

1. NAME: The correct name of our group is Michigan State University Viet-Nam Advisory Group. We may refer to ourselves as Michigan State University Group, but should refrain from the use of the words, "team" or "mission".

2. CORRESPONDENCE:

- a. Correspondence which should be cleared through the office of the Chief Advisor for correctness of form includes that with Vietnamese Government officials, The Ambassador, or any other Chief of Mission. The director of Vietnamese officials may be obtained from the CA office.
- b. Correspondence for East Lansing should be submitted to the CA office 24 hours prior to the FPO deadline for outgoing mail. Official correspondence to East Lansing should be submitted in memorandum form with the following copies: Original on letter-head tissue (to be mailed by FPO) first carbon (mailed by pouch); and second carbon (retained in CA files).

The Chief Advisor and Coordinator are furnished courtesy copies of all correspondence written to EL members of our project if the correspondence is in any way relevant to the project. This will include personal letters which mention project policies or matters. This is not for purposes of censorship but for purposes of information and coordination.\*

3. SECURITY: We do not accept confidential material. Those cleared for access to such material may look at it, if required, but they do not accept possession of such material.

Material which is not to receive general distribution may be so designated by the use of the following: "limited distribution" or "personal". XXX is used primarily to designate minutes of the Planning Group Meetings.

\* Also on official FPO mail to other organizations, in which case a courtesy CA copy is submitted with request for FPO postage.