



**United States
Department of
Agriculture**

Office of
Information
Resources
Management

DR 3060-1

USDA Correspondence Management Regulation

USDA CORRESPONDENCE MANAGEMENT REGULATION

TABLE OF CONTENTS

		Page
	TABLE OF CONTENTS	i-ii
1	Purpose	1
2	Cancellations/Special Instructions	1
3	Policy	1
4	References	1
5	Definitions	2
6	Abbreviations	4
7	Forms	4
8	Responsibilities	5
9	Program Implementation	9
10	Writing Style	10
11	Appearance of Letters	11
12	Format	11
13	Signature Authority	11
14	Required Response Time	12
15	Multiple Agency Response	12
16	Referral of Misdirected Mail	13
17	Restricted Information	13
18	Clearance Procedures	14
19	Telegraph Service	15
20	Codes and Control Numbers	16
21	Publication Request	17
22	Jackets	17
23	Style Preference for this Administration	18
24	Appearance of Letters	19
25	Responding to Correspondence by Telephone	19
26	Inquiries	20

Appendix A. STANDARDS FOR THE PREPARATION OF DEPARTMENTAL CORRESPONDENCE

1	Purpose	A-1
2	Copy and Stationery Requirements	A-1
3	Format	A-2
4	Addressing Envelopes	A-18
Figure A-1	Memorandum	A-22
Figure A-2	Memorandum	A-23
Figure A-3	Formal Letter	A-24
Figure A-4	Formal Letter	A-25
Figure A-5	Instructions for Numbering and Lettering Paragraphs	A-26
Figure A-6	Format for Assembling a Letter Other than "Jacket Correspondence"	A-27
Figure A-7	Illustration of OCR Readable Boundaries and Address Placement	A-28
Figure A-8	Assembly of Secretary's Correspondence File	A-29
Figure A-9	USDA Metered Mail Account Codes	A-30
Figure A-10	U.S. Government Messenger Envelope	A-31
Figure A-11	Blue and Red Bordered International Envelope	A-32

Appendix B. STANDARDS FOR PREPARATION OF WHITE HOUSE CORRESPONDENCE

1	Purpose	
2	White House Referred Correspondence	B-1
3	Letters for Signature of the President, Vice President, or White House Officials	B-1
4	Responding to Correspondence by Telephone	B-1 B-2
Figure B-1	Sample Letter of Transmittal Prepared for Signature in the Office of the Secretary	B-3
Figure B-2	Sample Draft Letter for the President's Signature	B-4
Figure B-3	Sample Transmittal Letter for Memorandum for Use as Enclosure	B-5
Figure B-4	Sample Memorandum for Use as Enclosure	B-6

Appendix C. STANDARDS FOR PREPARATION OF FOREIGN CORRESPONDENCE

1	Purpose	
2	Signature Authority	C-1
3	Format	C-1
4	Clearance	C-2
5	Telegrams and Airgrams	C-3
6	Use of Diplomatic Pouch	C-4
7	Mail Dispatch	C-8
8	Certification Requirement	C-8
9	Prohibited Pouch Mail Items	C-9
10	Additions to Departmental Mailing List	C-10
11	Inquiries	C-10
Figure C-1	Sample Letter to Agricultural Counselor, with Subscript	C-11
Figure C-2	Single Address Airgram	C-12
Figure C-2	Single Address Airgram Page 2	C-13
Figure C-3	FASTO Telegram	C-14
Figure C-4	State (MRN) Single Address Telegram	C-15
Figure C-4	State (MRN) Single Address Telegram Page 2	C-16
Figure C-5	State (MRN) Multiple Address Telegram	C-17
Figure C-6	Time Zone Difference	C-18

Appendix D. STANDARDS FOR PREPARATION OF INFORMAL COMMUNICATION

1	Purpose	
2	General	D-1
3	Form AD-514, Reference Slip	D-1
4	Form AD-311, Speed-Memo	D-1
5	SF-63, Memorandum of Call	D-1
6	Electronic Documents	D-1
Figure D-1	Reference Slip	D-3
Figure D-2	Speed-Memo	D-4
Figure D-3	Memorandum of Call	D-5

DEPARTMENTAL REGULATION		NUMBER: 3060-1
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1 PURPOSE

This regulation will be used as a basic guide in preparing correspondence. It establishes standards and procedures to improve the quality of correspondence originating in the Department and provides detailed guidance on format and style.

The principal changes that were made in this amendment are:

- a Rewording of some portions to better clarify instructions;
- b Addition of rules about confidential notations;
- c Illustration of spacing requirements on appropriate figures; and
- d Amendment to or rewriting of appendices A, B, and C, to include all the instructions which are necessary for preparing Office of the Secretary, White House, and foreign correspondence.

2 CANCELLATIONS/SPECIAL INSTRUCTIONS

Departmental Regulation 3060-1, USDA Correspondence Management Regulation, dated July 6, 1983, and amendment 1, dated January 27, 1984, are hereby superseded.

3 POLICY

Each agency and staff office will establish and maintain a correspondence management program which complies with the provisions of this regulation.

4 REFERENCES

Other sources which provide general guidance on correspondence management, punctuation, abbreviation, spelling, compounding, hyphenation, etc., are:

- a Federal Information Resources Management Regulation 201-45.102;
- b U.S. Government Correspondence Manual;

January 26, 1989

- c U.S. Government Printing Office Style Manual;
- d Form Letters, GSA Handbook;
- e Guide Letters, GSA Handbook;
- f Plain Letters, GSA Handbook;
- g The Gregg Reference Manual;
- h Official Congressional Directory;
- i DR 0100-1, Departmental Directives System; and
- j DR 3050-1, Mail Management.

5 DEFINITIONS

- a Agency. An agency, staff office, or other comparable entity within the Department of Agriculture.
- b Airgram. A message that is transmitted by air mail or courier service rather than by telecommunication.
- c Controlled Correspondence. Letters which, when received by the Department, are assigned a control number by Executive Correspondence and Records or the Executive Secretariat. This correspondence, which is a subset of Departmental Correspondence, requires a 7-working day turnaround time for response. Correspondence which is controlled by the Executive Secretariat has a 5 working day turn around time.
- d Correspondence. Letters or notes which pass between correspondents. This definition excludes Departmental directives, statutes, and regulations.
- e Departmental Correspondence. Mail entering the Department, addressed to the Office of the Secretary, the U.S. Department of Agriculture, an agency, or USDA officials, which pertains to any of the Department's programs, functions, or personnel and outgoing responses to this mail.
- f Executive Secretariat. Formerly the Departmental Correspondence Review Officer.
- g Formal Letter. A letter which has a salutation and a complimentary close. Captions such as "FROM," "TO," etc., are not used.

- h For Official Use Only Information. For Official Use Only is an administrative (unclassified) marking placed on correspondence or documents to limit access to specific offices or individuals. Marking documents For Official Use Only will not constitute a Department of Defense security classification, nor is it a justification for withholding information under the Freedom of Information Act.
- i General Public Correspondence. General public correspondence is mail from individuals and organizations requesting information or assistance and is referred to an agency for response.
- j Informal Communications. A handwritten or typed note of acknowledgment, an informal comment entered on an incoming letter, or a routing or note pad, etc.
- k Memorandum (Informal Letter). A letter which makes use of captions to quickly identify the sender's reference, if any, the subject, and the addressee. The memorandum does not have a salutation or complimentary close.
- l Memorandum of Record. Can be a separate document or a note entered on the file copies of correspondence of any information which may be of additional assistance in the matter, but which was not mentioned in the correspondence itself.
- m Office of the Secretary. This term includes the immediate Office of the Secretary, the Deputy Secretary, the Under Secretaries, and Assistant Secretaries.
- n Priority Executive Correspondence. Secretary's Correspondence which, in the opinion of the Executive Secretariat, requires a 5-working day turnaround time for response.
- o Secretary. The Secretary of Agriculture.
- p Secretary's Correspondence. Mail which enters the Department addressed to the Office of the Secretary and the outgoing responses to this mail. Secretary's Correspondence is a subset of Controlled Correspondence.
- q Sensitive Information. Sensitive (unclassified) information is information which if disclosed, lost, misused, altered, or destroyed could adversely effect national security or other Federal Government interests.
 - (1) National security interests are those unclassified matters that relate to the national defense or the foreign relations of the Government.
 - (2) Other government interests are those related, but not limited, to the wide range of government or government-derived economic, human, financial, industrial, agricultural,

January 26, 1999

technological, and law enforcement information, as well as the privacy or confidentiality of personal or commercial business/proprietary information provided to the Government by citizens.

- r Telegram. An electronically transmitted message.
- s TOFAS/FASTO System. TOFAS: Cables sent directly from an agricultural counselor, attache, or officer to FAS/Washington. FASTO: Cables sent directly to FAS overseas offices by USDA agencies.
- t White House Correspondence. Correspondence which has been referred to USDA from the White House for reply or correspondence which has been prepared in USDA and forwarded to the White House for signature of the President or a White House staff member.

