

DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D. C.

22 September 1952

MEMORANDUM FOR ADMINISTRATIVE OFFICERS OF ALL STAFF
DIVISIONS AND OFFICES

SUBJECT: Letters of Condolence

1. It is the policy of the Director to send a letter of condolence to every Agency employee on the occasion of a death in his immediate family (wife or husband, son or daughter, or parents if the employee is single), and to the nearest relative surviving in the event of death of an Agency employee.

2. Letters of condolence will be prepared in the office of the Adjutant General for the signature of the Director. The Administrative Officer of each Staff Division or Office will furnish, by telephone, pertinent information as soon as possible after receiving notice of such an occurrence. This information should include the full name, position, and rank or rating of the individual concerned.

FOR THE DIRECTOR:



GEO. E. CAMPBELL
Colonel, AGC
Adjutant General