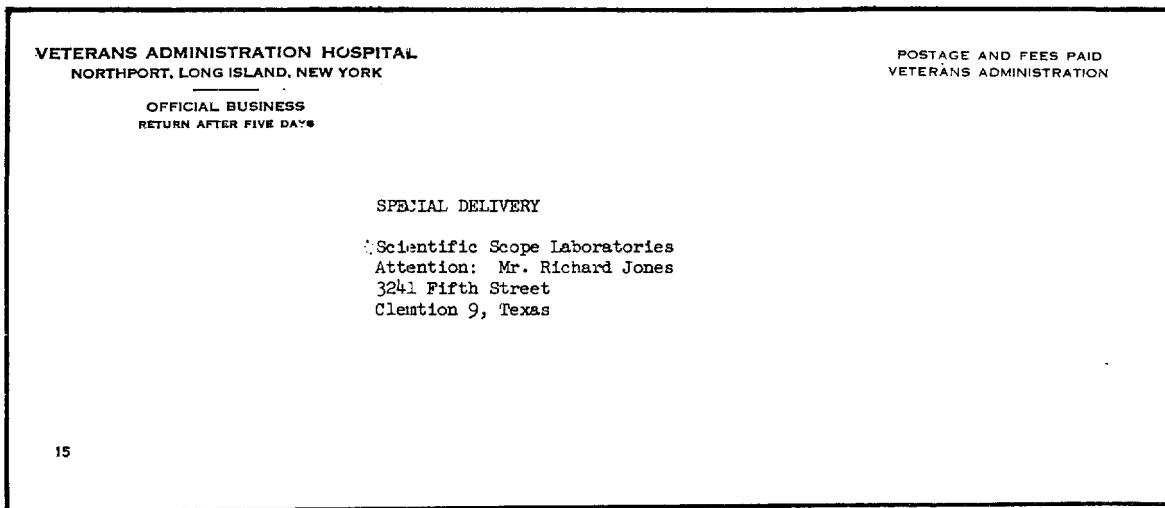
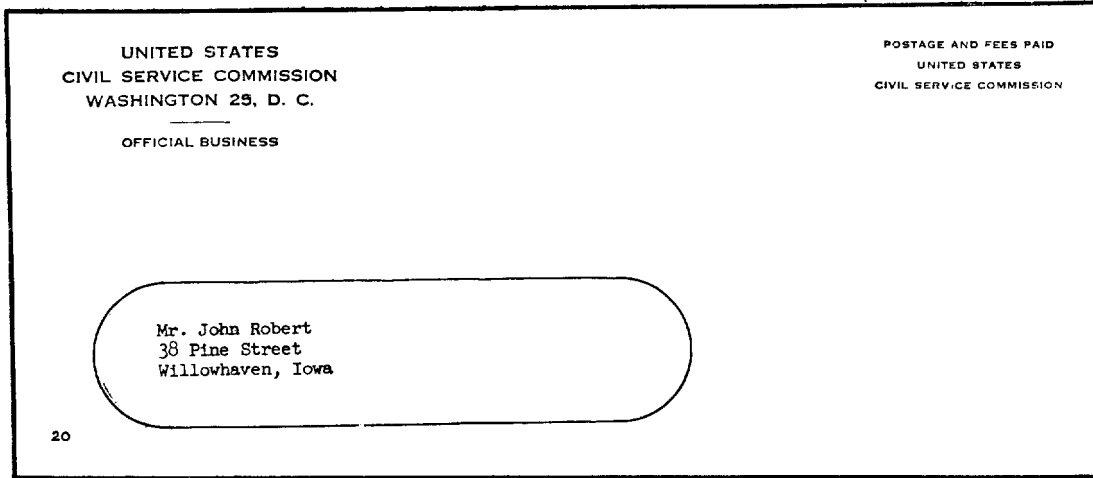


EXHIBIT 1-L.—Addressed Envelopes—Page 1.

GENERAL SERVICES ADMINISTRATION  
 WASHINGTON 25, D. C.  
 OFFICIAL BUSINESS

POSTAGE AND FEES PAID  
 U. S.  
 GENERAL SERVICES ADMINISTRATION

Mr. Richard Longwood  
 Room 1112 South Building  
 Agriculture  
 Stop 209

15

## U. S. Government Messenger Envelope

Standard Form No. 65 Rev. (1957)  
 Promulgated by Bureau of the Budget Circular A-33 (Rev.)

NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM		NAME (OR TITLE) OF ADDRESSEE, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM	
<del>Mrs. Jane Carter</del>	STOP 220	To a person in another agency with another stop number	STOP
<del>140 National Business Bldg</del>			
<del>H.R.P.C., Room 601</del>	STOP	To a code in same agency with same stop number	STOP
<del>Attn Mrs. Bonner</del>			
<del>Diak Rhodes,</del>	STOP	To a person in same agency (different building) with another stop number	STOP
<del>Room 4-20, 4th</del>	29		
<del>Office of Budget Review</del>	STOP	To an office in another agency with another stop number	STOP
<del>Bureau of the Budget</del>	20		
	STOP		STOP

EXHIBIT 1-L.—Addressed Envelopes—Page 2.



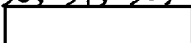
C-O-N-F-I-D-E-N-T-I-A-L



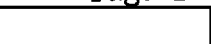
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CORRESPONDENCE - GENERAL

INSTRUCTION SHEET

Destroy pages i, v, vi, 55, 56, 57, 58, 77, 78, 79, 80, 82, 83, 85, and 87 of  dated May 1955 and insert in lieu thereof the attached revised pages i, v, vi, 55, 56, 57, 58, 58.1, 58.2, 77, 78, 79, 80, 82, 83, 85, and 87 dated 20 June 1958.

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Page i is revised to include the rescission of  the material from which is incorporated in revised chapter V. Page v now shows new title of chapter V. Page vi reflects a changed page number for Exhibit 7. Pages 55 through 58.1 are revised to give wider dissemination to instructions concerning identification of and provisions for concurrences and approval in correspondence directed to the Director or Deputy Director of Central Intelligence, originally provided by two memorandums from the Executive Officer to the Director. Pages 77, 78, 79, 80, 82, 83, 85, and 87 of the Index are revised to reflect the changes in chapter V.

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CORRESPONDENCE - GENERAL  
Revised 20 June 1958

FOREWORD

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Rescission:  dated 9 September 1953

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This handbook provides for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement will always be welcome.

Certain correspondence originated by the Clandestine Services or other components of the Agency may require the use of sterile paper or specialized formats and procedures not covered in this handbook. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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CORRESPONDENCE - GENERAL  
May 1955

## INTRODUCTION

*Optional Form 10, United States Government*

The material in this Handbook is arranged in the order in which elements of correspondence would be considered by a writer or typist. Separate sections describe memorandums on letterhead stationery, plain bond, and ~~Standard Form No. 64 (Office Memorandum)~~, and the format of letters. Each section is followed by an exhibit illustrating the format described. A section on the style standards applicable to any one of the four main formats is also provided to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Handbook.

The Handbook is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the Handbook material which they supplement.

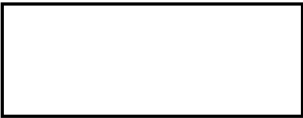
This Handbook concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover these subjects.

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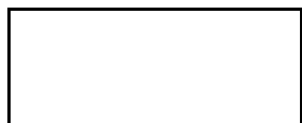
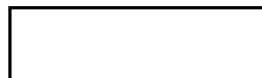


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## Chapter I

## BACKGROUND FOR ALL CORRESPONDENCE

## Section A. DEFINITIONS

1. Official CIA correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this Handbook the word "correspondence" refers only to memorandums and letters originated within the Agency.
2. Copies. Unless further qualified, the word "copy" as used in this Handbook refers to a carbon copy of Agency correspondence. In addition, the following terms apply:
  - a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies ~~are not required for~~ *are prepared for* ~~addressees outside CIA except~~ Members of Congress, and officials of other Federal agencies. *members of the Supreme Court, top officials at the White House,*
  - b. An official file copy is one prepared on yellow tissue for retention in the official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element.
  - c. An information copy is one sent to interested offices other than the addressee.
3. A reference is a brief citation of material which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.
4. An enclosure is material forwarded with correspondence or forwarded separately, if so indicated.
5. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated

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authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title.

Section B. STATIONERY

6. General. Agency correspondence is prepared on three basic types of stationery: Letterhead, ~~Business Form~~ ~~Form 64~~ (~~Business~~ Memorandum), and plain bond. In addition, plain stocks of tissue-weight paper for carbon copies are provided in various colors. Exhibit 1 lists the types of stationery used for particular forms of correspondence. Supplemental information is given in Chapters II and III which deal specifically with the preparation of memorandums and letters.
7. Letterheads. Three types of letterheads are available: CIA Letterhead, CIA Letterhead (Office of the Director), and CIA Letterhead (Office of Deputy Director of Central Intelligence). The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency except that prepared for the signature of either the Director or Deputy Director of Central Intelligence. Correspondence for their signature is prepared on CIA Letterhead (Office of the Director) or CIA Letterhead (Office of Deputy Director of Central Intelligence) as appropriate. Letterhead stationery comes in white bond and tissue only.
8. Letterex. Letterex is tissue stationery with a sheet of one-time carbon paper attached. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the result. Letterex is stocked in the Agency supply system in single sheets only, in white, green, yellow, pink, and blue.
9. Memorandum. Memorandum Stationery is on paper of less expensive quality than letterhead stationery. It is used for correspondence with State and local government agencies in the administration of cooperative programs, and for other informal ~~correspondence~~ intra- or interagency correspondence.
9. General. The deciding factor in determining which form of correspondence to use is the title of the addressee to whom the correspondence is being directed. Part I of Exhibit 1 lists in alphabetical order the titles of recipients of CIA correspondence. Beside each title is indicated the form of correspondence appropriate to that addressee. Part II of this exhibit shows the types of stationery to use and requirements for copies.

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10. Memorandum for the Record. The memorandum format is also used in recording telephone conversations, and ~~other information~~ to be retained for record purposes. Plain stationery is always used. See Paragraph 54 for format.
11. Memorandum of Conversation. Form 1132 will be used to report conversations of Agency officials with persons outside the Agency. This form need not be ~~used~~ used if the conversation is made a part of the minutes of a meeting, reported in an information report, or is recorded in another form of memorandum.

