

Executive Registry
82-10019

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ES 82-3 (Rescinds ES 81-1
dated 8 May 1981)

9 August 1982

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Correspondence for DCI or DDCI Signature

REFERENCE : "Correspondence Handbook," 28 June 1979

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1. Pending the revision of subject reference, the following changes in use of DCI and DDCI letterhead stationery are provided for your information and implementation.

- A. Correspondence for the signature of the DCI or DDCI when writing on CIA matters will continue to be prepared on stationery (regular or small sized) with the CIA seal. However, this stationery should no longer include the titles "The Director" or "The Deputy Director" above the words "Central Intelligence Agency." Signature blocks will read:

William J. Casey
Director of Central Intelligence

or,

John N. McMahon
Deputy Director of Central Intelligence

or, when the DDCI is Acting Director

John N. McMahon
Acting Director of Central Intelligence

See examples at Tab A.

- B. For Intelligence Community related matters, stationery without the CIA seal but with the letterhead "The Director of Central Intelligence" or "The Deputy Director of Central Intelligence" will continue to be used as before (title not included in signature block). See examples at Tab B.

2. One other change concerns the use of complimentary closes [redacted] page 26, paragraph 32 b (8) . The DCI prefers to use complimentary close "Sincerely" (vice "Yours sincerely") in formal letters. The preferred complimentary close (for all letters) for the DDCI remains "Sincerely" [redacted] page 29, paragraph 34 b (8) .

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3. All other instructions in [redacted] continue in effect. The decision no longer to use stationery with "The Director" or "The Deputy Director" and the CIA seal in its letterhead recognizes that the only official titles are "Director of Central Intelligence" and "Deputy Director of Central Intelligence" (and not of the Central Intelligence Agency). Supplies of CIA seal letterhead stationery without titles are available through the DCI Administrative Office, 7C-17, Headquarters, [redacted]

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4. Please refer any questions regarding the above to the Executive Secretariat on extension [redacted]

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[redacted signature box]

Executive Secretary

Attachments:
Examples

Distribution:

- ExDir
- D/ICS
- DDI
- DDA
- DDO
- DDS&T
- Chm/NIC
- GC
- IG
- Compt
- D/OEXA
- D/EEO
- D/Personnel
- AO/DCI
- D/NIESO
- Chief, History Staff
- C/CCS/ICS

Info copies: O/DCI
O/DDCI

Central Intelligence Agency



Washington, D. C. 20505

TAB A

Signature Blocks will read:

William J. Casey
Director of Central Intelligence

or,

John N. McMahon
Deputy Director of Central Intelligence

or, when the DDCI is Acting Director

John N. McMahon
Acting Director of Central Intelligence

The Director of Central Intelligence

Washington, D. C. 20505

TAB B

Signature block for the Director will read:

William J. Casey

or, when the DDCI is Acting Director

John N. McMahon
Acting Director

The Deputy Director of Central Intelligence

Washington, D. C. 20505

Signature block for the Deputy Director will read:

John N. McMahon