6 ABBREVIATIONS

- APHIS - Animal and Plant Health Inspection Service
- APO - Army Post Office
- CCO - Correspondence Control Officer
- EC&R - Executive Correspondence and Records
- FAS - Foreign Agricultural Service
- FPO - Fleet Post Office
- GSA - General Services Administration
- OBPA - Office of Budget and Program Analysis
- OGC - Office of the General Counsel
- OGPA - Office of Governmental and Public Affairs
- OICD - Office of International Cooperation and Development
- OIG - Office of Inspector General

7 FORMS

- AD-114 Secretary's Correspondence Jacket (Pink Jacket)
- AD-116 Clearance and Approval for Departmental Issuances (Blue Jacket)
- AD-311 Speed Memo
- AD-410A USDA Memorandum
- AD-514 Reference Slip
- AD-842B CONGRESSIONAL Correspondence Cover Sheet
- FAS-432 FASTO Telegram
- OBPA-113 Legislative Report (Yellow Jacket)
- OBPA-113(A) Legislative Report (Red Jacket)
- OF-10 United States Government Memorandum
- OF-185 Department of State Telegram
- OF-185A Department of State Telegram (continuation sheet)
- OF-247 Airgram
- OSEC-01 PRIORITY Executive Correspondence Cover Sheet (Green Jacket)
- OSEC-01B PRIORITY CONGRESSIONAL Executive Correspondence Cover Sheet (Orange Jacket)
- SF-63 Memorandum of Call

8 RESPONSIBILITIES

- a The Information Management Division, Office of Information Resources Management, has responsibility for the administration of the correspondence management program for the Department. This responsibility includes:
- (1) Developing general policies, standards, and procedures necessary for an effective correspondence management program;
 - (2) Providing assistance and advice in correspondence practices;
 - (3) Reviewing agency correspondence management programs and practices to evaluate compliance with the provisions of this regulation; and
 - (4) Serving as the focal point for matters relating to general correspondence management practices and, specifically, material covered in appendices A and D.
- b Under Secretaries, Assistant Secretaries, and Agency Heads will designate a person in each of their offices to serve as a direct contact point with the Executive Secretariat for Priority Executive Correspondence.
- c The Designated Person will:
- (1) Internally track all Priority Executive Correspondence and ensure that a response to this correspondence is prepared within 5 working days of receipt of the mail in the agency.
 - (2) Obtain all clearances from all appropriate sources for Priority Executive Correspondence even if it must be hand-carried.
- d Departmental Agencies will:
- (1) Develop policies, standards, and procedures for internal correspondence management;
 - (2) Designate an employee as the Correspondence Control Officer who will be responsible for:
 - (a) Controlling all letters referred by the Office of the Secretary for preparation of a reply for signature in the Office of the Secretary;
 - (b) Conducting a systematic follow-up within the agency to insure prompt handling;
 - (3) Prepare correspondence when the subject falls within the scope of their functions and responsibilities;

- (4) Forward correspondence to appropriate officials for clearance;
- (5) Comply with established deadlines for controlled correspondence; and
- (6) Provide their staff with training in correspondence practices.

e The Executive Secretariat, Office of the Secretary, will:

- (1) Work with the Information Management Division to develop Departmental correspondence management policies, procedures, and guidelines;
- (2) Serve as the central authority on matters relating to controlled correspondence coded "35", Secretary's Correspondence, White House Correspondence, and material covered in appendices A and B;
- (3) Keep all CCO's up to date on the Secretary's policies concerning all high priority "35" controlled correspondence;
- (4) Receive and open all mail addressed to the Secretary of Agriculture by title or name;
- (5) Review the Secretary's correspondence and make a determination of which letters are Priority Executive Correspondence;
- (6) Assign appropriate controls, i.e., jacket, due date, control number, and any other pertinent and necessary clearances and instructions for Priority Executive Correspondence;
- (7) Provide information to facilitate control and clearance of correspondence;
- (8) Maintain an automated tracking service for Priority Executive Correspondence and Secretary's Correspondence to ensure that deadlines are met;
- (9) Manage clearances, updates and implement changes as necessary, collect all clearances for Secretary's Correspondence and determine whether rewrite is necessary;
- (10) Serve as liaison between the Secretary's Office and USDA agencies regarding Secretary's Correspondence matters;

f The Chief, Executive Services, Office of Operations, will:

- (1) Serve as the contact for all mass mailing requests for the Office of the Secretary;
- (2) Ensure that letters receive proper clearances and are proofread for errors; and
- (3) Arrange time for word processing services described in section 8g(9).

g Executive Correspondence and Records, Office of Operations, will:

- (1) Receive, review, assign due dates and control numbers with referral codes, and route controlled correspondence to proper offices for response;
- (2) Determine which incoming correspondence should be controlled and microfilm;
- (3) Review outgoing responses to correspondence to be signed in the Office of the Secretary for grammatical errors, format and consistency in the letters, and to determine routing;
- (4) Develop and distribute various reports on the status of controlled correspondence.
- (5) Maintain an automated tracking and updating service for all Secretary's Correspondence to ensure that due dates are met;
- (6) Provide agencies with information, as required, to prepare correspondence for signature in the Office of the Secretary;
- (7) Process and dispatch signed correspondence;
- (8) Maintain the OFFICIAL files for the Office of the Secretary;
- (9) Provide word processing services in preparing repetitive letters for the Office of the Secretary and agencies; and
- (10) Provide assistance to the Executive Secretariat as necessary.

h Foreign Agricultural Service will:

- (1) Serve as official liaison between the Department of State and its missions abroad and USDA agencies;
- (2) Have the primary responsibility for all USDA matters pertaining to agricultural trade and agricultural relationships with foreign countries;

January 26, 1989

- (3) Clear and dispatch all of USDA's outgoing official communications with foreign governments and officials as well as communications between USDA and the Department of State, including official correspondence with:
- (a) Foreign Governments (including diplomatic representatives residing in the United States);
 - (b) All FAS overseas Offices of Foreign Agricultural Affairs;
 - (c) All overseas offices of other USDA agencies, such as APHIS and OICD, that deal with other than purely administrative and operational matters;
 - (d) The United States Diplomatic Missions abroad;
 - (e) Intergovernmental international organizations;
 - (f) Individuals, firms, and institutions in foreign countries when the subject relates to policy matters or trade and products promotion; and
 - (g) Any addressee in a hostile country or area under Communist control (See page C-3, item 4d); and
- (4) Serve as the focal point for matters relating to foreign correspondence and matters covered in appendix C.
- i Division of International Organization Affairs, Office of International Cooperation and Development, will review all official communications dealing with international organizations and with meetings between these organizations and USDA officials here and Foreign Service and other U.S. officials abroad.
- j The Office of Budget and Program Analysis will review all correspondence, official reports and documents for budgetary, legislative, regulatory, program, and policy significance for the Office of the Secretary.
- k The Office of the General Counsel will:
- (1) Review Secretary's Correspondence, official reports, and documents of major program significance where there are legal implications;
 - (2) Review all letters from the Secretary to the Comptroller General;
 - (3) Clear responses to letters of inquiry which concern pending litigation or which raise particular legal questions;

- (4) Review all regulations issued by USDA and all documents prepared for publication in the Federal Register; and
- (5) Review all other correspondence, official reports and documents of program and policy significance for the Office of the Secretary.

l The Office of Inspector General will:

- (1) Review all letters to the Comptroller General regarding audits and investigations;
- (2) Clear all letters concerning OIG investigations and audits; and
- (3) Clear responses to letters of inquiry concerning ongoing and completed investigations of employee misconduct.

m The National Agricultural Library will clear the names of foreign organizations to be added to Departmental mailing lists for publications and literature. The names will be limited to those which send publications to the NAL in exchange for USDA publications.

n The Office of Governmental and Public Affairs will review and clear all correspondence to all Members of Congress, Cabinet members, and White House Staff as well as correspondence involving Secretarial policy or major program matters.

o The Departmental Office of Personnel will clear responses to letters of inquiry on actions taken or not taken, pending litigations, or ongoing or completed investigations which result from an employee's misconduct.

9 PROGRAM IMPLEMENTATION

The following actions are generally basic to a correspondence management program.

- a Prepare only necessary correspondence and essential copies.
- b Prepare correspondence that is consistent in style and format, neat and attractive in appearance, and editorially correct by applying the standards, guides, and principles set forth in the U.S. Government Correspondence Manual.
- c Originate letters that are carefully planned, easily read and understood, and responsive to the needs of the recipient.

- d Develop and implement procedures that expedite the clearance and handling of correspondence, e.g., draft letters need not be letter perfect at any level; cut-and-paste or make handwritten corrections. Delegate more signature authority.
- e Provide for periodic spot-check of agency correspondence to determine compliance with standards.
- f Use form letters whenever possible.
- g Use guide letters and paragraphs where practical.
- h Follow standards, guides, and principles that are set forth in this regulation and the GSA handbooks and guides related to correspondence management.