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PART I - FORMAT DETERMINATION

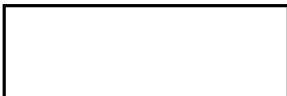
CODE	ADDRESSEE	FORMAT
1	CIA - Director, or Deputy Director of Central Intelligence; Deputy Directors ( <del>Support</del> ), ( <del>Intelligence</del> ), <del>and</del> ( <del>Plans</del> ), <del>and</del> ( <del>Research</del> )	Memorandum
2	CIA - Multiple Addressees	Memorandum
3	CIA officials in Washington and [ ] field activities	Memorandum
4	Congress; Members of	Letter
5	Executive Office of the President	Letter 1/
6	Government Agencies (If informality is appropriate, or if replying to incoming correspondence which was in memorandum form)	Memorandum
7	Government Agencies - Multiple Addressees	Memorandum
8	Government Agencies or their officials, except as provided for in Codes 6, 7, and 9-12 inclusive	Letter
9	<sup>U.S.I.C.</sup> <del>Intelligence Advisory Committee (IAC)</del> or individual agencies of the <del>Committee</del> <sup>Intel Community</sup>	Memorandum
10	National Security Council (NSC)	Memorandum
11	Office of <sup>Civil and</sup> Defense Mobilization	Memorandum
12	President of the United States	Memorandum 2/
13	Private individuals and organizations	Letter

1/ & 2/ - Certain circumstances may require a memorandum or letter, respectively.

SEE NEXT PAGE FOR TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

EXHIBIT I  
FORMAT, STATIONERY, AND COPY REQUIREMENTS

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CORRESPONDENCE - GENERAL  
May 1955

PART II - TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

KEY: X - Required * - Optional at the discretion of the originator.		ADDRESSEE CODE													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
ORIGINAL	Letterhead Bond				X	X	*	X	X	X	X	X	X	X	
	Plain Bond	X	X												
	<del>Standard Form No. 64 (Office Memorandum)</del> <i>Optional Form 10 (White Tissue)</i>			X			*								
COPY REQUIREMENTS	OUTSIDE CIA	"THROUGH" Addressee (Letterhead <i>tissue</i> )					X			X	X	X			
		Multiple Addressees (Letterhead <i>tissue</i> )							X						
		Courtesy Copy (Letterhead <i>tissue</i> )				X	X	*	X	X	X	X	X	X	X
		Information Copies (Letterhead) <i>2/</i>				X	X	X	X	X	X	X	X	X	X
		"THROUGH" Addressee (Plain <i>tissue white</i> )	X		X										
	WITHIN CIA	Multiple Addresses (Plain <i>tissue white</i> ) <i>1/</i>		X											
		Courtesy Copy (Plain <i>tissue white</i> ) <i>3/</i>		X	X										
		Information Copies (Plain <i>tissue white</i> ) <i>2/</i>	X	X	X	X	X	X	X	X	X	X	X	X	X
		Official File Copy (Plain yellow) <i>4/ tissue</i>	X	X	X	X	X	X	X	X	X	X	X	X	X
		Alphabetical Name Index (Plain pink) <i>5/ tissue</i>	*	*	*	*	*	*	*	*	*	*	*	*	*
Return Copy (Plain <i>white or green tissue</i> )	*	*	*	*	*	*	*	*	*	*	*	*	*		
Hold Copy (Plain <i>white or green tissue</i> )	*	*	*	*	*	*	*	*	*	*	*	*	*		

NOTE: See Chapter V for requirements if the signing official is either the Director or the Deputy Director of Central Intelligence.

- 1/ One copy for the second and succeeding addressees listed after "MEMORANDUM FOR" on the original.
- 2/ One copy for each information addressee.
- 3/ Staff studies require two copies.
- 4/ Generally the signing official's copy serves as the Official File Copy. However, if the Official File Copy is to be retained elsewhere:
  - a. Prepare an additional copy on plain tissue for the signing official's file.
  - b. Prepare two copies if the signing official is either the Director or one of his four Deputies.
- 5/ If an alphabetical cross-file is considered necessary.

EXHIBIT I (Cont.)  
FORMAT, STATIONERY, AND COPY REQUIREMENTS

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Section D. BASIC STYLE

CIA correspondence is prepared in several formats. However, there are certain style standards applicable to each of these. The following basic elements of all CIA correspondence are therefore described to avoid repetition in succeeding chapters. The sequence of these descriptions parallels the order in which elements would be considered by a typist preparing correspondence.

- 11. Typing Measurements. Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

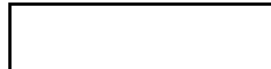
Across the Page

<u>Inches</u>	<u>Typing Strokes (Approx.)</u>	
	<u>Pica</u>	<u>Elite</u>
1 . . . . .	10	12
1 1/4 . . . . .	13	15
1 1/2 . . . . .	15	18
1 3/4 . . . . .	18	21

Down the Page

<u>Inches</u>	<u>Approximate Typing Lines (Pica or elite)</u>
1/2 . . . . .	3
1 . . . . .	6
1 1/4 . . . . .	8
1 1/2 . . . . .	9
1 3/4 . . . . .	11
2 . . . . .	12
2 1/4 . . . . .	14

- 12. Margins. The width of margins may vary with the length of text; however, minimum standards provide that right, left and bottom margins of first pages should not be less than one inch. Margins of second and succeeding pages likewise should not be less than one inch, including the top margin, and should correspond in width to the margins on the first page. The following is a guide to margin widths for memorandums and letters:



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<u>Text Length (First Page)</u>	<u>Side Margins (Approximate)</u>	<u>Special Information</u>
Short <del>up to</del> <del>100 words</del> <i>10 lines</i>	1 1/2 inches <i>to 2 inches</i>	Approximately 60 spaces to a line.
Medium <del>100</del> <i>10</i> to <del>150 words</del> <i>20 lines</i>	1 1/2 inches	Approximately 65 spaces to a line.
<i>Long</i> <del>Full Page (150</del> to <del>200 words</del> <i>20 lines and up</i>	1 inch	A full page with minimum margins is preferable to two pages with wider margins.

*are now  
typing this  
in copy?*

*don't  
interfere  
with it*

13. "IN REPLY REFER TO". "Refer to" designations are placed at the discretion of originating officials only on correspondence requiring a reply and sent outside the Agency. Their use encourages outside correspondents to identify Agency letters and memorandums to which they are replying. Replies thus identified can be routed readily to the office concerned.

In cases where the phrase has not been printed on the letterhead, type the words "IN REPLY REFER TO" flush with the right margin, three spaces below the last line of the letterhead. Immediately below the phrase "IN REPLY REFER TO," type in block style the organizational symbol of the office of signature as well as that of the originating office, if circumstances permit routing the reply direct to this latter office.

Example: IN REPLY REFER TO:  
MS/RMD/RDB

NOTE - The "IN REPLY REFER TO" line is never used in correspondence prepared for signature of the Director or Deputy Director of Central Intelligence.

14. Date. The date shown on a memorandum or letter should always be the date on which the correspondence was signed. Accordingly, omit the date whenever correspondence is prepared for signature outside the preparing office, or when there may be some other cause for delay in signing. Always omit the date when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies.

When circumstances permit inclusion of a date at the time of typing, place the date in accordance with specific requirements in Chapters II and III.



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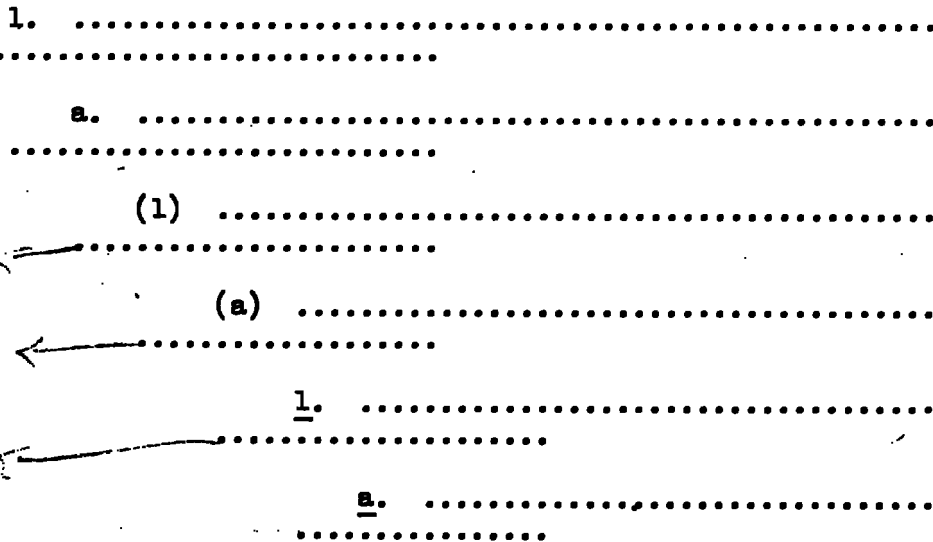
A date is expressed without punctuation in the following sequence: day, month, year--e.g., 15 June 1954. It may be typed or stamped as circumstances dictate. The date should be shown on the original and all copies.

- 15. Line Spacing. Normally the body of correspondence is single spaced. However, if the text is less than eight lines and consists of but one paragraph, double spacing is used.

NOTE - In memorandums addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.

16. Paragraphing

- a. Memorandums (Except Those Addressed to the President of the United States) - When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:



*Handwritten notes:*  
- Indentation shows blocks  
- All typed lines  
- some over to left margin  
- are placed flush w/ margin  
- 1. shows blocks  
- 1. shows blocks  
- 1. shows blocks

- b. Memorandums for the President - Primary paragraphs are indented five spaces but are not numbered. Subparagraphs, if any, are indented and identified by letters and numerals as shown above.



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*Those of less than five lines are put into the left margin. A quotation of more than two lines is*

c. Letters - Same as memorandums for the President.

17. Quotations. Quotations may be set apart or incorporated in the text of correspondence. ~~They~~ *are* set apart, ~~indented~~ *indented* five spaces from the left and right margins, ~~two~~ *two* spaces below the text. Block the left margin. For example: *of the Text, and*

The speaker quoted these words from the Wall Street Journal:

"Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is."

