

# Memo of the Month:

(The following chart accompanies a General Services Administration order of May 28, 1970, on "guidelines for using communications media.")

COMMUNICATIONS MEDIA SELECTION CHART					
IF THE MESSAGE		USE			
		LETTER <sup>1/</sup>	TELEGRAM <sup>1/</sup>	FACSIMILE TRANSMISSION <sup>1/</sup>	TELEPHONE (FTS)
Is urgent (speed of delivery)		NO	YES	YES	YES
Requires interaction (discussion)		NO	NO	NO	YES
Requires verbatim record		YES	YES	YES	NO
Includes words and numbers only		YES	YES	YES	YES
Includes words, numbers, and graphics		YES	NO	YES	NO
Is security classified <sup>2/</sup>		Thru Secret—YES Top Secret—NO	Encrypted YES	NO	NO
Typical Costs	Preparing (or Talking)	\$3.35 <sup>3/</sup>	\$3.04 <sup>3/</sup>	\$3.35 <sup>3/</sup>	\$0.74 <sup>5/</sup>
	Trans- mission	Unclassified	0.06	3.00 <sup>4/</sup>	2.50 <sup>8/</sup>
		Sec. Classified	1.10 <sup>7/</sup>		

NOTE: This chart provides general guidelines only and should be used in conjunction with the cited GSA orders. Letter preparation costs, developed by NARS, are based on the Government-wide average time to prepare a typical one-half page, 175-word letter in offices where letterwriting is a major activity. The average time to prepare a typical 50-word telegram is assumed to be slightly less.

- 1/ GSA Administrative Manual, chap.5 (DOA 5410.1), and GSA Supplement to the United States Government Correspondence Manual (OAD P 1804.3A).
- 2/ HB, Security Regulations (OFA P 1025.4).
- 3/ Typical average cost to prepare a 175-word letter or a 50-word telegram.
- 4/ Based on the national average 50-word message transmitted at \$0.06 a word on intercity networks only. There is no additional charge for encrypting security classified messages.
- 5/ FTS calls are typically made by GS-9 and higher grade employees. The cost shown is based on the salary rate for GS-11, step 5, for the national average 6-minute call.
- 6/ National average sample cost is \$0.15 per minute. The average call is 6 minutes.
- 7/ Registered mail with return receipt.
- 8/ One full page or up to and including 8½ x 14 inches as set forth in GSA Bulletin FPMR F-54, par. 6 (March 26, 1970).

THE CULTURE OF BUREAUCRACY:

# Washington's Other Crime Problem

*"Men of intellectual and moral eminence  
who encourage public disobedience of the law  
are responsible for the acts of those  
who inevitably follow their counsel: the poor,  
the ignorant, and the impressionable."*

—Richard M. Nixon / source

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by John H. Rothchild

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The D.C. Crime Bill doesn't mention it, but one of the worst breeding places of lawlessness in the nation's capital is inside the federal bureaucracy.

*recently* A pattern of consistent, willful, and open violation of statutes, Congressional mandates, court decisions, and the Constitution (has emerged from) some of the agencies entrusted with selling poor people on the idea of law and order, the agencies that are supposed to improve the social and economic conditions that

harbor crime and produce riots.

Far from eliminating the conditions that create crime in the ghetto, those agencies (the Department of Health, Education and Welfare and the Department of Housing and Urban Development, among others) have themselves become extensions of the ghetto—pockets where ritual rules over regulation, where power alters and then becomes the law, and where illegal acts are often matters of survival, of procedure, and of business-as-usual. (Similar patterns of lawlessness can be found elsewhere in the federal government, nota-

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