10 WRITING STYLE

- a Use the U.S. Government Correspondence Manual, the Government Printing Office Style Manual, or the Gregg Reference Manual for rules on spelling, compounding, capitalization, punctuation, etc.
- b Keep responses short and to the point, preferably no more than one page. Be concise but not curt.
- c Write short paragraphs (seven typed lines) limited to one topic. Begin paragraphs with one main thought and follow with supporting details.
- d Write clear, short sentences that are limited to one thought. List conditions, exceptions, and steps separately.
- e Use concrete, specific words which can be found in a standard dictionary.
- f Use command verbs, to the maximum extent possible, when action is required of readers. Prefer the active voice to the passive, but not when meaning will be sacrificed.
- g Avoid excessive hyphenation.
- h Consider the audience when writing a letter. Avoid jargon and technical language when writing for readers unfamiliar with the terms.
- i Spelling, capitalization, etc., must be consistent throughout a letter.

- j The first time you refer to any agency or organization, type out the full name followed by its abbreviation in parentheses if it will be referred to in subsequent paragraphs.
- k Do not divide the last word on a page.

NOTE: WHEN PREPARING SECRETARY'S CORRESPONDENCE, REFER TO SECTION 23 OF THIS REGULATION FOR ADDITIONAL STYLE PREFERENCES.

11 APPEARANCE OF LETTERS

Pay special attention to the appearance of each letter. Make sure it is well balanced, attractive, and cleanly typed with no detectable corrections, frayed edges, or stains. Use the same typeface throughout the letter. Avoid using excessive paper clips, they fall off and ruin the appearance of the letter. Fasten correspondence packages together with one or two binder clips to preserve them as they go through clearance. Use plastic covers or a jacket to protect letters during clearance and handling.

12 FORMAT

Appendix A provides format guidelines of general applicability to all Departmental correspondence. Appendices B - D provide additional details for correspondence signed at the White House, Foreign Correspondence, and Informal Communication.

13 SIGNATURE AUTHORITY

Letters containing statements of policy or plans should usually be signed by an official who reports directly to the Secretary, if the matter is clearly within that official's area of responsibility. Many of the Department's policies have far-reaching effects on the public. Thus, a statement of policy must be carefully considered by an official whose responsibility is at least as extensive as the scope of the matter in question.

Delegate more signature authority for routine correspondence. This will reduce response time and costly managerial reviews. Be sure policies are clear and are disseminated before delegating signature authority.

a Office of the Secretary signs:

- (1) Correspondence on policy issues or matters of special importance;
- (2) White House Correspondence;

- (3) Responses to letters personally addressed to the Secretary from Governors, Commissioners of Agriculture, presidents of farm organizations, Congress, and State legislators (Priority Correspondence);
 - (4) Letters to cabinet members and other high ranking Government officials; and
 - (5) Priority Executive Correspondence.
- b Agency Heads or Acting Agency Heads will sign correspondence referred for direct reply under regular Departmental procedure when the subject matter falls within the scope of their functions and responsibilities, unless, in their judgment, the correspondence presents policy issues or questions of importance which should be referred to the Office of the Secretary for approval or signature. For further information on Secretary's Correspondence, see appendix A.
- c Other Employees may sign such correspondence as they are authorized to sign by specific delegation from a supervisor.

14 REQUIRED RESPONSE TIME

Except for Priority Executive Correspondence, all correspondence must be answered within 7 working days of receipt. If for any reason a complete reply cannot be made within that time, the agency is to acknowledge the incoming letter immediately. The final reply is to follow as soon as possible. For Priority Executive Correspondence, if the responding official is unable to answer within 5 working days, he or she must notify the Executive Secretariat and prepare an interim response to the addressee explaining the delay.

15 MULTIPLE AGENCY RESPONSE

A request for information concerning the work or administrative policies of more than one agency will be referred to a lead agency. The lead agency will be responsible for the preparation of an acknowledgment, if required, and the consolidated final response. The lead agency will send all other affected agencies a written explanatory statement of the requirements, a date by which the agencies' responses are required, and a copy of the incoming letter. Affected agencies are to prepare their responses and get back to the lead agency within the allotted time frame. When the matter to be dealt with is of minor character and does not address policy matters, the lead agency may secure the necessary information from the other agencies by telephone or in any other informal way which will insure a complete and prompt reply. If the agencies are not able to meet the required response time, they are to notify the lead agency who will notify EC&R or the Executive Secretariat to obtain an extension.

16 REFERRAL OF MISDIRECTED MAIL

When correspondence is received that should be forwarded to an agency outside of USDA, refer the letter to the appropriate agency and send a letter of explanation to the correspondent. If it is controlled correspondence, notify EC&R of this transaction.

17 RESTRICTED INFORMATION

- a General. The guidance provided in this paragraph must be implemented consistently with the Freedom of Information Act and the Privacy Act and their implementing regulations, Subparts A and G, Part 1 of Title 7, Code of Federal Regulations. In addition, matters of policy and information of a policy nature shall be made public only by officials with appropriate authority.
- b Restrictions
- (1) Secretary's Correspondence. Correspondence prepared for the Secretary's signature must not be made public before it is signed and then is to be released only through appropriate channels.
 - (2) White House Correspondence. Correspondence referred from the White House to this Department shall not be published in whole or in part nor shall employees quote from any of these letters unless required by law.
 - (3) Foreign Negotiations. Correspondence between employees of the Department of Agriculture and members of the press, or trade, or other non-Government officials shall omit any reference to current or pending negotiations with foreign governments and agencies; except when specifically authorized, or when disclosure is required by law. Furthermore, reference to completed negotiations is permitted only when the matter has already been officially announced and the Government's policy determined. Questions pertaining to current foreign agricultural developments shall be referred to the Administrator of the Foreign Agricultural Service. Restricted or confidential information from Foreign Service or other United States officers abroad will be distributed only to United States Government officials, with the understanding that they will use it only in their capacity as agents of the United States Government. In their dealings with international organizations, these officials may use information of this type only in a way that will serve the direct interests of the United States. (Any documents that are classified under the standard of EO 12356 should be handled and disclosed in accordance with DM 3440-1.)
- c Transmission of Classified Information and Material. Instructions on the transmission of classified information and material can be found in DM 3440-1, "Classification, Declassification, and Safeguarding Classified Information."

January 26, 1989

- d Marking Restricted Information. Sensitive situations sometimes require limited handling of correspondence. Such correspondence is designated "For Official Use Only," "Personal Attention," and as "National Security Classified." Use the same format as for regular correspondence, but mark the document to indicate special handling required.
- (1) For Official Use Only. Use this designation when access to the material is limited to specific offices or individuals. Label the correspondence by typing or stamping "FOR OFFICIAL USE ONLY" in the center at the top and bottom of the first page.
 - (2) Personal Attention. If official material must be directed to a specific person, place it in a sealed envelope marked "PERSONAL ATTENTION: To be opened only by (Persons Name)." Show a return address on the upper left corner so it can be returned unopened if the addressee is absent for an extended period. The sender may then decide whether to change or remove the restriction.
 - (3) National Security Classified Correspondence. Procedures for marking and safeguarding national security information are in Departmental Manual 3440-1. (Item 305, 2. of DM 3440-1 gives specific instructions for marking these documents.)

18 CLEARANCE PROCEDURES

- a General. Originators of correspondence are responsible for coordinating and obtaining clearance of correspondence with other affected organizations, especially when there are policy or legal implications. Proper coordination and clearance eliminates inconsistencies, conflicts, and duplication and assures agreement on policy, legal, and management issues. Clearing officials should confine their comments to matters within their functional areas.
- b Documents Involving Secretarial Policy or Major Program Significance. Documents to be signed in the Office of the Secretary which express Secretarial policy or which involve program or policy matters for consideration by the Secretary, the White House, the Office of Management and Budget, or the Congress shall receive thorough analysis and review, including as a minimum:
 - (1) The Office of the General Counsel;
 - (2) The Office of Budget and Program Analysis and the Office of Governmental and Public Affairs for analytical review and to insure that the listed clearances will constitute adequate coordination within the Department;
 - (3) The Under or Assistant Secretary under whom the policy or program falls; and

- (4) The Executive Secretariat or EC&R.
- c Letters to the Comptroller General pertaining to:
- (1) Audits and investigations must be approved in the Office of the General Counsel and the Office of Inspector General before signature. Letters prepared by OIG are exempt from OGC's reviews.
 - (2) Other matters which require signature in the Office of the Secretary shall be forwarded through the Office of the General Counsel for legal clearance and the Office of Budget and Program Analysis for analytical review and clearance prior to submission for signature.
- d Cables and Other Communications between USDA officials here and Foreign Service and other U.S. officials abroad must be cleared by FAS. (See page C-3 for the exception to this requirement.) When this material pertains to international organizations and meetings between USDA officials here and Foreign Service and other U.S. officials abroad, OICD clearance is also required, as follows. Outgoing cables and other communications to Foreign Service and other United States officers abroad requesting or forwarding information for use in connection with the work of international organizations will be cleared only when the information requested or forwarded is for the use of employees of this Government acting in their capacity as agents of the United States Government.
- e Letters Relating to Investigations. All letters relating to investigations and audits are to be cleared by the Inspector General. In addition to the Inspector General, letters pertaining to investigation of employee misconduct must be cleared by the Departmental Office of Personnel and Office of the General Counsel.