18. Page Number and Identification. The first page of correspondence is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals centered one-half inch from the bottom of the page. Numerals are typed without parentheses or dashes. Second and succeeding pages of correspondence are also identified as follows:

a. Memorandums, Staff Studies, and Concurrence Sheets - One inch from the top of the page, flush with the left margin, type the subject of the correspondence as stated on the first page.  
Example:

SUBJECT: Revision of Correspondence Standards

b. Letters - One inch from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used if appropriate. Examples:

Mrs. John Jones, 134 East Pine St., Selbyville, Ky.

or

Hon. Richard B. Randolph, U. S. Senate

19. Continuations. The body of a memorandum or letter is continued on second and succeeding pages, four spaces below the subject line or addressee identification. Plain stationery is always used.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence should appear on each page. In no case is a word divided between two pages.

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If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

- 20. Signature and Title. Methods of indicating signatures and titles vary according to different correspondence formats. These methods are described in detail in Chapters II and III which deal with memorandums and letters.
- 21. Enclosures

a. Listing Enclosures - Enclosures are listed two spaces below the signature title, beginning with the word "Enclosure" or "Enclosures" typed flush with the left margin. Immediately below and indented two spaces from the left margin, each enclosure is listed by number and briefly described. It is not necessary to number a single enclosure. Do not extend the description of an enclosure beyond the center of the page. Indicate enclosures on the original and all copies.

If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. Enclosures forwarded under separate cover should be so identified.

The following illustrate typical enclosure listings:

Single enclosure:

Enclosure:  
CIA Training Manual No. 6

Multiple enclosure:

- Enclosures: <sup>237</sup>
1. Form No. ~~38-4~~ (6 copies)
  2. OODM letter 5 Jan. 1953 <sup>63</sup>
  3. CIA Correspondence Handbook (2 copies - separate cover)

b. Identifying Enclosures - Enclosures themselves are identified by the abbreviation "Encl." followed by the appropriate enclosure number. This identification is placed only on the first page or

*Don't manual  
page to list  
encls flush  
w/ margin  
we indent*

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cover of the document, in the lower right corner about  $\frac{1}{2}$  inch from the bottom of the page. It may be handwritten or typewritten. It is emphasized, however, that it should not be handwritten in ink or typewritten if there is a possibility that the enclosure may be referred to later by some other identification.

22. Copy Distribution. Three rules govern when to show copy distribution information on originals and copies:

- a. Do not show internal CIA distribution on any original or copy to be sent outside the Agency.
- b. On an original, courtesy copy, or information copy to be sent outside CIA, do not show the distribution of information copies for other agencies unless the dictating official desires to inform them that such distribution is being made.
- c. Indicate the distribution of only the information copies on the original, courtesy copy, and information copies of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of, those addressees shown after Code 1 in Exhibit 1.

The format for showing copy distribution information depends upon whether the correspondence is on letterhead, plain bond, or ~~Standard~~ *Optional* Form No. ~~64~~ *10* (Office Memorandum). See Chapters II and III.

- typist*
23. Originating Office Identification. This identification consists of the organizational symbol of the office originating the correspondence, the writer's name, the typist's initials, and the date the correspondence was ~~dictated~~. This information is typed all on one line started flush with the left margin and two spaces below the last copy distribution designation. Standard organizational symbols are used. The writer's name is in initial caps, separated from the organizational symbol by a colon. The typist's initials are in lower case. The date is abbreviated and in parentheses. For example:

MS/RMD/RDB:JCBrown:abc (15 June <sup>63</sup>~~54~~)

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's

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initials, separating it from the initials by a slash mark. For example:

MS/RMD:JCDoe:abc/3742 (1 Sept <sup>63</sup>~~54~~)

The originating office identification is never shown on the following:

- a. Original and copies sent outside the Agency.
- b. The original and courtesy copy of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of those addressees shown after Code 1 in Exhibit 1.
- c. The original and copies of letters of commendation (except the signer's copy).

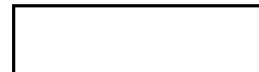
#### 24. Defense Classification and Control Markings

- a. When Top Secret, Secret, and Confidential correspondence is typed, the classification will be marked on all pages and copies thereof, top and bottom by means of a ~~pink~~-inked rubber stamp, the type of which is noticeably larger than that of the type-written text. The classification marking will be spaced about  $\frac{1}{4}$  inch from the top and bottom of the page. (See next paragraph if a control statement will also be used.) Correspondence duplicated by any other means than typing shall have classification markings placed thereon in accordance with Regulation

- b. When a control statement (such as "Not Releasable to Foreign Nationals") is used with a defense classification, place the appropriate statement immediately below the defense classification wherever it appears. When a control statement is used without a defense classification, place the statement about  $\frac{1}{4}$  inch from the top and bottom of each page.
- c. Correspondence containing classified information and furnished to authorized persons, in or out of Federal service, other than those in the Executive Branch, in addition to being marked as shown above will bear the following warning:

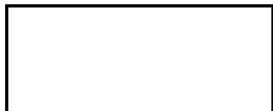
"This material contains information affecting the national defense of the United States within the meaning of the espionage laws,

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Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

This warning shall be stamped at the bottom of the first page of the original and all copies (including file copies, to indicate that the original was correctly marked). The text of this warning is about 3 1/8" wide by 3/4" deep. The first page of typing therefore should stop at about 1 1/2" from the bottom of the page if the warning is to be included. Stamps with this warning are available at Building Supply Rooms.

- d. Under certain circumstances correspondence can be automatically reclassified--e.g., after a specific event or date or upon removal of classified enclosures. The appropriate action shall be indicated by a rubber stamp available at Building Supply Rooms, or by including a statement in the final paragraph of the correspondence. If stamped, place the statement on the first page of the original and all copies, at the top or bottom in proximity with the defense classification marking.

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# MISSING PAGE

**ORIGINAL DOCUMENT MISSING PAGE(S):**

15 THRU 18

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## Chapter II

## MEMORANDUMS

## Section A. GENERAL

29. Memorandums are used by CIA officials for interoffice and intra-office communications and to correspond with certain Federal agencies or their officials who likewise use the memorandum format in corresponding with CIA. When to use memorandums is outlined in Part I of Exhibit 1. Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating standards common to each type of memorandum, frequent reference is made to previous paragraphs.

30. This chapter concerns the preparation of memorandums on letterhead stationery, plain bond, and ~~Standard Form No. 64 (Office Memorandum)~~. Three exhibits are provided: <sup>Optional</sup> ~~10~~ <sup>10</sup> ~~US Government Memorandum~~.

Exhibit 3 - Memorandum on Letterhead

Exhibit 4 - Memorandum on Plain Bond

Exhibit 5 - Memorandum on <sup>Optional Form 10</sup> ~~Standard Form No. 64~~

Exhibit 6, Memorandum of Conversation Form 1132.

## Section B. MEMORANDUMS ON LETTERHEAD

## Exhibit 3

31. Margins. See Paragraph 12.

32. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.

33. Date. If it is appropriate to date the memorandum at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 3. If a "Refer to" line is not used, type the date

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on the fifth line below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 15 June 1954. 1963,

34. "MEMORANDUM FOR." Beginning at the left margin, type this heading in all caps, four spaces down from the date, if one has been inserted. If the date has not been typed, begin this heading 9 or 10 lines below the last line of the letterhead. Two spaces after the colon, insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.

Exhibit 3 illustrates a memorandum for only one addressee. However, a memorandum also may be addressed to two or more recipients if each has equal interest in the subject matter or equal authority to take action. In such a case the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Administrative Officer, Office of Defense  
Mobilization  
Director, Federal Bureau of Investigation

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

35. "THROUGH" Line. A "THROUGH" line is rarely used in memorandums sent outside the Agency. When appropriate, however, an addressee may be indicated after the word "THROUGH" typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR." The through addressee is always shown as a title, and is placed in line with the "MEMORANDUM FOR" addressee.
36. "ATTENTION" Line. The use of an "ATTENTION" line in a memorandum is optional. It is used only when the dictating official desires to direct the correspondence to an office or official other than shown after "MEMORANDUM FOR." When used, the word "ATTENTION" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR" or "THROUGH" as the case may be. The addressee following "ATTENTION" may be addressed by name or title.
37. "SUBJECT" Line. The word "SUBJECT" typed in all caps two spaces below the last addressee line, and even with the left margin, introduces a brief statement of the subject of the memorandum. This statement is begun in line with the addressee or addressees listed



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in the foregoing "MEMORANDUM FOR," "THROUGH," or "ATTENTION" lines. The subject should be stated concisely, yet adequately enough to identify the correspondence. Capitalize the first and all other important words. Continue the subject across the page and on a second line, if necessary. Indent the second line two spaces.

38. "REFERENCE" Line. Reference to material related to the subject matter of a memorandum may be cited either in the text or in a "REFERENCE" line. Use of the latter is preferable when repeated reference to the same material may be necessary in the text, or when lengthy titles might tend to complicate sentence structure.

The reference line begins with the word "REFERENCE" or "REFERENCES" typed in all caps beginning at the left margin, two spaces below the subject line. Following this, references are listed with the first word of each reference aligned with the first word of the subject. If more than one reference is listed, designate each alphabetically by small letters in parentheses. A single reference is not so designated. Examples:

Single Reference

MEMORANDUM FOR: Administrative Officer, Office of <sup>Civil and</sup> Defense Mobilization

SUBJECT: Interagency Correspondence Standards

REFERENCE: Bureau of the Budget Circular No. 00 of 10 Jan. 1953<sup>63</sup>

Multiple Reference

MEMORANDUM FOR: Director, Federal Bureau of Investigation

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) FBI memorandum of 8 June 1953<sup>63</sup> to CIA  
(b) Bureau of the Budget Circular No. 00 of 10 June 1953<sup>63</sup>

39. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.
40. Line Spacing. See Paragraph 15.

