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INTERIM MEMORANDUM

ORIGINATOR: Deputy Commander, USARCEN	DATE: 22 December 1959
SUBJECT: Interim Replies	
BASIS FOR ISSUE: Mr. Stanton gave the following instructions on preparing correspondence when he visited USARCEN 9 - 11 December 1959	
UNITS AFFECTED: All Branches of USARCEN	DISTRIBUTION: "D" to USARCEN elements 1 copy to HQ, USARCEN (1)(S)(12) in DODMPC
EFFECTIVE UNTIL	BY TARGET DATE 21 February 1960
OR ISSUE OF <input checked="" type="checkbox"/> SOP CHANGE <input type="checkbox"/> MEMO-DIRECTIVE	

INTERIM REPLIES

1. TAG desires that the requirements listed in Part FIVE, OREGS, for making interim replies be followed very closely.
2. In SACLL cases a notation on their routing slip such as "ack by telephone" or "No ack necessary" will not be considered as changing the date an interim reply should be made according to TAG standards.
3. In view of the "field" location of USARCEN one modification of the criteria in Table I, page 5, Part FIVE, OREGS, is understood to be necessary; therefore, in answering inquiries from members of Congress, Mr. Stanton stated that USARCEN will be allowed 5 workdays for making the final or first interim reply when that much time is needed.
4. In White House cases two copies of a DF to TJAG, referral to an Army Board, etc., will be acceptable in lieu of a composed interim reply to the White House Liaison Officer.

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(USE REVERSE SIDE AND A CONTINUATION SHEET, WHEN NEEDED)

INTERIM MEMORANDUM

ORIGINATOR: DCGM, USARCEN	DATE: 18 January 1960
SUBJECT: Correspondence	
BASIS FOR ISSUE: Informal info from Rec Admin Br, Compt Div., TAGO, 12 January 1960	
UNITS AFFECTED: All USARCEN elements	DISTRIBUTION: D less 1, 3 - 5 & 12 plus Hq, USARCEN - 3 copies & Rm 5002 1 copy
EFFECTIVE UNTIL	OR ISSUE OF <input checked="" type="checkbox"/> SOP CHANGE <input type="checkbox"/> MEMO-DIRECTIVE
	BY TARGET DATE 14 March 1960

The Commanding Officer has been notified that all Army staff elements are expected to follow more closely the guidelines shown below:

- a. Miscellaneous backup papers containing remarks or information which is not appropriate or required for review and/or filing should not be attached to correspondence sent to Washington, D. C., offices for signature.
- b. Continued effort will be made to restrict telephone calls and electrically transmitted messages to cases where these types of communications are fully justified.

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INTERIM REPLIS

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