19 TELEGRAPH SERVICE

- a Washington, D.C. Telegrams prepared in Washington, D.C., are processed by the Department's Telegraph Office, Room 2512, South Building. That office is open from 6:00 a.m. to 5:30 p.m., Monday through Friday. The telephone number is (202) 447-2104. After the daily closing hour and on weekends, telegrams that require immediate transmission may be telephoned to the Western Union Telegraph Company's main office, (202) 737-4260, for handling.
- b Field Offices. Telegrams prepared in a field office are to be transmitted through local GSA or Western Union telegraph facility. A copy of the telegram is to be forwarded to the D.C. Telegraph Office. The Telegraph Office will maintain these copies as a means of verifying billing statements. If the GSA facility is used, senders are to give the name of their agency and the agency's accounting code to facilitate billings.

20 CODES AND CONTROL NUMBERS

Mail entering the Department addressed to the Secretary of Agriculture or to USDA is always to be afforded special handling and given a two-digit referral code. Mail addressed to the Secretary will be prioritized by the Executive Secretariat, which will be responsible for correspondence determined to be Priority mail and is to be coded "35." All other mail is sent to EC&R for coding and processing.

A control number is also assigned to all Secretary's Correspondence except that marked "Personal." Under Secretaries or Assistant Secretaries, whose mail is addressed to them, will decide whether or not their mail will be controlled.

a Referral Codes. Following is a list of code numbers and the controlled correspondence each code identifies:

02 - Secretary's Signature Mail. Correspondence which is referred to an agency for the preparation of a reply for the Under or Assistant Secretary's signature. This includes correspondence from the general public, state and local officials.

03 - General Public Correspondence. Correspondence from a private citizen or state and local government official which gives individual opinions on specific programs to be signed within the agency.

04 - White House Correspondence. Correspondence sent from the White House which is referred to an agency for response. Reply should be typed on Office of the Secretary stationary to be signed by an Under or Assistant Secretary.

05 - Congressional Correspondence. Congressional mail forwarded from members of Congress to be signed by an agency.

06 - No Evident or Required Response. Correspondence for which an answer is not required. This does not relieve an agency of the responsibility for a reply if one is required.

24 - White House Jacketed Correspondence. Correspondence from the White House referred to an agency for preparation of a draft reply to be sent to the White House under a cover letter signed by the Under or Assistant Secretary.

25 - Congressional Jacketed Correspondence. Correspondence from members of Congress referred to an agency for preparation of a reply for signature by OGPA or the Under or Assistant Secretary.

35 - Priority Correspondence. Mail addressed to the Secretary by members of Congress, Governors, State Legislatures, heads of organizations, etc. A response is prepared within the agency for the Secretary's signature.

21 PUBLICATION REQUESTS

Publication requests are routed to agencies under an "06" control number. Publications may be mailed with a preprinted letter.

22 JACKETS

Jackets are cover sheets which provide control, transmit information, and usually signal a requirement for the Secretary's signature. The jacket color depends upon the nature of the correspondence. Agencies preparing correspondence for signature of the Office of the Secretary will follow the special instructions, if any, given on the jacket.

- a A Green Jacket (Form OSEC-01, PRIORITY Executive Correspondence Cover Sheet) transmits high priority correspondence which will be signed in the Office of the Secretary. This correspondence is to be responded to within 5 working days. The referral code for this correspondence is "35."
- b An Orange Jacket (Form PRIORITY CONGRESSIONAL Correspondence Cover, OSEC-01B Sheet) transmits Congressional Correspondence which will be signed in the Office of the Secretary. This correspondence is to be responded to within 5 working days. The referral code for this correspondence is "35."
- c A Pink Jacket (Form AD-114, Secretary's Correspondence Jacket) transmits less sensitive correspondence which will be signed in the Office of the Secretary and which requires expeditious handling. This correspondence is to be responded to within 7 working days of receipt. Referral codes for this correspondence are 02, 24, and 25.
- d A Yellow Jacket (Form OBPA-113, Legislative Report) is initiated only by OBPA and transmits requests for a report on pending legislation or legislative proposals. This correspondence should be answered according to the deadline on the jacket, generally within 45 working days of receipt, but this deadline may vary upon request. Further information is contained in DM 1260-1, Legislative Reports and Proposals. Legislative reports are signed in the Office of the Secretary. Any questions about this type of correspondence should be directed to the office in your agency which handles legislative reports, or to the Division of Legislative, Regulatory, and Automated Systems, OBPA.
- e A Red Jacket (Form OBPA 113 A, Legislative Report) is initiated only by OBPA and transmits a high priority request for a report on pending legislation or a legislative proposal. Legislative reports are signed in the Office of the Secretary. Deadlines are shown on the jacket and will vary depending upon the priority given to the response by USDA policy officials or to deadlines established by OMB or congressional committees. Questions about this type of correspondence should be directed to the office in your agency which handles legislative reports or to the Division of Legislative, Regulatory, and Automated Systems, OBPA.

January 26, 1989

- f A Blue Jacket (Form AD 116, Clearance and Approval) transmits written communications which may or may not be signed in the Office of the Secretary and which initiate or govern action, conduct, or procedure. This material is generally published in the Federal Register or issued in the form of a Departmental Regulation, Notice or Manual, or a Secretary's Memorandum or Announcement. Further information on Departmental Directives can be found in Departmental Regulation 0100-1, Departmental Directives System.
- g Red, White and Blue Jacket. (Form AD-842B Congressional Correspondence Cover) transmits Congressional correspondence which will be signed in the Office of the Secretary. This correspondence is to be responded to within 7 working days. The referral code for this correspondence is "25."

23 STYLE PREFERENCES FOR THIS ADMINISTRATION

Observe the following style preferences when preparing correspondence for the Secretary's signature:

- a Use the first person plural (we, our) instead of the first person singular (I, me, my) whenever possible and appropriate.
- b Be sure not to refer to the Secretary as a third person in a letter written for the Secretary's signature. If you are referring to the Secretary's position, and not the Secretary personally, use "the Secretary of Agriculture..."
- c Keep sentences under 25 words.
- d Mail from a congressional office which forwards constituent correspondence addressed to the Office of Congressional Relations (OCR) by buck slip or by a cover letter of transmittal may be signed by the agency. If, however, the incoming letter is addressed to the OCR or the Assistant Secretary of the Office of Governmental and Public Affairs, and is from a Congressman or Senator, it should be prepared for the Assistant Secretary's (OGPA) signature.
- e Never type out the Secretary's name or title in the closing of a letter.
- f Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles (Dr., Mrs., etc.) and names. When it is necessary to divide a date, the year may be carried over to the next line. When it is necessary to divide a proper name, only the surname may be carried over to the next line.

- g Do not separate figures, letters, or symbols from their accompanying words when used as a group.

Examples:

Chapter III Article 12 1234 Fifth Street NW \$125.35

- h Use the term "this Administration" rather than "this Department" when referring to policy matters.
- i Avoid very specific numbers and dates that might be outdated before the letter goes out.
- j Avoid excessive hyphenation.
- k State names MAY be abbreviated when followed by a ZIP code.
- l When abbreviating directions in addresses, the order of preference is: 1) NW. or 2) N.W.
- m No particular type size is preferred for correspondence.
- n Federal Register should be underlined.
- o The period is to be placed inside the quotation marks at the end of the sentence.
- p Hyphenate up-to-date only when used as an adjective.
- q Spell out single numbers of less than ten when they are within a sentence, except when referring to measurement and time.

24 APPEARANCE OF LETTERS

DETECTABLE CORRECTIONS, FRAYED EDGES, STAINS, AND ANY IMPERFECTIONS ARE UNACCEPTABLE.

25 RESPONDING TO CORRESPONDENCE BY TELEPHONE

Telephone responses are acceptable when a detailed or formal response is not required. Telephone responses to policy matters must be approved by the agency administrator. Remember to document all phone responses; state whom you spoke with, the date of the conversation, and the substance of the conversation. If you are responding to controlled correspondence, notify EC&R for their records. DO NOT SPEAK FOR THE SECRETARY.

January 26, 1989

When a written response is prepared, encourage the receiver to include his or her telephone number for future routine inquiries.

If you are listing your name and telephone number, it should be mentioned in the body as: name, telephone number; or name, FTS telephone number; or name, area code and telephone number.

DO NOT RESPOND BY PHONE TO WHITE HOUSE CORRESPONDENCE. A written response is required.

26 INQUIRIES

Questions on or recommended changes to the information contained in this regulation should be directed to the Information Management Division, OIRM. For information on high priority (code 35) correspondence, contact the Executive Secretariat. For questions on controlled correspondence, Secretary's Correspondence, or White House Correspondence, contact the Executive Secretariat or EC&R. For questions on State Department cables or FASTO's, contact the FAS Cable Unit. For questions on Foreign Correspondence, contact Foreign Agricultural Affairs, FAS.