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41. Paragraphing. See Paragraph 16.
42. Page Numbering and Identification. See Paragraph 18.
43. Continuations. See Paragraph 19.
44. "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." The command (or authority) line is used only in memorandums when the individual signing has been delegated the authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title. The command line is typed in all caps, two lines below the last line of text and five spaces in from the left margin.
45. Signature and Title. The signer's name and title are shown five spaces below the last line of text or the command line. The name of the signer is typed in all caps, one or two spaces to the right of the center of the page. The title is typed immediately below the signer's name, in initial caps only, and centered with respect to the name of the signing official. Place the title on two lines if necessary to achieve the best appearance.
46. Enclosures. Note in Exhibit 3 the method of listing referenced material as an enclosure. See Paragraph 21 for further information on enclosures.
47. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

CIA INTERNAL USE ONLY

*Isolated  
by Inst 141*

*Circulated to RMS*

*[Signature]*  
12/5

4 December 1961

STAT

DIRECTOR'S OFFICE

*Rita*  
✓

1. All correspondence and papers for the Director of Central Intelligence will be routed through the Deputy Director of Central Intelligence.
2. Correspondence and papers which by law require the approval of the Director of Central Intelligence will be prepared for his signature. Other correspondence and papers concerning policy matters which should, in the judgment of the Deputy Director concerned, be acted on by the Director of Central Intelligence will also be prepared for his signature. In these cases a memorandum or transmittal slip from the Deputy Director concerned will accompany the papers indicating why he feels that approval is required by the Director of Central Intelligence.
3. All other correspondence and papers will be addressed to and prepared for the signature of the Deputy Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STAT

[Signature Box]

L. K. White  
Deputy Director  
(Support)

DISTRIBUTION: AB

CIA INTERNAL USE ONLY

*Let's from memo* [ ] *draft*

MEMORANDUMS

ADDRESSED TO THE DCI, THE  
DDCI, AND THE EXECUTIVE  
DIRECTOR

FOR THE SIGNATURE OF THE DCI,  
DDCI, AND THE EXECUTIVE  
DIRECTOR

Headings and Body

Stationery	Plain bond	DCI, DDCI letterhead
Date	Dated when signed	Not dated in the office of origin
MEMORANDUM FOR:	Executive Director (as appropriate)	Secretary of Defense (as appropriate)

See examples for letter format

THROUGH :	As appropriate	
ATTENTION :	As appropriate	
SUBJECT :	Correspondence Standards as Applied to the Central Intelligence Agency	Same format
25X1 REFERENCES :	(a) [ ] dtd 3 Apr 63, subj: "Organization of the Office of the Director."	Same format
	(b) Memo dtd 25 Apr 63 from DDCI to DD/S, subj: "Quote subject . . ."	

(Do not use a logging number as a reference since it offers no help in identifying papers.)

Text The first paragraph should state concisely the purpose of the correspondence: approval, recommendation, information, etc.

The general format should be as follows:

~~Problem~~ *Discussion*  
~~Conclusions~~  
 Recommendations

Paragraphs numbered unless only one paragraph	Paragraphs numbered (unless only one) <u>except on letters and on memos to the President</u> .
---	--

EXTERNAL CORRESPONDENCE

Signature Block

Memorandums

Letters

Stationery

Office of the Director

John A. McCone  
Director

\*Sincerely,

*5 lines*

John A. McCone  
Director

Marshall S. Carter  
Lieutenant General, USA  
Acting Director

\*Faithfully yours,

*5 lines*

Marshall S. Carter  
Lieutenant General, USA  
Acting Director

Stationery

Office of the Deputy Director

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

\*Faithfully yours,

*5 lines*

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

Stationery

Office of the Director

Lyman B. Kirkpatrick  
Executive Director

Sincerely yours,

*5 lines*

Lyman B. Kirkpatrick  
Executive Director

\* Check with senior secretaries  
for complimentary close to  
various addressees

MEMORANDUMS

ADDRESSED TO THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR FOR THE SIGNATURE OF THE DCI, THE DDCI, AND THE EXECUTIVE DIRECTOR

Enclosures and Distribution

Enclosures

Typed on original and all copies

3 Attachments:

- 1 - Memo dtd (etc.)
- 2 - (identify specifically)
- 3 - " "

2 Enclosures:

(Identify only when the enclosures are of unusual importance)

Information copies

Typed on original and all copies. (Show only other external distribution on orig. and external copies)

cc: Inspector General

cc: Secretary of the Army

Identification line

JTR:MBaird:mpd (2 Feb 63)  
Rewritten:EA-DD/S:REF:maq (3 Feb 63)  
(As necessary)

Same format  
Shown only on  
internal copies

Distribution

Shown on orig. and all copies of memos for approval, action, and concurrence. Not shown on information memos. (Shown only on internal copies)

May be put on the back of the page, or on an additional page, when the memo fills the entire page.

Must reflect the actual distribution made by the signing official.

ASSEMBLY OF CORRESPONDENCE

To the upper left-hand corner of the correspondence, clip the following:

1. Thin tissue on the top of the bond original for protection in processing. (External correspondence only)
2. The Executive Registry copy (official copy) which includes signed concurrences as appropriate.
3. Background material or references which are necessary to the subject.
4. All other carbon copies for distribution to other offices (to be clipped together.)
  - a. Forward all copies to the Registry; they handle the dissemination.
  - b. Staple the properly addressed routing slips for the return copies (or for any copies).  
Never staple original pages of a letter.  
(Memos may be stapled.)
5. DCI signature tabs should not be attached in the office of origin. They will be attached in the O/DCI.
6. All envelopes, mailing slips, and document receipts.
  - a. Attach envelopes properly addressed.
  - b. Correspondence going to another Government agency does not require a franked envelope (it goes by messenger). Indicate room or Stop number so the messenger has no difficulty in delivering it. Obtain Stop number from Mail and Courier Branch,

STAT

ASSEMBLY OF CORRESPONDENCE con.

- c. If the document is classified, use two opaque envelopes. The inner envelope is stamped with the highest classification of the documents and is addressed with the office and room number. The classification is never stamped on the outer envelope. If opaque envelopes are not available, wrap bond paper around the inner classified envelope.
- d. If the document is classified and going outside the Agency, document receipts must be included. (Document receipts are also enclosed with TOP SECRET internal correspondence.) The receipts must be filled out to be returned to the office that has the responsibility for dissemination.



MISCELLANEOUS

APPROVAL PAPERS

The original and all copies will bear the distribution, even those signed by the DCI, the DDCI, or the Executive Director.

REPORTING OF CONVERSATIONS

This may take the form of a Memorandum of Conversation or a Memorandum for the Record. Only the original and one copy need to be forwarded to the Director.

MEMORANDUM OF UNDERSTANDING  
BETWEEN AGENCIES

Prepared in the divisions for DCI signature. Then it must go to the other party (Secretary of Defense for example) for signature. Therefore, two originals each with a set of copies are needed--one set for each party.

MEMORANDUM OF AGREEMENT

Centered in all caps. Written in paragraphs, but not numbered, single spaced. Signatures for those in agreement should be shown opposite each other:

Name	Name
Title	Title
Department or Agency	Department or Agency
(Type a date line under each one if the date is not mentioned in the agreement.)	

COORDINATION

It is the responsibility of the originating officer to see that papers are properly coordinated before they reach the Office of the Director.

MISCELLANEOUS con.

DISTRIBUTION

Indicate the distribution of each copy with a check mark by the appropriate initials. When indicating the distribution of copies of TOP SECRET documents, show in the distribution the exact copy number.

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cc: Director, Federal Bureau  
of Investigation (with Encl. 1.)  
Director, Office of Defense  
Mobilization

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

Orig. and 1 - Addressee  
1 - DD/S  
1 - Exec. Reg. (with basic)  
1 - Chrono

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22, cites other rules governing when to show copy distribution information on originals and copies.

48. Originating Office Identification. "MS/RMD:JCLucas:dje/9876 (22 June 54)" as shown in Exhibit 3 denotes the originating office (MS/RMD), the originating official (JCLucas), the typist (dje), the originator's telephone extension if appropriate (9876), and the date the memorandum was dictated (22 June 54). Refer also to Paragraph 23.
49. Defense Classification and Control Markings. See Paragraph 24.

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**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON 25, D. C.

3 SPACES

THE USE OF A "REFER TO" DESIGNATION IS OPTIONAL

IN REPLY REFER TO: *omit*

MS/RMD

15 June 195<sup>3</sup>

9 SPACES

OMIT THE DATE WHENEVER THE SIGNING OF A MEMORANDUM MAY BE DELAYED. ALWAYS OMIT THE DATE WHEN PREPARING CORRESPONDENCE FOR THE SIGNATURE OF THE DCI OR HIS DEPUTIES.

4 SPACES

MEMORANDUM FOR: Administrative Officer, Office of Defense *General*

ATTENTION: Assistant Training Officer

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) <sup>065</sup> ~~064~~ memorandum of 8 June 195<sup>3</sup> to CIA  
(b) Bureau of the Budget Circular No. 00 of 10 Jan. 195<sup>3</sup>

4 SPACES

1. ← References (a) and (b) indicate that there is considerable interest in establishing interagency correspondence standards, with particular emphasis on the format of memorandums. This Agency concurs in this concept, provided complete agreement can be reached among agencies so that only a few exceptions need be considered by letter writers and typists.

2. ← This memorandum represents the format used by the Central Intelligence Agency in corresponding with certain agencies and officials. Its principal features are:

*omit* a. The "IN REPLY REFER TO" line is used at the discretion of the dictating official. Its use encourages correspondents to identify memorandums to which they are replying.

*Specify* → b. THE "MEMORANDUM FOR" and "SUBJECT" lines are required standards. "ATTENTION" and "REFERENCE" lines are optional. When only one reference is cited it is not necessary to identify it alphabetically.

c. In addition to being numbered, second and succeeding pages are identified approximately one inch from the top, by the subject line repeated from the first page.

d. A command line, "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE" is provided whenever the individual signing the correspondence has been delegated authority to do so for the Director of Central Intelligence.

↑  
APPROXIMATELY 1"  
↓

EXHIBIT 3 (PART I)  
MEMORANDUM ON LETTERHEAD - FIRST PAGE

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[ ] -1

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[ ]

CORRESPONDENCE - GENERAL  
May 1955

SPACES  
 8  
 8  
 13  
 SPACES

SUBJECT: Interagency Correspondence Standards *omit*

The Agency appreciates your interest in standardizing correspondence formats. Additional material on this subject is enclosed and forwarded under separate cover.

← FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

5 SPACES  
 ADAMS  
 A. A. Adams  
 Assistant Deputy Director  
 (Signature)

Enclosures: 2 SPACES  
 1. Copy of reference (b)  
 2. "How To Conserve Stenographic and Typing Skills" (Separate Cover)

1/ cc: Director, Federal Bureau of Investigation (with 2 encls.)

