

# Memo of the Month

Form DOT F 1120.F (1-67)

UNITED STATES GOVERNMENT

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

## Memorandum

DATE: April 18, 1977

SUBJECT: Correspondence Change for Secretary  
Brock Adams' Signature

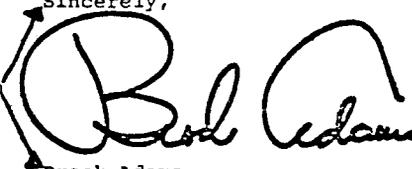
In reply  
refer to: S-10

FROM: Linda L. Smith  
Executive Secretary



TO: Executive Secretaries ✓  
Correspondence Expeditors

Because the Secretary has enlarged his signature, we are asking that a minimum of eight spaces be allowed between the complimentary closing and the typed name of Brock Adams on all correspondence prepared for the Secretary's signature. Please refer to the sample below:

Sincerely,  
8 spaces between   
Brock Adams

This procedure is effective immediately. I would ask that you alert all of the drafting offices within your agency to this change.

In addition I have found that some letters arriving in the Executive Secretariat are typed on the wrong letterhead stationery, with the inside address exceeding the five line limitation and without proper envelopes. Please see that this is corrected. It would also be appreciated if letters addressed to Congressmen and Senators include the room number on the envelope. (See sample below.)

Honorable Harrison A. Williams, Jr.  
United States Senate  
Washington, D. C. 20510

Russell Bldg. - 352

# The Government Vs. Small Business

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by John Kenneth Galbraith

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Anciently, and still in the textbooks, it has been held that there is one type of business firm in the United States. Large or small, it has the same structure; it responds to the same motivation.

In fact, nothing could be further from the truth. On the one hand, there are a very small number of very large firms; fewer than 2,000 companies now produce about half of all private products. In specific areas—manufacturing, banking, insurance, telecommunications, air transportation, and other industries—the concentration is even greater.

Occupying the other half of this economy are some ten to 12 million small firms. Agriculture comes in this part of the economy, as does construction, much of the service

sector, and most artistically based enterprises.

The small-scale companies are not about to disappear from the American economy, for we will always have the individual entrepreneur. He reaps the reward of his own ingenuity and energy, as well as the negative reward of his own sloth. Where people, by the nature of their work, need a degree of freedom and independence and are out from under the eye of a boss, no other form of administration serves so well.

But that is not to say that the small firm needs no continuing help, for it does. Small businesses have been the victims of a belief that all American companies have the same characteristics, and as a result the small firm has been subject to the same policies as the large.

In Washington, legislative action and economic policy are characteristically the same for all companies. And what may be agreeable in economic policy and necessary and tolerable in regulatory policy for the large corporation is frequently disadvanta-

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*John Kenneth Galbraith is the author of The Age of Uncertainty and professor emeritus of economics at Harvard University. This article has been adapted by him from a statement he delivered to the House Small Business Committee.*