APPENDIX A

STANDARDS FOR THE PREPARATION OF DEPARTMENTAL CORRESPONDENCE

1 PURPOSE

This appendix establishes basic guidelines for preparation of all Departmental correspondence, including memorandums, formal letters, and White House correspondence for direct reply, to be signed within the Department. Specific guidance related to "draft reply" for signature of the President, Vice President or a White House staff member is found in appendix B, and Foreign Correspondence is found in appendix C. General information pertaining to signature authority, required response time, restricted information, etc., can be found in the basic section of this regulation.

2 COPY AND STATIONERY REQUIREMENTS

a Office of the Secretary. When preparing correspondence for signature of the Office of the Secretary, use printed blue Office of the Secretary letterhead bond and manifold for the original and courtesy copy and Office of the Secretary envelopes for letters prepared for signature in the Office of the Secretary. (See figure A-8 on page A-29 for an illustration of Secretary's Correspondence.) Prepare:

- (1) One original letter on Office of the Secretary bond letterhead. If the letter is more than one page long, type the succeeding pages on plain bond paper.
- (2) One courtesy copy on letterhead tissue for Congressional correspondence or when otherwise required. This copy will accompany the original.
- (3) One official file copy on plain salmon tissue, or a copy that is clearly marked official file copy or salmon copy, and two white tissue copies for EC&R. The salmon copy must be legible and should always be located directly after the outgoing letter.
- (4) One yellow and additional copies essential to the agency's needs. NO MORE THAN TWO AGENCY COPIES ARE TO BE INCLUDED IN THE PACKAGE FORWARDED FOR SIGNATURE in the Office of the Secretary. After signature, these copies will be stamped, dated, and returned to the agency by EC&R.
- (5) One white tissue copy for OGPA if the outgoing letter is in response to Congressional Correspondence.
- (6) One white tissue copy for Priority Congressional and Priority Executive Correspondence (Code 35). This copy will be retained by the Executive Secretariat.

January 26, 1989

b Minimal Agency and Stationery Requirement. Limit carbon or photocopies to the number that is essential. Use the official file copy or reader file copy for reference. Prepare:

- (1) One original of the letter on the appropriate letterhead (i.e., agency or the Office of the Secretary). If the letter is more than one page long, type the succeeding pages on plain bond paper;
- (2) One courtesy copy (if necessary) on letterhead tissue or bond. If letterhead tissue is not available, type or stamp the agency identification on plain tissue;
- (3) One official file copy on plain yellow tissue or bond. The yellow copy should be either the first or second carbon copy for better legibility;
- (4) Reader file (if required) on plain tissue or bond; and
- (5) Other copies on plain white or colored tissue or bond.

See appendices B and C, for specific copy requirements for the White House and foreign correspondence.

3 FORMAT

a General

- (1) Memorandum. The memorandum is used in most of our internal day-to-day communications. The principal feature of the memorandum is the use of captions. The usual captions are "DATE:," "TO:," "FROM:," and "SUBJECT:." Occasionally such captions as "THROUGH:," "REPLY TO ATTN OF:," or "ATTENTION:," are necessary or desirable. These captions may be typed or printed on agency letterhead or Forms AD-410-A or Optional Form-10 may be used. Figure A-1 and figure A-2 are sample formats of the memorandum. (This format is not acceptable for correspondence which is to be signed in the Office of the Secretary.) Use the formal format unless otherwise specified on the Jacket.
- (2) Formal Letter. This format provides the personalized touch this Department wishes to convey and is to be used when writing to the President, Vice President, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and independent agencies, State Governors, Mayors, foreign government officials and any correspondence prepared for the signature of the Secretary. This format is also suitable for other addressees when a more "personalized" format is desired than that of the memorandum. This format includes a salutation and a complimentary close; captions are NOT used. Use appropriate letterhead stationery for letters and copies. Figures A-3 and A-4 are sample formats of the formal letter.

b Margins. Letters or memorandums of 10 lines or less are to be double spaced and balanced vertically on the page; and may have up to 2 inch right and left margins. Correspondence of more than 10 lines is to be handled as follows:

- (1) Memorandum with Preprinted Captions. Set left margin two spaces to the right of the colon following the captions.
- (2) Formal Letters and Memorandums without Preprinted Captions. Set the left margin 1 inch from the left edge of the paper.
- (3) Right and Bottom Margins. Allow at least 1 inch for the right (about 12 typing spaces) and 1 inch for the bottom margin (about 6 typing lines).
- (4) Second and Succeeding Pages. The left, right and bottom margins are the same as page one. For the top margin, begin typing on the sixth line from the top of the page.

c Date

- (1) For formal letters and memorandums without preprinted captions, if the date when the letter will be signed is known, type the date two lines below the last line of the letterhead, approximately 6 inches from the left edge of the page.
- (2) For memorandums with preprinted captions, type the date on the third space following the colon. If there is no preprinted caption, use the spacing recommended in c(1) above.
- (3) Type or stamp the name of the month followed by the day and year in numerals. Do not use endings such as "st" and "th" with the numbers of the day. (Military style is not acceptable.)
- (4) Omit the date on a letter that will be signed in another office or that may not be signed the day you type it. LEAVE ENOUGH ROOM FOR DATING THE LETTER AFTER IT IS SIGNED. The office in which the letter is to be signed or dispatched will add the date to the original and all copies.
- (5) For letters which will be signed in the Office of the Secretary, do not date the letter at the time of preparation. Leave enough space for dating the letter after it is signed. Type the preparation date next to the identification of the office, writer, and typist on all file copies. The actual date of dispatch will be stamped on the letter by EC&R after signature.

d Sender's Reference (OPTIONAL)

- (1) Type the office symbol or file code on the third space after the "REPLY TO ATTN OF:" caption. If there is no preprinted caption, see figure A-1 for placement.

Examples:

REPLY TO
ATTN OF: OPNS BR or BRXX

or

REPLY TO
ATTN OF: 3400-1

- (2) If a more detailed reference is needed, type it in parentheses after the office symbol or abbreviated name.

Example:

REPLY TO
ATTN OF: BRXX (Case #66-532)

e Subject

- (1) The subject of a memorandum is a brief statement of what the correspondence is about. It is usually not more than 10 words. For memorandum with preprinted captions, type the subject flush with the left margin in a line with the "SUBJECT:" caption. If there is not a preprinted caption, type "SUBJECT:" two lines below the date, or senders reference, if used. Begin typing the subject on the third space after the colon. If more than one line is needed for the subject, begin succeeding lines as shown in the example below.

Capitalize the first letter of each word except articles, prepositions, and conjunctions.

Example:

SUBJECT: Designation of Members of the Amalgamated Welfare and Recreation Board

- (2) When writing back to the same office or person on the same subject, the sender's reference may be included after the subject.

Example:

SUBJECT: Disposition of Records (Your Letter, 9-11-XX)

- (3) If you write a second letter to the same person on the same subject before you receive a reply, your reference may be included after the subject.

Example:

SUBJECT: Disposition of Records (Our ltr. 9-11-XX)

f Address

- (1) Models of Address. A few examples of address blocks and salutations are provided below. For additional models, see the U.S. Government Correspondence Manual. It provides an excellent list of address models.

Examples:

Members of United States House of Representatives:
 Honorable John (Jane) Doe
 House of Representatives
 Washington, D.C. 20515

or

Honorable (full name)
 Member, United States House of Representatives
 (State address) 00000

Dear Congressman (Congresswoman) Doe:

When addressing a Member of Congress as Chairman of a Congressional Committee, address him as "Dear Mr. Chairman." If the Committee is chaired by a woman, address her as "Dear Chairwoman, Chair, or Chairperson (Doe)." The "Dear Mr. Chairman" salutation should be used only when a Member of Congress signs his/her letter to the Department as "Chairman" or when writing to a Congressional Committee

United States Senators:
 Honorable John (Jane) Doe
 United States Senate
 Washington, D.C. 20510

or

Honorable (full name)
 United States Senator
 (State address) 00000

Dear Senator Doe:

Use the same rule cited in (1) above, if the Senator is Chairman of a Senate Committee.

January 26, 1989

The President Pro Tempore of the Senate should be addressed as:

Honorable John Doe
 President Pro Tempore
 United States Senate
 Washington, D.C. 20510

Dear Mr. President:
 ("Dear Senator Doe:" is also accepted.)

State Senators, Representatives, Delegates, Assemblymen, etc.
 Honorable John (Jane) Doe
 (Address)

Dear Senator/Representative/Delegate/Assemblyman
 (Assemblywoman) Doe:
 ("Dear Mr. Doe/Dear Madam" is also accepted.)

Avoid using "Ms." when addressing female State Legislators.

State Departments of Agriculture:
 Honorable John (Jane) Doe
 Secretary/Director/Commissioner of Agriculture
 State of (name of state)
 (Address)

Dear Secretary/Director/Commissioner Doe:

Address other State Departmental officials in the same way.