2/ Distribution:  
 Orig. and 1 - Addressee (with 2 encls.)  
 1 - DTR  
 1 - ADD/S  
 1 - Exec. Reg.  
 1 - MS/RMD

2/ MS/RMD:JULucas:dje/9876 (22 June 54).

-----

1/ TYPED ON ALL COPIES RETAINED IN CIA. TYPED ON THE ORIGINAL, THE COURTESY COPY, AND EXTERNAL CIA INFORMATION COPIES IF DICTATOR SO DESIRES.

2/ TYPED ONLY ON ALL COPIES RETAINED IN CIA.

-----

2

ABOUT 1/2"

EXHIBIT 3 (PART II)  
MEMORANDUM ON LETTERHEAD - SECOND PAGE

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CORRESPONDENCE - GENERAL  
May 1955Section C. MEMORANDUMS ON PLAIN BOND  
Exhibit 4

50. Margins. See Paragraph 12.
51. Date. If it is appropriate to date the memorandum at the time of typing, place the date nine spaces down from the top of the page. The last numeral should end at the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 17 May 1954<sup>63</sup>.
52. "MEMORANDUM FOR." The heading "MEMORANDUM FOR" in all caps is begun even with the left margin, four spaces down from the date, if one has been typed in. If the date is not shown, begin "MEMORANDUM FOR" about 13 lines down from the top of the page. Two spaces after the colon insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.
53. Multiple Addressee Memorandums. Exhibit 4 illustrates a memorandum for only one addressee. However, memorandums are often addressed to two or more Headquarters addressees if each has equal interest in the subject matter or equal authority to take action. In such cases the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Director of Training  
Assistant Director for Collection and  
Dissemination

If it is not practical to list all the addressees after "MEMORANDUM FOR," follow this heading with "Addressees Listed." List these addressees immediately after the heading "Addressee Distribution" which is placed flush with the left margin, two spaces below the title of the signing official or enclosure listing. Indent the addressee titles two spaces in from the margin. If two lines are required for a title, indent the second line an additional two spaces. A multiple addressee listing together with the other distribution designations would appear as follows:

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CORRESPONDENCE - GENERAL  
May 1955

... would appreciate your comments on the proposed Handbook prior to 18 June 1954<sup>63</sup>,

M. M. MASTERS  
Chief, Management Staff

Enclosure:  
Proposed Correspondence Handbook

Addressee Distribution:  
Director of Training-3  
Director of Personnel-3  
Director of Communications-2  
Director of Security-3  
Etc.

cc: Comptroller  
General Counsel

Distribution:  
Addressees above (with encl.)  
MS/RMD  
C/MgtS (Chrono)

When this format is used include under "Addressee Distribution" only those officials having equal interest in the subject matter or equal authority to take action. List information addressees under "cc."

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

54. Memorandum for the Record. Memorandums prepared exclusively to record telephone conversations and other information of a record nature should be identified by the heading "MEMORANDUM FOR THE RECORD." The subject line that follows will identify the type of information recorded.
55. "THROUGH" Line. A "THROUGH" line may be used in transmitting Headquarters memorandums. When used, "THROUGH" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR."

\* Form 1132, Memorandum of Conversation. This form replaces the Memorandum for the Record in reporting conversations of Agency officials with persons outside the Agency. Form 1132 need not be used if the conversation is made a part of the minutes of a meeting, reported in an information report, or is recorded in another form of memorandum. If more than one subject is covered, each subject will be listed. (Refer [redacted] (See Exhibit 5).)

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CORRESPONDENCE - GENERAL  
May 1955

After the word "THROUGH" and in line with the "MEMORANDUM FOR" addressee, type in the title of the official through whom the correspondence will be forwarded.

56. "ATTENTION" Line. Exhibit 4 does not illustrate the use of an attention line; however, memorandums on plain bond may be addressed in this manner. Paragraph 36 and Exhibit 3 describe the use of an attention line.
57. "SUBJECT" Line. See Paragraph 37.
58. "REFERENCE" Line. Although Exhibit 4 does not illustrate the use of a reference line, material related to the subject matter could have been cited in that manner. Paragraph 38 and Exhibit 3 give the format for using a reference line.
59. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.
60. Line Spacing. See Paragraph 15.
61. Paragraphing. See Paragraph 16.
62. Page Numbering and Identification. Exhibit 4 illustrates a single page memorandum. If it had been necessary to continue this memorandum on additional pages, each would have been identified as described in Paragraph 18.
63. Continuations. See Paragraph 19.
64. Command Line. Exhibit 4 does not illustrate the use of a command line. However, under certain circumstances one is used in memorandums addressed to Headquarters addressees. Paragraph 44 describes the use of a command line.
65. Signature and Title. See Paragraph 45.
66. Enclosures. Note in Exhibit 4 that a single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
67. Distribution of Original and Copies. When it is desirable to indicate to the addressee of a memorandum on plain bond that other Agency officials are to receive information copies, the recipients

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May 1955

of information copies are listed under "cc" on the original and every copy. The distribution of the original and all other copies, however, is shown separately under the word "Distribution," and only on copies other than the original, the courtesy copy (if any), and information copies. Thus copies retained for record purposes show positively whether information addressees were listed on the original. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate the distribution of information copies, type "cc" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Director of Security (with encl.)  
Director of Logistics

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last information addressee. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:  
Orig. and 1 - Addressee  
1 - MS/RMD  
1 - C/MS (Chrono)

Again--this information is not shown on the original, courtesy copy, or information copies. Paragraph 22 cites other rules governing when to show copy distribution information on originals and copies.

68. Originating Office Identification. "CTB/TR:EFGreen:rst/3742 (23 Jan. 54)" as shown in Exhibit 4 denotes the originating office (CTB/TR), the originating official (EFGreen), the typist (rst), the originator's telephone extension if appropriate (3742), and the date the memorandum was dictated (23 Jan. 54). Refer also to Paragraph 23.
69. Defense Classification Markings. See Paragraph 24.

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CORRESPONDENCE - GENERAL  
May 1955

13 SPACES

9 SPACES

OMIT THE DATE WHENEVER  
THE SIGNING OF A MEMO-  
RANDUM MAY BE DELAYED.

23 January 1954 <sup>1963</sup>

4 SPACES

MEMORANDUM FOR: Assistant Deputy Director (Support)  
THROUGH: Chief, Management Staff  
SUBJECT: Revised CIA Correspondence Handbook

4 SPACES

1. As requested in your memorandum of 9 January 1954<sup>1963</sup>, our clerical training staff has reviewed the first draft of the proposed revised CIA Correspondence Handbook. From this review there evolved the following recommendations regarding memorandum format:

- a. Increase the space between the subject line and the text from two typing lines to four lines on second pages.
  - b. Indent the command line five spaces from the left margin.
2. Editorial notes have been made in the enclosed copy.

5 SPACES

O. K. LETTERWRITER  
Deputy Director of Training

Enclosure: 2 SPACES  
First Draft of CIA Correspondence Handbook

- 1/ cc: Inspector General
- 2/ Distribution:
  - Orig. and 1 - Addressee
  - 1 - C/Mgt/S
  - 1 - DTR (Chrono)
  - 1 - CTB/TR
- 2/ CTB/TR:EFGreen:rst/3742 (23 Jan 54) <sup>(3)</sup>

- 1/ TYPED ON THE ORIGINAL AND ALL COPIES.
- 2/ NOT TYPED ON THE ORIGINAL. COURTESY COPY, OR INFORMATION COPIES.

EXHIBIT 4  
MEMORANDUM ON PLAIN BOND

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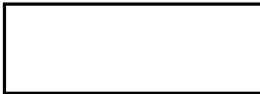
CORRESPONDENCE - GENERAL  
May 1955

Section D. MEMORANDUMS ON ~~STANDARD FORM NO. 64~~ <sup>Optional Form No 10</sup>  
~~United States Government~~ Memorandum) Exhibit 5

70. Margins. The width of margins on ~~Standard Form No. 64~~ <sup>Optional Form No 10</sup> is governed by the headings "To," "From," and "Subject" preprinted on the stationery. The left margin is therefore placed two spaces after the colon following the word "TO." The right margin should be approximately the same width.
71. Date. If it is appropriate to date the memorandum at the time of typing, place the date after the printed caption in the upper right corner. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 16 June 19~~55~~ <sup>63</sup>.
72. "TO" Line. On the "TO" line, starting two spaces after the colon, type the title of the addressee. If two lines are required, indent the second line two spaces.
73. "ATTN" Line. If used, an attention line is denoted by the abbreviation "ATTN" typed in all caps even with and centered between the "TO" and "FROM" lines. The colon after "ATTN" is placed in line with the other colons of the heading. On the "ATTN" line, starting two spaces after the colon, type the title of the addressee.
74. "THRU" Line. If it is desired to forward the memorandum through another office or official, denote this by placing "THRU" followed by the title of the addressee, in lieu of "ATTN" as shown in Exhibit 5.
75. "FROM" Line. On the "FROM" line, starting two spaces after the colon, type the title of the official who will sign the memorandum.
76. "REF" Line. Although Exhibit 5 does not illustrate the use of a reference line, material related to the memorandum can be cited in a line preceded by the abbreviated heading "REF" placed two spaces below, and in line with, the word "SUBJECT." For example:

SUBJECT: Correspondence Training Material

REF : CIA Correspondence Handbook, Chapter II



CORRESPONDENCE - GENERAL  
May 1955

77. Text. The text of a memorandum on <sup>Optional</sup> ~~Standard~~ Form No. <sup>10</sup> ~~4~~ begins four spaces below the last line of the "SUBJECT" or "REF" line, as the case may be.
78. Paragraphing. See Paragraph 16.
79. Page Numbering and Identification. Exhibit 5 illustrates a single page memorandum. If it had been necessary to continue the text on additional pages, each would have been identified as described in Paragraph 18.
80. Continuations. See Paragraph 19.
81. Signature. <sup>Four</sup> ~~Five~~ spaces below the last line of text, and one or two spaces to the right of the center of the page, type the name only of the official who is to sign the memorandum. The name is typed in all caps. No title appears after the name when the "FROM" line contains this identification.
82. Enclosures. See Paragraph 21.
83. Distribution of Original and Copies. Distribution information may be shown on the original as well as all copies of memorandums prepared on ~~Standard~~ Form No. ~~4~~<sup>40</sup>. Type the word "Distribution" flush with the left margin, two lines below the signer's name or the enclosure listing. Immediately below "Distribution" list the original and copies in the following manner:

Distribution:

- Orig. - Addressee
- 1 - D/LO (with encl.)
- 1 - C/MS
- 1 - MS/RMD/R&CMB

If it is not desirable to show distribution information on the original, follow the procedure given in Paragraph 67.

