MEMORANDUM FOR 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, which you would like re-addressed, please send it over and we'll make the change right away.

PAUL E. WORTHMAN
Colonel, USAF
Deputy Director
NRO Staff
SUBJECT: Administrative Practices

TO: Brigadier General Russell A. Berg, USAF
    Director, NRO / 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 DIA/XX as well as outside it (but still in DIA), a more convenient manner of addressing the subject would be to the office -- DIA/XX.

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