United States Cabinet Officials:
 Honorable John (Jane) Doe
 Secretary of (Department)
 (Address)

Dear Mr. Secretary/Madam Secretary:

Resident Commissioner
 Honorable Baltasar Corrada (Dear Mr. Corrada:)
 Resident Commissioner, Puerto Rico
 House of Representatives
 Washington, D.C. 20515

County Judge
 Honorable M. L. Simpson, Jr. (Dear Judge Simpson:)
 County Judge, Castro County
 Dimmitt, Texas 79027

Former Members of Congress:
 Honorable full name (Dear Congressman or
 (present address) Congresswoman last name or
 Dear Senator last name)

- (2) Window Envelopes. When window envelopes are to be used, type the address 14 lines from the top of the page. Limit the address to 5 lines which do not exceed 34 spaces each if possible. Only the designation of special mailing instructions and the address may appear in the window.
- (3) Formal Letters. In formal letters, the inside address is single spaced, block style, flush with the left margin. If the letter is a full page or more, type the address 14 lines from the top of the page. Limit the address to 5 lines, if possible, which do not exceed 34 spaces each. Always put the person's title (if there is one) on the second line. When runover lines are required, indent two spaces for the next line. Type the town or city and state or country on the same line. The State may be abbreviated in the last line of the address when followed by the ZIP code. The District of Columbia should be abbreviated "D.C." Include the ZIP code in U.S. addresses.

Example:

Honorable John Doe
 Chairman, Subcommittee on Conservation,
 Credit, and Rural Development
 Committee on Agriculture
 House of Representatives
 Washington, D.C. 20515

- (4) Memorandum. Type the address of the memorandum on the third space after the colon of the "TO:" caption. If there is no preprinted caption, type "TO:" so that the colons will line up with the colon in "SUBJECT," three lines below the subject.

Example:

SUBJECT:

TO: John L. Doe, Director
 Office of Information Resources Management

- (a) Office symbols may be used to address memoranda to other elements of your agency when they are to be delivered by agency messenger or included in a consolidated mailing to a field office.

Example:

TO: PSD

January 26, 1989

- (b) When memoranda to other elements of your agency are to be mailed in individual envelopes, the office symbol may be used in the address. Also, include the addressee's office symbol, when known, on letters sent to another Government agency.

Example:

TO: Director
 Administrative Services Division (BRXX)
 Federal Service Agency
 Cleveland, Ohio 12365

- (c) When action on the same letter is required of several addressees within your agency and will be delivered by agency messenger or included in a consolidated mailing to a field office, you may use the multiple-address method. The letter will be acted upon by each addressee just as if it were individually addressed.

Examples:

TO: APPT ✓ CTO BRAC TUCO
 ABRA FTO BRAC-L FMOR

TO: Chief, Administrative Services Branch
 All Regions

After the letter is typed, place a checkmark after the office symbol for each address in turn, as shown in the first example. If you use the technique shown in the second example, write the appropriate correspondence symbol of each addressee in the upper right corner of each copy.

NOTE: When identical letters are written to two or more addressees, it is recommended that the typist prepare an original letter for each addressee, but that only one set of file and agency information copies be prepared. On these copies, type "Identical Letter to:" two lines below the last typed line on the page and flush with the left margin. On the next line, begin the list of names and addresses of the recipients. If space is lacking at the bottom of the page, type the list on a separate sheet and attach to the file copies.

- g Special Mailing Instructions: If special mailing instructions (e.g., Special Delivery) are used, type these instructions to the right of the address. When more than one instruction is used, type them continuously on the line, separating them with a dash.

Example:

Airmail-Special Delivery

h Attention Line. Avoid using an "Attention" line by using as specific an address as possible or by addressing the envelope to the intended individual. If you must use an "Attention" line, type "ATTN:" on the line below the first line of the address, as shown below:

Example:

Petroleum Supply Division
ATTN: Mr. V. E. Blank
123 Main Street
Temple Hills, Maryland 20031

i Through Line (OPTIONAL). A through line is necessary if an official other than the clearance official needs to see and initial the memorandum before it is received by the addressee. Type "THROUGH:" two lines below the last line of the "TO:" flush with the left margin. (See figure A-1 for format instructions.) On the third space after the colon, begin typing the name, title, organization or office, building and room number, if appropriate, and the mailing address which identifies the individual(s) through whom the memorandum is to be routed. Prepare a letterhead tissue copy for each through addressee.

Example:

SUBJECT:

TO:

THROUGH: Carolyn Byrd, Management Analyst, OIRM
Debby Johnson, Supervisor, Printing Specialist, OGPA
Richard Butler, Printing Specialist, OGPA

The originating office will forward the entire package (original, enclosures, envelopes, information copies, yellow file copy, through copies, etc.) to the first through addressee. The through office will:

- (1) Initial and date the original, information copy(ies) and yellow file copy on the through line to indicate approval;
- (2) Coordinate any changes to the letter with the originator and all previous reviewing officials;
- (3) Pull respective copy; and

January 26, 1989

- (4) Forward package to the next through address. The last through addressee will return the yellow file copy to the originator and mail the original and information copies.
- j From Line. Type the sender's name and title on the third space after the colon on the "FROM:" caption. Type the division or organizational unit on the second line directly under the sender's name. If there is no preprinted caption, type "FROM:," three lines below the "TO:" caption (or the "THROUGH" caption if it is used).
- k Salutation. In formal letters, type the salutation on the second line below the last line of the address. Reflect the appropriate title and surname followed by a colon. For a first-name letter, the salutation should be followed by a comma; however, a colon is acceptable.

Examples:

Dear Mr. Jones:

Dear Tom, (Preferred)

Dear Tom: (Accepted)

Dear Congressman (or Congresswoman) last name: or
Dear Senator last name:

- l Body. Begin the body of the letter on the second line below the salutation. Begin the body of a memorandum on the third line below the last typed line of the captions. Begin each main paragraph flush with the left margin. Single space the body; double space between paragraphs. Letters or memoranda of 10 lines or less should either be double spaced with triple space between the paragraphs, or single spaced with up to 2 inch right and left margins. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page.

Correspondence prepared by this Department, which responds for the White House, will begin the body of the letter on the second line after the salutation with:

- (1) "On behalf of President Smith ...,"
- (2) "Thank you for your letter to President Smith ...," or
- (3) "President Smith appreciates your writing ...".

Subparagraphing should be limited to the first level of subordination as shown in figure A-4. THIS IS PARTICULARLY TRUE OF CORRESPONDENCE PREPARED FOR SIGNATURE IN THE OFFICE OF THE SECRETARY.

- m Succeeding Pages. The first thing to be typed on succeeding pages is the addressee's name. The name is to be typed exactly as it appears on the first page in the first line of the address, six lines from the top of the page and flush with the left margin. Type the page number on the same line, flush with the right margin. Continue the text two lines below the name of the addressee.

EXAMPLE:

Mr. (Ms., Honorable, etc.) Marion R. Adams

2

Never use a continuation page just for the closing section of a letter. The complimentary closing should always be preceded by at least two lines of the message.

- n Numbering and Lettering Paragraphs. When there is a reason to break a paragraph into subparagraphs, the subparagraphs may be numbered and lettered as shown in figures A-1, A-4, and A-5 of this appendix.
- o Complimentary Close. In formal letters, the complimentary close is to be typed two lines below the last line of the body, flush with the left margin, followed by a comma. The complimentary close "Sincerely," is to be used for all correspondence which is to be signed in the Office of the Secretary.
- p Signature and Title
- (1) If the name of the signer of the letter is known, the following spacing is to be used, unless the signer requires a different number of lines.
 - (a) Formal letter: type the name, in all caps, five lines below the complimentary close.
 - (b) Memorandum: type the name, in all caps, five lines below the last line of the memorandum, or if the "FROM" caption is used, type the name and title, in upper and lower case on the third space after the colon, followed on the next line by the division and agency identification.
 - (c) For both types of correspondence, when the signature element is at the bottom of the page, type the title in initial caps below the name. If the title is more than one line, begin succeeding lines flush with the left margin.

January 26, 1989

- (2) If you cannot determine the name of the signer when you type the correspondence, leave this space open. After the correspondence is signed, type or stamp the name and title of the signer below the signature on the original and on all copies.
- (3) If an acting official is to sign the letter, he or she signs his or her name and the word "for" before the typed name of the regular signing official. If the regular signing official is a person appointed as an acting official, type his or her name and the word "Acting" before the title in the signature element.
- (4) Correspondence prepared for signature in the Office of the Secretary should be written so that any appropriate official may sign. Omit the title of the signing official on all correspondence and documents prepared for signature in the Office of the Secretary. The appropriate title will be inserted after signature.

q Enclosure, Attachment, Separate Cover

- (1) Enclosure, Attachment. Material accompanying a formal letter is to be identified in the text or in the bottom notation as an enclosure. Material accompanying a memorandum is to be identified in the text or in the bottom notation as an attachment.
 - (a) When an enclosure or attachment is identified in the text, type the word "Enclosure" or "Attachment" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure or attachment, use the plural form and indicate the number of enclosures or attachments, such as "3 Enclosures" or "3 Attachments."
 - (b) When an enclosure or an attachment is not identified in the text, type the notation as indicated in the example below. Under the notation, flush with the left margin, list each enclosure or attachment on a separate line. Describe each enclosure or attachment by title or in a few words as are needed to identify it. If more than one line is needed to identify an enclosure or attachment, begin succeeding lines indented two spaces.