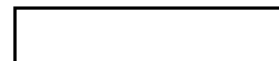
84. Originating Office Identification. "MS/RMD/R&CMB:HIJones:uvw/3456 (15 March ~~5~~)" as shown in Exhibit 5 denotes the originating office (MS/RMD/R&CMB), the originating official (HIJones), the typist (uvw), the originator's telephone extension if appropriate (3456), and the date the memorandum was dictated (15 March ~~5~~). Refer also to Paragraph 23.

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CORRESPONDENCE - GENERAL  
May 1955

Originating office identification may be shown on the original as well as all copies.

85. Defense Classification and Control Markings. See Paragraph 24.

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CORRESPONDENCE - GENERAL  
May 1955

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
ATTN : Chief, Management Training Division  
FROM : Chief, Management Staff

DATE: 16 March 1954

OMIT THE DATE WHENEVER  
THE SIGNING OF A MEMO-  
RANDUM MAY BE DELAYED.

SUBJECT: Correspondence Training Material

4 SPACES

1. Recent discussions with members of your Clerical Training Staff indicated that stenographers and typists find it difficult to determine when to use letterhead, plain bond, or Standard Form No. 64 (Office Memorandum) stationery in the preparation of memorandums.

2. In an effort to solve this problem the Management Staff has developed a guide in chart form. Titles of addressees who receive CIA correspondence form the primary index of this guide. From this index, personnel originating correspondence can readily determine which format to use (memorandum or letter), the types of stationery, and the number and types of copies required.

3. A copy of this guide is enclosed for your review. This Staff will be glad to provide additional copies if its use is considered appropriate for training purposes. It is anticipated that the guide will be included as an exhibit in the CIA Correspondence Handbook presently under revision. Your opinion of this proposal would be appreciated.

5 SPACES

JOHN J. JOHNSON

2 SPACES

Enclosure: Exhibit 1 of Proposed CIA Correspondence Handbook

\* Distribution:

- Orig. - Addressee
- 1 - D/LO
- 1 - C/MS
- 1 - MS/RMD/R&CMB

\* MS/RMD/R&CMB:HIJones:uvw/3456 (15 March 54)

\* MAY BE TYPED ON THE ORIGINAL AND COURTESY COPY (IF ANY).

EXHIBIT 5

MEMORANDUM ON ~~STANDARD FORM NO. 64~~

*Optional Form 10.*

CORRESPONDENCE - GENERAL  
May 1955

Chapter III  
LETTERS

---

Section A. GENERAL

86. The letter form of correspondence is used by CIA officials to communicate with Government agencies or their officials, and private individuals and organizations, whenever use of the memorandum form is inappropriate. When to use the letter form is outlined in Part I of Exhibit 1. In addition, Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating style standards previously discussed in this Handbook, frequent reference will be made to paragraphs in Section D of Chapter I.
87. Exhibit 6, illustrates the format of a letter addressed to a private individual. However, the format of this sample is equally appropriate to letters addressed to Government officials or agencies.

Section B. FORMAT AND STYLE

88. Margins. The finished letter should have a well-balanced appearance. Consider carefully the length of the message, then adjust the margins according to the guide shown in Paragraph 12.
89. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
90. Date. If it is appropriate to date the letter at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 6. If a "Refer to" line is not used, type the date five spaces below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 12 June 1954.

63.



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91. Special Mailing Requirements. Type in all caps any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, and REGISTERED MAIL. Place these instructions two spaces above the address, flush with left margin.
92. Address. Type the address in block form five spaces down from the date if one has been inserted. If the date is not typed, begin the address ten spaces below the last line of the letterhead. Use single spacing. Whenever possible, confine the address to not more than four lines. A two-line address may be doubled spaced, or increased to three lines single spaced by placing the town and State on separate lines.

Write a firm name as it appears on the letterhead used by the correspondent. The administrative title of the person addressed is normally placed on the second line and not on the same line with the name. When it is necessary to continue a name or title to a second line, indent the carry-over two spaces. Example:

Mr. N. B. Smith  
Chief, Regional Budget and  
Accounting Office  
Blank Typewriter Company  
Chicago 8, Illinois

Streets designated by number should be spelled out if under two digits, as well as the words "Street," "Avenue," etc. Type the name of the city and State on the same line, with a comma between them. Include postal zone numbers, if available.

93. "Attention" Line. An attention line may be required for the proper delivery of a letter to a person other than the addressee. Type the word "Attention," followed by a colon and the name or title of the person, two spaces below the last line of the address and flush with the left margin.
94. Salutation. Type the salutation two spaces below the address (or attention line, if used) flush with the left margin, followed by a colon. Section C of this chapter lists salutations most commonly used in CIA correspondence.

The name used in the salutation is the person or firm addressed, and not the person referred to in the attention line.



CORRESPONDENCE - GENERAL  
May 1955

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95. Body. Begin the body of the letter two spaces below the salutation line. Short letters of only one paragraph or one sentence may be doubled spaced. Type longer letters single space and double space between paragraphs.

Primary paragraphs are indented five spaces but are not numbered. Subparagraphs should be avoided; however, when their use is appropriate, they are indented and identified by letters and numerals as described in Paragraph 16.

96. Page Numbering and Identification. See Paragraph 18.
97. Continuations. See Paragraph 19.
98. Complimentary Close. Type the complimentary close two spaces below the last line of the body of the letter, beginning one or two spaces to the right of the center of the page. Section C of this chapter lists complimentary closes most commonly used in CIA correspondence.
99. Signature and Title. Type the name of the signing official five spaces below, and centered with respect to, the complimentary close. Center the official's title immediately below his name. Place the title on two lines if necessary to achieve the best appearance. The official's name and title are typed in initial caps only.
100. Enclosure. Note in Exhibit 6 that the single enclosure is not identified by a number. Refer to Paragraph 21 for further information.
101. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title

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CORRESPONDENCE - GENERAL  
May 1955

of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures:

cc: Comptroller General (with Encl. 1)  
Postmaster General

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

## Distribution:

Orig. and 1 - Addressee  
1 - DD/S:  
1 - Exec. Reg. (with basic)  
1 - Chrono.

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22 cites other rules governing when to show copy distribution information on originals and copies.

102. Originating Office Identification. "CTB/TR:ABConrad:tuv/2468 (21 April 54)" as shown in Exhibit 6 denotes the originating office (CTB/TR), the originating official (ABConrad), the typist (tuv), the originator's telephone extension if appropriate (2468), and the date the letter was dictated (21 April 54). Refer also to Paragraph 23.
103. Defense Classification and Control Markings. See Paragraph 24.

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CORRESPONDENCE - GENERAL  
May 1955

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

THE USE OF A "REFER TO" DESIGNATION IS OPTIONAL.

3 SPACES

IN REPLY REFER TO:

CTB/TR

22 April 1954<sup>63</sup>

10 SPACES

5 SPACES

OMIT THE DATE WHENEVER THE SIGNING OF A LETTER MAY BE DELAYED. ALWAYS OMIT THE DATE WHEN PREPARING CORRESPONDENCE FOR THE SIGNATURE OF THE DCI OR HIS DEPUTIES.

AIR MAIL

Dean Warren J. Peters  
School of Government  
Thomas Jefferson University  
Philadelphia 10, Pennsylvania

Attention: Dr. Lucius Day

Dear Dean Peters:

Thank you for your letter of 16 April 1954<sup>63</sup> in which you described your school's course in correspondence management.

"How To Conserve Stenographic and Typing Skills"

We conduct a continuing training program for our stenographers and typists in addition to providing them with written guides. Entrance-on-duty as well as refresher course are offered.

APPROXIMATELY 1"

PORTION CUT FROM THE CENTER OF DOCUMENT

EXHIBIT 6 (PART 1)  
LETTER FORMAT - FIRST PAGE

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CORRESPONDENCE - GENERAL  
May 1955

6 SPACES  
 -----  
 Dean W. J. Peters, Thomas Jefferson Univ., Phila., Penna.

4 SPACES  
 -----  
 The Agency joins me in wishing you success with the proposed  
 correspondence management curriculum. Please call upon us if we can  
 be of further service.

2 SPACES  
 -----  
 Very truly yours,

4 SPACES  
 -----  
 Walter P. McConaughey  
 Director of Training

2 SPACES  
 Enclosure: -----  
 Pamphlet, "Correspondence Management"

1/ cc: Dean, American University School  
 of Government (with encls.)

2  
 -----  
 ABOUT 1/2"

PORTION CUT  
FROM THE  
CENTER OF  
DOCUMENT  
←

EXHIBIT 6 (PART II)  
LETTER FORMAT - SECOND PAGE

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CORRESPONDENCE - GENERAL  
May 1955

Section C

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE 1/
The President	The President The White House Washington 25, D. C.	Dear Mr. President:  Respectfully yours,
The Vice President	The Vice President United States Senate Washington 25, D. C.	Dear Mr. Vice President:  Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington 25, D. C.	Dear Mr. (surname):.  Sincerely yours,
American Ambassador (man)	Honorable (full name) American Ambassador (Complete address) 2/ <i>city, country</i>	Dear Mr. Ambassador:  Very truly yours, <i>Sir?</i>
American Ambassador (woman)	Honorable (full name) American Ambassador (Complete address) 2/ <i>city, country</i>	Dear Madam Ambassador:  Very truly yours,
American Minister (man)	Honorable (full name) American Minister (Complete address) 2/ <i>city, country</i>	Dear Mr. Minister:  Very truly yours, <i>Sir?</i>
American Minister (woman)	Honorable (full name) American Minister (Complete address) 2/	Dear Madam Minister:  Very truly yours,

*Asst to Pres?*

*Amer. Emb. w/ mil. Rank?*

1/ If the Director or Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely." EXCEPTION: Letters addressed to The President or Vice President carry "Respectfully yours."

