

5 November 1974

MEMORANDUM FOR: DDO Support Chiefs

SUBJECT: Collective Addressing

The Office of Communications has simplified the format for the collective addressee cable effective 7 November. We can include the collective addressees and the individual addressees on the same line, and additions to or exemptions from the collective addressees can be specified. The attached is a suggested format. Please let us know if you have any questions.


Special Support Assistant to the DDA

STATINTL

Attachment