to all Int Chiefs

via A/guardians (area)

D/Guardian WW

Int Chief WW

16 Nov. 1968

ALL COMMUNICATION BY LETTER ON INTELLIGENCE LINES IS TO BE ADDRESSED TO THE D/GUARDIAN WW AND SENT AIR MAIL. EXPRESS DELIVERY REPEAT EXPRESS DELIVERY. AND TO BE MARKED PERSONAL (NOT CONFIDENTIAL). THIS HAS THE DUAL EFFECT OF SPEEDING COMM LINES AND ALSO INCREASES SECURITY AS EXPRESS MAIL IS LESS SUBJECT TO SCRUTINY THAN IS REGULAR MAIL. EXPRESS MAIL IS NOT X-RAYED OF INSPECTED. THIS INFORMATION IS CONFIDENTIAL AND IS TO BE INCLUDED IN ALL INTELLIGENCE HATS.

N.B. Where special arrangements have been made regarding mail going to private addresses the mail is not sent to D/Guardian NW but to whatever address has been arranged. However they must still be sent Express and marked personal.

Int Chief www