2/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

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CORRESPONDENCE - GENERAL  
 May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
American Consul, Consul General, or Vice Consul	(Full name), Esq. American Consul (Complete address) <i>city, country</i>	Dear Mr. (surname):  Very truly yours,
Diplomatic Representative (foreign)	His Excellency (Name) Ambassador (or Minister) of (country) (Complete address) <u>1/</u>	Dear Mr. Ambassador: or Dear Mr. Minister:  Very truly yours,
President of the Senate	Honorable (full name) President of the Senate Washington 25, D. C.	Dear Mr. (surname): <i>President;</i>  Very truly yours, ?
Committee Chairman, United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington 25, D. C.	Dear Senator (surname): <i>Mr. Chairman;</i>  <i>Sincerely yours ?</i> <del>Very truly yours,</del>
Senator <i>(w outside office)</i> <i>(away from Wash.)</i>	Honorable (full name) United States Senate Washington 25, D. C. <i>U.S. Senator, loc. add.</i>	Dear Senator (surname):  Very truly yours, ?
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington 25, D. C.	Dear Mr. Speaker:  Very truly yours, ?
Committee Chairman House of Representative	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington 25, D. C.	Dear Mr. (surname): <i>Chairman;</i>  Very truly yours, ?

1/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

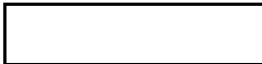
25X1

CORRESPONDENCE - GENERAL  
 May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Representative <i>(Wash DC office)</i>	Honorable (full name) House of Representatives Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
<i>(Away from DC) ?</i> The Chief Justice	The Chief Justice <i>of the U.S.</i> The Supreme Court <i>of the U.S.</i> Washington 25, D. C.	Dear Mr. Chief Justice:  Very truly yours, ?
<i>(Ass.)</i> Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court <i>of the U.S.</i> Washington 25, D. C.	Dear Mr. Justice: <del>(surname)</del> <del>(name)</del> Very truly yours, ?
Judge of a Court	Honorable (full name) Judge of the (name of court) (Street address) (City, zone, State)	Dear Judge (surname):  Very truly yours,
Secretary of State	The Honorable The Secretary of State Washington 25, D. C. or <del>The</del> Honorable (full name) The Secretary of State Washington 25, D. C.	Dear Mr. Secretary:  Very truly yours, ?  Dear Mr. (surname): ?  Very truly yours,
Postmaster General	<del>The</del> Honorable <del>The</del> Postmaster General Washington 25, D. C. or <del>The</del> Honorable (full name) <del>The</del> Postmaster General Washington 25, D. C.	Dear Mr. Postmaster General:  Very truly yours, ?  Dear Mr. (surname): ?  Very truly yours,



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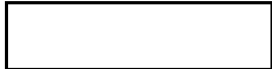
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May 1955

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Attorney General	The Honorable The Attorney General Washington 25, D. C. or <del>The</del> Honorable (full name) <del>The</del> Attorney General Washington 25, D. C.	Dear Mr. Attorney General: Very truly yours, ? Dear Mr. (surname): ? Very truly yours,
Secretary of Defense	The Honorable The Secretary of Defense Washington 25, D. C. or <del>The</del> Honorable (full name) <del>The</del> Secretary of Defense Washington 25, D. C.	Dear Mr. Secretary: Very truly yours, Dear Mr. (surname): Very truly yours,
Secretary of the Army Secretary of the Navy Secretary of the Air Force	Honorable (full name) Secretary of the (service) Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Under Secretary of a (any Department):	<del>The</del> Honorable (full name) <del>The</del> Under Secretary of _____ Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Assistant Secretary of (any Department):	<del>The</del> Honorable (full name) <del>The</del> Assistant Secretary of _____ Washington 25, D. C.	Dear Mr. (surname): Very truly yours,
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington 25, D. C.	Dear Mr. (surname): Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
<del>Comptroller General</del>	Honorable (full name) <del>Comptroller General</del> of the United States Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
<i>omit</i> Civil Service Commission <i>included below</i>	<del>Honorable (full name)</del> <del>Civil Service Commission</del> <del>Washington 25, D. C.</del>	<del>Commissioners:</del> <del>Dear Mr. (surname):</del> Very truly yours,
Head of an Independent Agency	Honorable (full name) Administrator (Name of agency) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
The Public Printer <i>(Head of U.S. Govt Printing Office)</i>	Honorable (full name) <del>Public Printer</del> U.S. Government Printing Office Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
President of a Board	Honorable (full name) President (Name of board) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chairman of a Board	Honorable (full name) Chairman (Name of board) Washington 25, D. C.	Dear Mr. <del>(surname):</del> <i>Chairman</i> Very truly yours,
Chairman of a Commission	Honorable (full name) Chairman (Name of commission) Washington 25, D. C.	Dear Mr. <del>(surname):</del> <i>Chairman</i> Very truly yours,
Chief of Staff (Army or Air Force)	General (full name) Chief of Staff United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Chief of Naval Operations	Admiral (full name) Chief of Naval Operations United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Navy	(Full rank and name) Judge Advocate General United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Army or Air Force	(Full rank and name) Judge Advocate General United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commandant (USMC)	The Commandant United States Marine Corps Headquarters, USMC Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commissioned Officer - Admiral through Com- mander (Navy and Coast Guard); Gen- eral through 2d Lt. (Army, Air Force, USMC)	(Full rank and name) 1/ (Position or organiza- tion title if known) (Name of station) (City, State)	Dear (rank and sur- name): 2/  Very truly yours,
Commissioned Officer - Lt. Commander through Ensign (Navy and Coast Guard)	(Full rank and name) 1/ (Position or organiza- tion title if known) (Name of station) (City, State)	Dear Mr. (surname):  Very truly yours,

1/ Include service designation (i.e., USA, USAF, USN, USCG, USMC) if appropriate.

2/ Address a Lt. Colonel as "Colonel," a 1st or 2d Lieutenant as "Lieutenant."

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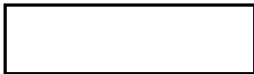
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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Warrant Officer (Army, Air Force, Navy, Coast Guard, USMC)	(Full rank and name) (Position or organization title if known) (Name of station) (City, State)	Dear Mr. (surname):  Very truly yours,
Enlisted Man or Woman (Navy and Coast Guard)	(Full name) (rank) (Number and organization) (Name of station) (City, State)	Dear Mr., Miss, or Mrs. (surname):  Very truly yours,
Enlisted Man or Woman (Army, Air Force, USMC)	(Full rank and name) (Number and organization) (Name of station) (City, State)	Dear (rank and surname): <u>1/</u>  Very truly yours,
Governor of a State or Territory	Honorable (full name) Governor of (State or Territory) (City, State)	Dear Governor (surname):  Very truly yours,
Mayor	Honorable (full name) Mayor of the City of (name) (City, State)	Dear Mayor (surname):  Very truly yours,
Catholic Cardinal	His Eminence (first name) Cardinal (last name) Archbishop of (City) (Street address) (City, zone, State)	Your Excellency: <i>Eminence!</i>  Very truly yours,

1/ A Basic, or 1st, 2d, or 3d Class Airman (USAF) is addressed as "Airman." A Staff, Technical, or Master Sergeant is addressed as "Sergeant." Address a Private, First Class as a "Private."

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Catholic Bishop	The Most Reverend (full name) Bishop of <sup>province</sup> <del>(diocese)</del> (Street address) (City, zone, State)	<del>Dear Bishop</del> (surname): <i>Your Excellency</i> ;  Very truly yours,
Episcopal Bishop	The Right Reverend (full name) Bishop of (diocese) (Street address) (City, zone, State)	Dear Bishop (surname):  Very truly yours,
Methodist Bishop	The Very Reverend (full name) (Street address) (City, zone, State)	Dear Bishop (surname):  Very truly yours,
Protestant Minister	Reverend (full name) (Name of church) (Street address) (City, zone, State)	Dear Mr. (surname):  Very truly yours,
Catholic Priest	<i>The</i> Reverend (full name) <del>(Name of rectory)</del> (Street address) (City, zone, State)	Dear Father (surname):  Very truly yours,
Rabbi	Rabbi (full name) <del>(Name of synagogue)</del> (Street address) (City, zone, State)	Dear Rabbi (surname):  Very truly yours,
Sister	Sister (full name) (Name of <del>institution</del> ) <i>organization</i> (Street address) (City, zone, State)	Dear Sister (name):  Very truly yours,
Doctor President of a University	Dr. (full name) President (Name of university) (Street address) (City, zone, State)	Dear Dr. (surname):  Very truly yours,

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ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Dean of a School	Dean (full name) School of (name) The University of (name) (City, zone, State)	Dear Dean (surname):  Very truly yours,
Professor <i>Dep't (name)</i>	Professor (full name) (Name of school) <i>institution</i> (Street address) (City, zone, State)	Dear Professor (surname):  Very truly yours,
Physician	<del>Dr.</del> (full name), <i>M.D.</i> (Street Address) (City, zone, State)	Dear Dr. (surname):  Very truly yours,
Lawyer <i>attorney at law</i>	Mr. (full name) (Street address) (City, zone, State)	Dear Mr. (surname):  Very truly yours,
Private Individuals	Mr. (full name) Mrs. (full name) Miss (full name) Messrs. (full names) Mesdames (full names) Misses (full names) Mr. and Mrs. (husband's full name) (Street address) (City, zone, State)	Dear Mr. (surname): Dear Mrs. (surname): Dear Miss (surname): <del>Dear Messrs. (surnames):</del> <del>Dear Mesdames (surnames):</del> Dear Misses (surnames): Dear Mr. and Mrs. (sur- name):  Very truly yours,

*Gentlemen  
or Sirs:*

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121. Envelopes and Labels

- a. Types - Envelopes and labels used by the Agency fall into two groups: Those that bear the penalty indicia and those that do not. Penalty indicia (franked) envelopes and labels have printed in the upper right corner the penalty clause "Penalty for Private Use to Avoid Payment of Postage, \$300." In addition, they bear in the upper left corner various Agency return addresses. Official mail (weighing four pounds or less) marked with penalty indicia is transmitted without prepaid postage by means of the facilities of the Post Office between points within the United States, its Territories and possessions, and from points within the United States to Canada, South and Central America, and Caribbean Republics, except Argentina and Brazil.

