

~~TOP SECRET~~

HANDLE VIA *info*  
**TALENT-KEYHOLE**  
CONTROL SYSTEM



~~IS~~ NATIONAL RECONNAISSANCE OFFICE  
WASHINGTON, D.C.



March 6, 1969

MEMORANDUM FOR [redacted] DIAXX

SUBJECT: Administrative Practices

This responds to your TCS-657124-69, dated March 4, 1969.

We certainly want to respect your desire to have communications addressed to DIAXX, rather than an individual within DIAXX, when communications deal with a "new field of endeavor." If you have any mail on hand now, [redacted] which you would like re-addressed, please send it over and we'll make the change right away.

*Paul*  
PAUL E. WORTHMAN  
Colonel, USAF  
Deputy Director  
NRO Staff

TCS-37573/69

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HANDLE VIA  
**TALENT-KEYHOLE**  
CONTROL SYSTEM

~~TOP SECRET~~  
EXCLUDED FROM AUTOMATIC REGRADING  
DDD DIRECTIVE 5200.10 DOES NOT APPLY

CONTROL NO. TCS 37573-69  
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**DEFENSE INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20301



4 MAR 1969

SUBJECT: Administrative Practices

TO: Brigadier General Russell A. Berg, USAF  
Director, NRO (S) Staff

1. It has been noted recently that on occasion correspondence intended for this office is addressed to specific individuals rather than the organization. This may be an accepted and expeditious approach when pursuing details of an on-going effort (program, study, etc.). If, on the other hand, a new field of endeavor is broached, which may require collaboration from agencies within DIAXX as well as outside it (but still in DIA), a more convenient manner of addressing the subject would be to the office -- DIAXX.

2. Your assistance in this matter would be greatly appreciated. If further amplification is desired, I shall be available for discussion at your convenience.

FOR THE DIRECTOR



Colonel, USAF  
Chief, Special Activities Office

TCS-657124/69

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~~SECRET~~

HANDLE VIA TALENT-KEYHOLE CONTROL SYSTEM ONLY

*\*903-04-023*

TCS-657124-69