

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

"Service" Poster Ideas

FROM

[Redacted]

EXTENSION

NO.

DATE

25 Mar 86

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. *1M55/02*

[Redacted]

Attached are a couple of quick sketches re your "Service" poster idea. The crossword puzzle is just using the key words in your writeup. I'm not a crossword puzzle fan, but you get the idea. The other sketch is just a little indication of ~~the~~ what we talked about. Hope these are of some help.

Regards,

[Redacted Signature]

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

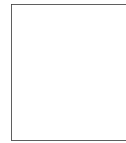
13.

14.

15.

MEMORANDUM FOR: Art

As promised. As I mentioned, all these points came out of Tony's interviews with the other Agcy components last summer, except for 3 or 4 that some IMSS'ers suggested. The subject ("Steps to Superior Service") is an attempt at alliteration -- just something catchy that might stick in people's minds. A big OL logo would go at the top left. And I like your idea of the cornucopia! P&PD could probably use some fancy initial-cap letters, bold type for the underlined words, a border around the whole thing, etc. And, of course, it needs to be large enough overall that people can read it on their walls when they're seated at their desks. Would honestly appreciate your suggestions, comments, changes, etc.



3/20

Date

FORM 101 USE PREVIOUS EDITIONS
5-75

STAT