The types of envelopes and labels available (irrespective of Agency return addresses) are as follows:

PENALTY INDICIA

- White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"
- White window envelope, size 8 7/8" x 3 7/8"
- Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"
- Label, gummed, size 5" x 3"

NONPENALTY

- White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"
- White envelope, Air Mail, <sup>red and blue</sup> colored border, size 9 1/2" x 4 1/8"
- White window envelope, size 8 7/8" x 3 7/8"
- Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

CHAIN ENVELOPES

U. S. Government Messenger Envelope, Standard Form No. 65, various sizes

\* Multi Purpose  
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~~CONFIDENTIAL~~CORRESPONDENCE - GENERAL  
May 1955CHAIN ENVELOPES (Continued)~~Central Intelligence Agency Chain Envelope, sizes 10" x 15" and 9 1/2" x 12 1/2"~~~~Chain envelopes are designed for repeated use. In addressing a chain envelope, completely cross out previous names and addresses, and in the next unused frame insert the full address of the recipient, including his office designation, building designation, and room number. For economy, the use of chain envelopes is encouraged.~~*Multi Purpose Envelope*b. Which Type to Use

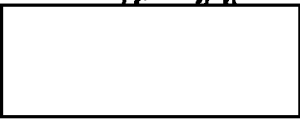
- (1) Exhibit 18 shows the types of envelopes and labels to use. Of necessity this guide is very general since security and operational requirements will govern the use of certain envelopes and labels. It is therefore recommended that the guide be used in conjunction with current CIA Security Regulations and specific office procedural issuances.
- (2) The Post Office Department places severe restrictions on the use of penalty indicia envelopes and labels. Also, economy dictates that they be used judiciously. Penalty indicia envelopes and labels therefore shall not be used for:
  - (a) Personal correspondence and other unofficial material even though a postage stamp is affixed over the penalty indicia clause.
  - (b) Mail on which additional postage is required (air mail, mail for foreign countries except as indicated in Paragraph 121a and mail weighing more than four pounds).
  - (c) Inner envelopes which transmit double-sealed classified correspondence.
  - (d) Mail conveyed through channels other than Post Office facilities (i.e., messenger, courier, etc.).

In addition, do not affix franked labels to envelopes bearing the penalty indicia clause.

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*Reverse*



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NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE ? ?	RETURN ADDRESS		TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
	CIA, 	OTHER		
Inner envelope for the transmission of double-sealed classified material	X	X	Nonpenalty	No
Within Headquarters	X	X	Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)	X	X	Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Penalty Nonpenalty	No Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X	X	Penalty Nonpenalty	Yes Yes
Registered Mail	X	X	Penalty (Nonwindow) Nonpenalty (Nonwindow)	Yes Yes
Registered Mail - Return Receipt Requested	X	X	Penalty (Nonwindow) Nonpenalty (Nonwindow)	Yes Yes

**EXHIBIT 18**  
TYPES OF PENALTY AND NONPENALTY ENVELOPES  
AND LABELS FOR TRANSMITTING OFFICIAL MAIL

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## Section B. ADDRESSING MAIL

~~122.~~ Addressing Envelopes for Transmittal Outside CIA

- a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.
- b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.
- c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

d. *See attachment*

~~123.~~ Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

- a. Office of origin.
- b. Office designation of addressee (position title or name may be added if desired).
- c. Building designation.
- d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

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## Section C. ASSEMBLING AND FORWARDING CORRESPONDENCE

-124. Assembling Correspondence (Exhibit 19)

- a. Final responsibility for the correct assembly of correspondence rests with the originator. Correspondence correctly assembled will include the following items, as appropriate, in the sequence indicated:
- (1) Transmittal or routing slip, Routing and Record Sheet, or Signature Record and Cover Sheet, as appropriate. ~~See Paragraph 120 and accompanying exhibits.~~
  - (2) Brief for the Director or Deputy Director of Central Intelligence, if required.
  - (3) Original and courtesy copy, if any, clipped together.
  - (4) Addressed <sup>frank plain, as appropriate,</sup> envelope for the original and courtesy copy, with postage slip attached if required.
  - (5) Information copies for addressees outside CIA, with addressed envelope and completed postage slips attached, if required.
  - (6) Information copies (or concurring officials' copies) for distribution within the Agency, with addressed routing slips ~~attached if necessary.~~ <sup>placed in the copy.</sup>
  - (7) Official file copy (yellow tissue).
  - (8) Original incoming correspondence, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the correspondence.
  - (9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence for their signature is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

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- (10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.
- (11) Return copy (if desired) with addressed routing slip for its return.
- (12) Reference material for return to reference sources.
- (13) "Hold Back" copy (if desired).

## b. In addition to the foregoing:

- (1) The original and copies of each Top Secret document shall be covered by a Signature Record and Cover Sheet, Form ~~26~~ 26.
- (2) A completed Document Receipt will be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.
- (3) Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.
- (4) Enclosures shall be attached by clips to the original or copies transmitting them.
- (5) Assembly reference tabs (~~Exhibit 8~~) will be attached whenever their use will expedite the review and approval of correspondence. *DCI signature tabs should not be attached in office of origin. These will be attached in O/DDS.*
- (6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to respective material.
- (7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.

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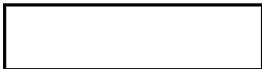
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Correspondence  
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Chapter V

CORRESPONDENCE PREPARED FOR THE THE SIGNATURE OR THE  
ATTENTION OF THE DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

111. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:
  - \* Original (DCI or DDCI letterhead bond).
  - Courtesy copy (tissue letterhead).
  - Copy for "Through" addressees, if any (tissue letterhead).
  - Executive Registry copy (plain white or yellow tissue, depending upon whether the yellow official file copy is to be retained at another level).
  - Signer's copy (plain white tissue).
  - \*\* Copy for DDCI (plain white tissue).
  - Copy for return to originator (plain white tissue).
  - Information and other copies as may be desired by originator.
- b. Letters addressed to private individuals and organizations other than those listed in paragraph 111a above:

Same as above except that no courtesy copy is prepared.
- c. Memorandums forwarded to the Director or Deputy Director of Central Intelligence for approval thereon:

\*NOTE: In the Director's absence, correspondence prepared for the Acting Director's signature is typed on letterhead stationery marked "Office of the Director," not "Office of the Deputy Director."

\*\*NOTE: The Deputy Director of Central Intelligence requires an information copy of all correspondence signed by the Director.

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Original, which normally is returned to the originator upon approval or disapproval (plain bond).  
Official file copy for Executive Registry (plain yellow tissue).  
Copy for approving official (plain white tissue).  
Copy for the DDCI (plain white tissue) if memorandum is submitted for the Director's approval.  
Information and other copies as may be desired by originator.

- d. Memorandums forwarded to the Director of Central Intelligence for information:

Original (plain bond) and 1 copy (plain white tissue) for the DCI.  
Copy for DDCI (plain white tissue).  
Other copies as appropriate.

112. Identifying the Nature of Correspondence

- a. All correspondence addressed to the Director or Deputy Director of Central Intelligence should open with a sentence similar to one of the following:
- (1) "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."
  - (2) "This memorandum suggests action on the part of the Director (or Deputy Director) of Central Intelligence. Such action is requested in paragraph \_\_\_\_\_."
  - (3) "This memorandum contains a recommendation submitted for Director (or Deputy Director) of Central Intelligence approval. Such recommendation is contained in paragraph \_\_\_\_\_." (Also see paragraph 117a.)
- b. Correspondence for the signature of the Director or Deputy Director of Central Intelligence shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. However, if the correspondence is for the signature of the Director, a copy of the brief must be provided for the Deputy Director of Central Intelligence. Do not date

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the brief at the time of typing unless assured that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

113. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or Deputy Director of Central Intelligence.
114. Identification of Second and Succeeding Pages. The methods of identifying the second and succeeding pages of memorandums and letters, as described in paragraphs 18a and b, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.
115. Complimentary Close, Signature, and Title.
- a. The complimentary close preferred by both the Director and Deputy Director of Central Intelligence is "Sincerely," except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.
  - b. Correspondence shall bear the following typed signatures and titles:
 

For the signature of the DCI:	ALLEN W. DULLES* Director
For the signature of the DDCI:	C. P. CABELL* Lieutenant General, USAF Deputy Director
  - c. In the Director's absence, "Acting Director" is substituted for "Deputy Director," and "Office of the Director" stationery is used.
116. Disposition of Basic Correspondence. If the correspondence for the signature of the Director or Deputy Director of Central Intelligence is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

## Distribution:

- Orig. and 1 - Addressee
- 1 - C/AAA w/cy of basic
- 2 - C/BBB
- 1 - Exec. Reg. w/basic
- 1 - DCI

\*NOTE: Type the signature in all caps if the correspondence is a memorandum; in initial caps if the correspondence is a letter.

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the brief at the time of typing unless assured that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

113. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or Deputy Director of Central Intelligence.

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115. Complimentary Close, Signature, and Title.

a. The complimentary close preferred by both the Director and Deputy Director of Central Intelligence is "Sincerely," except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.

b. Correspondence shall bear the following typed signatures and titles:

For the signature  
of the DCI:

JOHN A. McCONE  
~~ALLEN W. DULLES\*~~

Director  
MARSHALL S. CARTER  
~~C. P. GABELL\*~~

For the signature  
of the DDCI:

Lieutenant General, ~~USAF~~ USA  
Deputy Director

c. In the Director's absence, "Acting Director" is substituted for "Deputy Director," and "Office of the Director" stationery is used.

116. Disposition of Basic Correspondence. If the correspondence for the signature of the Director or Deputy Director of Central Intelligence is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

Distribution:

- Orig. and 1 - Addressee
- 1 - C/AAA w/cy of basic
- 2 - C/BBB
- 1 - Exec. Reg. w/basic
- 1 - DCI

\*NOTE: Type the signature in all caps if the correspondence is a memorandum; in initial caps if the correspondence is a letter.

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DUPE OF PAGE 57  
EXCEPT FOR PARCA 115  
PENCIL CHANGE TO  
NAMES





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- b. In order that the Director or Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for his signature, the Executive Registry copy will bear the signature and title of the originator and of each concurring official. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES," respectively. The signer's copy and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.
118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts, and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.

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*copy this  
on plain  
paper*

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13 SPACES

9 SPACES

14 June 1954

4 SPACES

BRIEF FOR: Director of Central Intelligence

SUBJECT: Interagency Correspondence Standards

4 SPACES

1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardisation program.

5 SPACES

JOHN J. JACKSON  
Director of Training

\* Distribution:  
Orig. - Addressee  
1 - CTE/TR

\* TYPED ON FILE COPIES ONLY.

EXHIBIT 7  
CORRESPONDENCE BRIEF

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