TOP SECRET

SECURITY CLASSIFICATION

TRANSMITTAL OF MATERIAL

Acknowledge receipt of this	material by executing and returning the	below receipt.	INTERNAL PRO	CESSING ONLY
upon removal of	may be downgraded to the enclosure (s). may be declassified upon removal of the	enclosure (s) .	CONTRACT NUMB	ER
CENTRAL INTELLIGENCE AGENCY EXECUTIVE REGISTRY ROOM 7E12 HQS BUILDING LANGLEY, VIRGINIA ATTN: MR. GATES	NSA/CSS FT. MEADE, MARYLAND	PREPARATION DATE 1 JUNE 1982 REMARKS	RECEIPT PROCESS WEIGHT	
NO. COPY NUMBER SERIAL NUMBER	R/ UNCLASSIFIED T	TITLE/DESCRIPTION (ug 78)	ABBREVIATED CLASS. OF ITEM	TYPE 25X1
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INSTRUCTIONS

- 1. Form A1295 receipt will be prepared in duplicate by the originator of any classified correspondence. (One to be included in the first wrap and one to be retained by originator).
- 2. The classification will be stamped at the top and bottom of the transmittal portion of the form in the appropriate block. Caveats should be stamped in lower classification block above perforation. Codeword information will never appear on the transmittal.
- 3. Add a control/receipt number to the "CONTROL" Block. Complete "FROM" block.
- 4. List each separate item controlled by a separate number.

- 5. Give an unclassified description, of material in the "TITLE/DESCRIPTION" block, and state the classification of the materia! in the classification block.
- 6. Include originating element organization designator in the "To" block at the bottom of receipt. Also repeat assigned "Control/Receipt Number" at the bottom.
- 7. If contractor material is involved, add contract number in appropriate block. Also furnish additional copy of A1295 for L221, if controlled by L221.
- 8. Type complete address in "To" block unless addressee is listed in USSID 505. (If so, SIGAD's or short titles may be used.)
- 9, Type or print name of individual preparing form. Sign in ink in the "SIGNATURE" block.

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(Additional instructions covering marking of Letters of Transmittal are provided in Chapter II, Para 35.b., Classifications Manual 123-2)

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FORM A1295 REV SEP 79 (Supersedes A1295 FEB 76 which is obsorete)

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