

~~SECRET~~

14 June 1973

MEMORANDUM FOR: Chief, Communications and
All Communications Officers

FROM :
SUBJECT : Ambassadorial Traffic

AMBASSADORIAL

1. Whenever a message for the Ambassador arrives, regardless of precedence, during working hours the secretary of the should be called as soon as the message is ready. Outside of working hours the or his secretary should be called if the precedence of the message indicates that such call is appropriate.

2. Since both the and his secretary are often here until 6 PM messages coming in between 4:30 and that time can often be brought to their attention while they are still in the office.

3. Our handling of Ambassadorial messages is of vital importance and no one should handle them in a routine manner.

Distribution:
Orig - C/Commo
1 - Office

HR70-14
(U)

APPROVED FOR
RELEASE
DATE: MAR 2008

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