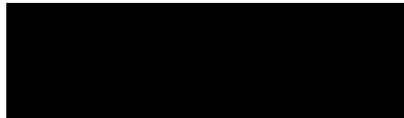


16 DEC 1975

MEMORANDUM FOR: Chief, Policy & Plans Group
SUBJECT : Use of CIA Letterhead Stationery
REFERENCE : Memo dtd. 9 Dec. 75 from DDA; Same subject.

1. Currently, the only use made of CIA Letterhead Stationery in the Security Records Division (SRD) is in reply to requests for the accreditation of representatives of some fifty (50) federal agencies and departments of the Executive Branch of the Government.

2. The only supply of letterhead stationery in SRD is in the Analysis & Releasing Branch of SRD.


Chief,
Security Records Division

25X1A

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130029-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of CIA Letterhead Stationery

FROM:



25X1A

EXTENSION

NO.

SRD
GE-31

7338

DATE

16 December 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/PPG
4E58

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

610

SECRET

CONFIDENTIAL

INTERNAL USE ONLY

UNCLASSIFIED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of CIA Letterhead Stationery

FROM: 25X1A



Deputy Director of Security (P&M)

EXTENSION

5861

NO.

DATE

12 DEC 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/A&TD
4E 69, HQS

15 DEC 1975

16 DEC 1975

Attached is a self-explanatory memorandum from the Deputy Director for Administration concerning the erroneous use of CIA letterhead stationery.

3. C/PPG

So that a control plan may be developed, please advise Policy and Plans Group which OS components (including field offices) have a supply of such stationery, which have a need to use it, and for what purpose(s).

Deadline: 18 December 1975.

1-3. Personnel Branch/A&TD has a supply of CIA letterhead stationery which is used for retirement and condolence letters prepared for D/Sec's signature.

UNCLASSIFIED

INTERNAL ONLY

CONFIDENTIAL

SECRET

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130029-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A Use of CIA Letterhead Stationery

FROM:



EXTENSION

NO.

Deputy Director of Security (P&M)

5861

DATE

15 DEC 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/IRG
GE 31, HQS

15 Dec

Ed

2.

DD/P&M

3.

C/PPG

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a self-explanatory memorandum from the Deputy Director for Administration concerning the erroneous use of CIA letterhead stationery.

So that a control plan may be developed, please advise Policy and Plans Group which OS components (including field offices) have a supply of such stationery, which have a need to use it, and for what purpose(s).

Deadline: 18 December 1975.

*1-2
IRG has no CIA
letterhead stationery.*

UNCLASSIFIED

INTERNAL
ONLY

CONFIDENTIAL

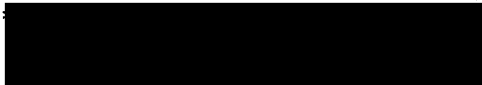
SECRET

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130029-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A Use of CIA Letterhead Stationery

FROM: 	EXTENSION	NO.
Deputy Director of Security (P&M)	5861	DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

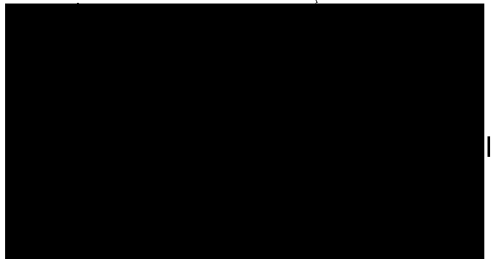
1. C/SSC
3F 22, HQS

[Handwritten initials]

Attached is a self-explanatory memorandum from the Deputy Director for Administration concerning the erroneous use of CIA letterhead stationery.

So that a control plan may be developed, please advise Policy and Plans Group which OS components (including field offices) have a supply of such stationery, which have a need to use it, and for what purpose(s).

Deadline: 18 December 1975.



ILLEGIB

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130029-5