



~~CIA INTERNAL USE~~

2 May 1958

MEMORANDUM FOR: All Members of the Planning Staff, OL

SUBJECT: Preparation of Paperwork

Material in DRAFT Form

1. Material will be prepared in draft form on any plan, study, or comprehensive report covering an entire project, as well as on any paper requiring concurrence or signature of the Director of Logistics or higher officer.

2. These drafts do not necessarily have to be perfectly clean. Readable changes in pen or pencil will be acceptable as long as the meaning is clear. Branch Chiefs will submit them to the Deputy Chief or, if directed, to the Chief.

3. The purpose of the draft is to bring in everybody's thinking, including the Chief's, on planning or policy papers. A draft also avoids the necessity of retyping and assembling a complete paper with all copies, routing sheets, etc., on these type actions which are usually changed or modified.

Completed Staff Paper

4. All other memorandums, cables, and papers will be prepared in final form.

5. All material in final form will be routed from Branch Chiefs to the Deputy Chief via the Administrative Assistant [redacted] unless otherwise directed by the Chief, Planning Staff.

6. The purpose of all material being routed through the Administrative Assistant [redacted] is that she may be kept informed at all times of subjects with which this Staff is concerned and that she may review same for format, punctuation, typing errors, etc. A completed Staff paper must be absolutely accurate in every detail.

STATINTL

STATINTL

[redacted signature block]

Chief, Planning Staff, OL

STATINTL

Distribution:

- 1 - Approved For Release 2001/08/10 : CIA-RDP78-04718A002500390017-6
- 1 - Official (OL/PS)

STATINTL