Example:

3 Enclosures:
 Form Letters Handbook
 Plain Letters Pamphlet
 Organization Chart, U.S. Department
 of Agriculture

- (c) For Secretary's Correspondence, submit enclosures in sufficient numbers to provide one copy for each outgoing copy of the letter and one copy for filing in ECR. (Exception: DO NOT submit publications, circulars, or other reference or printed material for EC&R.) DO NOT LIST THE NUMBER OF OR INDIVIDUAL ENCLOSURES BY TITLE ON THE ORIGINAL OF SECRETARY'S OUTGOING LETTERS. IF ENCLOSURES ARE INCLUDED, TYPE THE WORD "ENCLOSURE(S)," 10 LINES BELOW THE WORD "SINCERELY," ON THE ORIGINAL AND ALL COPIES.
- (2) Separate Cover. When material referred to in the text is to be sent under separate cover, type "Separate Cover:" flush with the left margin, two lines below the signer's title or the enclosure notation, if used. List the material, whether or not identified in the text. Send a copy of the letter with the material sent under separate cover.

Example:

Separate Cover:

Form Letters Handbook

Plain Letters Pamphlet

U.S. Government Correspondence Manual - 10 copies

If typing the above notations flush with the left margin below the signer's title would require starting a new page, type them directly opposite the signer's name and title, starting at the center of the page on the same line with the signer's typed name.

Examples:

JANE A. BROWN

Chief, Fats and Oil Branch

3 Enclosures

or

JANE A. BROWN

Chief, Fats and Oils Branch

Separate Cover:

Form Letters Handbook

Plain Letters Pamphlet

U.S. Government Correspondence
Manual - 10 copies

r Distribution of Copies

- (1) Show the distribution of copies of the correspondence only on the copies to be retained within USDA except as specified in (2) below. Indicate copy distribution by typing "cc:" flush with the left margin, two lines below the last line of the signer's title or the enclosure or separate cover listing. If

January 26, 1989

there is not enough room in this position, type "cc:" directly opposite the signer's name and title, starting at the center of the page. Below "cc:," list recipients of copies, one below the other, using office symbols as appropriate. Check and forward a copy for each recipient.

Example:

SAMUEL J. CORNELIUS
Director
Office of Advocacy and
Enterprise

cc:
Chief, Employment Division
Chief, Compliance Division

- (2) The "carbon copy:" notation may be typed on the original copy when the preparing office thinks the addressee wants to know the other recipients of the correspondence.

Example:

cc:
Honorable James B. Doe
Assistant to the Vice President
United States Senate
Washington, D.C. 20510

s Memorandum for the Record (M/R) (OPTIONAL)

Although the Memorandum for the Record is sometimes a separate document, a writer can include on file copies supporting information that is not included in the text of the letter. In this case, type the notation "M/R:" two lines below the copy distribution listing, flush with the left margin. Start typing the M/R on the third space after the colon. If there is not enough space below the copy distribution listing, type the M/R to the right of the signature block.

Examples:

cc:
Chief, Procurement Division
Chief, Finance Division

M/R: Info re availability new pamphlet furnished by
J. Roe, BRAR 447-5132

or

JANE DOE
Administrator of Correspondence

M/R: Info re availability new
pamphlet furnished by
J. Roe, BRAR 447-5132

cc:
Chief, Procurement Division
Chief, Finance Division

t Identification of Office, Writer, Typist and Electronic file

- (1) Type on file copies the office symbol of the preparing office, the writer's initials and surname, the typist's initials, date of typing, the disk number; and file code designations. In the Washington, D.C., area, include the telephone number. Place the identification notation at the left margin two lines below the last line used.

Example:

BRDP:RFJones:pd: 2-19-XX:447-9270
Disk: 2 Miller
File: 3410 ODIR: 7456

- (2) If the letter is rewritten, type a second identification notation directly below the first.

Example:

OIRM:IMD:JHooks:crb: 1-11-XX:447-8799
Rewritten:BRD:OLSmith:ab: 2-20-XX:447-2345
Disk: 2 Miller
File: 3410 ODIR: 7456

- u Jacket Number. TYPE THE JACKET NUMBER AND/OR CONTROL NUMBER ON ALL FILE COPIES OF REPLIES TO BE RETAINED WITHIN USDA, two lines below the identification of office, writer, and typist, flush with the left margin. Directly after the jacket number, indicate whether the letter is an acknowledgement or final reply.

Example:

OIRM:IMD:JHOOKS:crb: 1-11-XX:447-8799
Rewritten:BDR:OLSmith:ab: 2-20-XX:447-2345
Secretary Control: 03-R6787 Final Reply ODIR: 7456

January 26, 1989

v Clearances or Concurrences (OPTIONAL)

- (1) Agencies. If concurrences or clearances are required, type on the bottom of the last page of file copies at the left margin the word "Concurrences:" followed by the office symbols of concurring officials. Allow about 12 spaces between these symbols as shown below. Responsible officials should indicate their concurrence by entering their signature and date on the official (yellow) file copy.

Example:

Concurrences: RADF _____ · DFUP _____
 NROX _____

(2) Final Agency Clearance for Secretary's Correspondence.

- (a) Formal Letter. The agency head, acting agency head, or other authorized official of the agency in which the letter is prepared shall sign in ink on the last page of the salmon copy. The signature should appear above the stamped or typewritten name, title, and agency of the approving official and be followed by the date. Other officials or employees WITHIN AN AGENCY, whose duty is to review or approve letters should do so in accordance with agency systems, but such review and approval should not be indicated on the salmon copy. INTERNAL AGENCY CLEARANCES SHOULD NOT EXCEED FOUR IN NUMBER. When letters are referred to other offices or agencies for clearance, the proper official in that office is to sign the salmon also, following the same format indicating name, title, organization, and date.

Example:

Jane Doe
 Management Analyst
 Office of Information Resources Management
 (Date)

- (b) Other Official Documents for which Salmon Copies are not Prepared. When contracts, fiscal papers, and similar documents for which salmon copies are not prepared are submitted to the Office of the Secretary for signature, the signature of the agency head or other authorized agency official shall appear on the document itself immediately below the line for Secretarial signature.

w Rewrites

- (1) Agency. If a letter prepared in one agency is rewritten in another agency, accompany the rewritten letter with the canceled initialed salmon copy of the original draft. The salmon copy of

the rewritten letter should be approved by signature on the last page by the head, acting head, or designated official of the agency in which the letter was rewritten. Prepare the same number and color of copies as in the original assembly. (LEGENDS SHOULD BE UPDATED FOR EACH REWRITE.) All rewritten material must be cleared through appropriate channels.

- (2) Secretary's Office. The Executive Secretariat or EC&R will notify agency CCO's of desired changes in correspondence for the Secretary's signature. The letter should be retyped and returned as soon as possible. The agency CCO is responsible for expediting the mail.

x Assembly for Signature

- (1) Agency Head or Staff Official. When the correspondence is ready for review and signature, arrange it and its accompanying papers in the basic groups in the order shown in figure A-6. Fasten each group together with a paper clip. Attach signature (initial) tabs, cover sheets and special expediting tabs, if any, used by your agency. The special expediting tab, when placed on a piece of correspondence, indicates to the receiving office that this correspondence should receive priority attention. White House mail signed within the Department should be sent directly to the addressee after signature. SEND A COURTESY COPY, THE INCOMING LETTER, AND THE TRANSMITTAL SHEET BACK TO THE WHITE HOUSE CORRESPONDENCE AGENCY LIAISON.
- (2) Office of the Secretary. The correct assembly to be used for Secretary's Correspondence is illustrated in figure A-8. Any prior acknowledgment or interim reply is to be included. Cover the correspondence package with an Executive Correspondence plastic cover; with a binder clip, clip the entire file together securely and forward the correspondence to EC&R.
 - (a) File Copy Requirements. Agency file copies should be kept to an absolute minimum (not to exceed two). Avoid attaching bulky interoffice envelopes (used to send file copies back to the CCO). EC&R is responsible for sending file copies back to the agency CCO. The agency CCO is responsible for forwarding any other file copies.
 - (b) Size of Files Forwarded for Signature. The Office of the Secretary requires that correspondence packages prepared for signature be of minimum size. Do not add extra file copies or unnecessary material to files. Paper clips should be kept to a minimum. Tissue covers should not be used to cover letters. Executive Correspondence plastic covers should be used to protect letters.

