

MEMO of the Month



EMS

UNITED STATES DEPARTMENT OF AGRICULTURE
EXPORT MARKETING SERVICE
WASHINGTON, D. C. 20250

NOTICE

AS-13

SUBJECT: Correspondence

January 7, 1972

TO: All EMS Secretaries, Stenographers and Typists

ISSUED BY: General Sales Manager

Cajford G. Pulvermacher

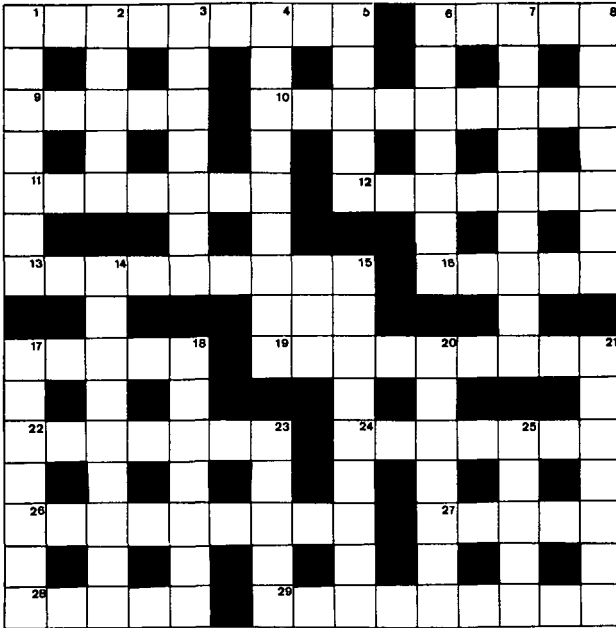
The regulations state that between the complimentary close and the title of the sender, you should allow at least five spaces. Some letters and memoranda have been coming through for signature with only four spaces.

In the future any correspondence prepared for my signature should have at least six spaces. This will allow me enough room to sign my name and also have my printed name stamped below my signature.

Also, I have noticed on many of our letters that in correcting typing errors - either the Liquid Ko-Rec-Type or Kleenertype has been used on the originals. While this is acceptable for drafts and other typed matter - it should not be used on an original letter or memorandum that is being sent to Agencies or individuals outside of EMS.

The Political Puzzle

by John Barclay



Across

1. Muskie, McGovern, et al. looking for reward in G. I. Spam can. (9)
6. Pops, you should dry off! (3, 2)
9. Say hello to Dan! (3, 2)
10. Askew, Nunn et al. (9)
11. When he says "amen," 'tis for sure! (5, 2)
12. No truce after close election. (7)
13. He can't vote this year. (9)
16. Gave harsh medicine, put direction in Defense Dept. (5)
17. Fastens well the stack. (5)
19. DOT leader erects a railway. (9)

22. Less happy to come to an end in back room. (7)
24. Contemporaneous Muffet-Tuffet relationship. (4, 2, 1)
26. Despite acne, I date girl for cool drink. (2, 4, 3)
27. Many air races turn on this. (5)
28. Map detail added by the right group? (5)
29. We risk try with expansive ad man. (9)

Down

1. These are more interesting after sin came to the fore. (7)
2. Do you want me to help back the candidate? (5)
3. To do this is a strain, even for a craftsman. (7)

4. Effectively they fetch a green light? (2-7)
5. Critic takes verse apart. (5)
6. Red cups are made to look fresher. (7)
7. Red view put in conjunction with Prussia. (3-6)
8. What one despot assumed. (7)
14. Elusive primary goals gained from riot upset in sins. (9)
15. Something which must be found in any recess. (9)
17. Main pit sound resource. (7)
18. To attack opponent put pin up in chair. (5, 2)
20. AA member. (2-5)
21. "Nearer—why not?" he asks. (7)
23. Advertising these brings tears to candidate's eyes. (5)
25. Feathered towel. (5)

The numbers indicate the number of letters and words, e.g., (2, 3) means a two-letter word followed by a three-letter word. Groups of letters, e.g., USA, are treated as one word. Answers to last month's puzzle are on page 61