4 ADDRESSING ENVELOPES

a External Outbound Mail. The Postal Service is using Optical Character Recognition (OCR) to process the growing volume of mail. Use of the following guidelines will ensure that mail is OCR readable, as well as properly addressed. See the U.S. Government Correspondence Manual and DR 3050-1, Mail Management, for additional information on envelopes and mailing. See figure A-7 for an illustration of OCR-readable boundaries and address placements.

- (1) When addressing mail to multi-occupancy buildings, specify the exact suite or room number of the address, if known.
- (2) When addressing mail to a post office box, include the prefix "P.O."
- (3) The order of address is as follows:
 - (a) The top line should be the receiver's name.
 - (b) The next to last line should contain the street address, P.O. box or rural route number (followed by the apartment, suite, office or multi-dwelling number, if applicable).
 - (c) The last line must contain the city, state and ZIP code.
- (4) Center the address within the following OCR-readable boundaries:
 - (a) 1 inch from the left edge.
 - (b) 1 inch from the right edge.
 - (c) 5/8 inch from the bottom edge.
 - (d) 1 1/2 inches from the top edge.
- (5) Italic, artistic, cyrillic and script-line fonts, or handwritten addresses are not OCR readable.
- (6) The space allotted for the address should be clear of any other printed matter, and limited to four (no more than five lines.)
- (7) Accounting numbers, subscription and presort codes, advertising, underscoring and non-address data can be located within the OCR-readable area, but should be entered above the delivery address line.

- (8) Correct spelling of street names is essential.
- (9) The addresses on large size envelopes (flat mail) are to be centered on the envelopes.
- (10) Notations such as Personal, Confidential, Please Forward, or Hold for Arrival are to be aligned with and three spaces below the return address. If there is an attention line, place it immediately below the receiver's name.
- (11) If an attention line was used within the letter, it should appear on the envelope also.
- (12) Select the envelope that will adequately protect the item being sent. Size determines the cost; but do not overstuff envelopes. Overstuffed envelopes could tear (or blow-out) in postal processing.
- (13) You may mail up to five (5) sheets of bond paper in a single letter size envelope for the cost of one (1) ounce. Fold documents to fit into letter size envelopes whenever possible. "Flats" (envelopes larger than 6 1/8" x 11 1/2") which weigh less than one (1) ounce are subject to a surcharge.
- (14) Remember to include your COMPLETE return address:

Agency/room number
 ZIP+4 (unique for each agency, the +4 is your agency's two digit code followed by two zeros. (See figure A-9 for your agency's metered mail accounting code).

NOTE: When preparing correspondence for the OFFICE OF THE SECRETARY, include YOUR AGENCY'S account code as the ZIP+4 in the return address.

b External Incoming Mail. At some time, nearly every USDA employee is asked to furnish an office mailing address. To speed processing, addresses should be as precise as possible, yet brief. The recommended format for a USDA address is:

Name
 Agency (may include Division)
 Room Number and Building (or P.O. Box, if applicable)
 Washington, D.C. 20250-(add ZIP+4) (or appropriate ZIP Code for P. O. Box)

c Internal Mail

- (1) Use of U.S. Government messenger envelopes (figure A-10) will:
 - (a) Expedite sorting and delivery to USDA offices. Messenger envelopes are easily identifiable by the Central Mail Unit and are quickly processed for in-house delivery.

January 26, 1989

- (b) REMEMBER to completely strike out previous addresses, use the next block, and include addressee's name, agency and bldg./room number.
- (2) Special Attention Envelopes. For confidential or "To Be Opened by Addressee Only," use the light blue Special Attention envelopes. Two sizes are available and may be ordered (in packages of 100) from the Landover Warehouse:
- (a) 8 7/8" x 3 7/8" (letter size) - Form No. 53-E-8700; and
- (b) 9" x 12" (flat) - Form No. 53-E-8701
- (3) Executive Controlled Correspondence. Executive Correspondence Pouch (AD-841), the large blue and white bordered envelope, is to be used for sending Executive Correspondence between USDA offices in the D.C. metropolitan area.

The use of this pouch and the blue and white bordered Executive Correspondence Envelope (AD-843) will expedite delivery of executive correspondence.

- d International Mail. International Mail includes letters, printed matter, and packages destined for foreign countries (including Canada and Mexico). The rates vary from country to country and are based on the size and weight of the item.

The blue and red bordered international envelopes (figure A-11) provide for easy identification of international mail and tend to weigh less because of the material they are printed on. If these envelopes are not available, ensure that international mail is posted at the correct rate by separating and identifying it as international mail.

APO (Army Post Office) and FPO (Fleet Post Office) mail are considered International Mail. International Mail provides for either air or surface transportation for two basic categories:

- (1) LC (Letters Et Cartes) - letters, post cards, or letter packages.
- (2) AO (Autres Objects) - other articles consisting of parcel post, regular printed matter, books and sheet music and small packets.

e Do's and Don'ts of International Mailing

- (1) Do:
- (a) Mark airmail items with the words "AIR MAIL" to the right of the destination address. A second "AIR MAIL" marking should be placed on the back of the item;
- (b) Place the country name on the last line of the address;

- (c) Separate and identify international mailings from U.S. Mail;
and
 - (d) Add the letters "LC" on the address side of envelopes 2 1/2 inches below the upper right corner, and letter packages, which, because of their size, may be mistaken for matter of another class.
- (2) Do not:
- (a) Abbreviate country names;
 - (b) Use "Certified Mail." There is no Certified Mail service in International Mail;
 - (c) Use "Special Delivery" except for Canada and Mexico; or
 - (d) Use "Business Reply Mail" as they are prohibited for International Mail.

Figure A-1 Memorandum



United States
Department of
Agriculture

Office of
the Secretary

Office of
Information Resources
Management

Washington, D.C.
20250

April 10, 19XX

6" from the left edge

4 lines

REPLY TO
ATTN OF: NMRW 6

2 lines

SUBJECT: Format for a Memorandum

3 lines

TO: Director, Administrative Services
Federal Supply Agency
1889 Inverson Street
San Francisco, California 94102

2 lines

THROUGH: Jane A. Benoit, Chief
Information Management Division, OIRM
Room 404-W, Administration Building
14th & Independence Avenue, SW
Washington, D.C. 20250

3 lines

This is one format for preparing a memorandum. (See figure A-2 for the other recommended format.) These formats will expedite the preparation of correspondence and save effort, time, and materials.

3 (2 lines if single spaced)

The following features of this format improve appearance and readability:
a. The address is positioned for use in a window envelope, eliminating the need for typing an envelope.

3 (2 lines if single spaced)

b. Salutations and complimentary closes are omitted in a memorandum.

3 (2 lines if single spaced)

c. Most elements are blocked along the left margin. This block style minimizes the use of space bar, tabulator set key, and tabular bar.

5 lines

JOHN B. SMITH
Administrator of Correspondence

2 lines

Attachment

UNITED STATES DEPARTMENT
OF AGRICULTUREFigure A-2
Memorandum*Memorandum*

DATE: April 10, 19XX

TO : DSLO's

FROM : Jane A. Benoit, Chief
Information Management Division, OIRM

SUBJECT: Draft USDA Correspondence Management Regulation

3 lines

Portions of the Administrative Regulations, the Department's supplements to the U.S. Government Correspondence Manual, and other formal and informal instructions related to correspondence management have been consolidated to form a USDA Correspondence Management Regulation.

The revised regulation will be the basic guide for preparing Departmental correspondence. It will be stocked in Office of Operations' Central Supply, Room S-858-S, Sub-basement. Once it is printed, each agency will need to submit an AD-14, Request for Supplies, Forms and/or Publications, to order their copies. However, prior to printing, we need to know the number of copies each agency will need.

Please submit your copy requirements to Mrs. Joyce Hooks no later than June 1, 19XX. Mrs. Hooks can be reached on 447-8799 or in Room 423-W, Administration Building.

Figure A-3



United States
Department of
Agriculture

Office of
the Secretary

Office of
Information Resources
Management

Washington, D.C.
20250

2 lines

September 10, 19XX

14 lines

Ms. Jane Doe
Director
Correspondence Review Officer
All Departments
Washington, D.C. 20500

2 lines

Dear Ms. Doe:

2 lines

This figure demonstrates the formal format which is prescribed for use in USDA.

2 lines

All elements except the date are blocked along the left margin. There are no indentations to slow the typing process. The address block is positioned for use of the window envelope.

2 lines

If there had been a need to set off or emphasize text, this letter would have been formatted as shown in Figure A-4.

2 lines

Sincerely,

5 lines

JOAN SMITH
Administrator of Correspondence

FIGURE A-4
The Formal Letter



United States
Department of
Agriculture

Office of
the Secretary

Office of
Information Resources
Management

Washington, D.C.
20250

2 lines

6" from the left edge → September 10, 19XX ↓

14 lines

Mr. Arthur N. Brown
The River Towers
4076 Oak Street
Topeka, Kansas 43787

2 lines

Dear Mr. Brown:

3 (2 lines if single spaced)

This figure demonstrates another format that can be used for preparing a formal letter. The differences in this figure and figure A-3 are:

3 (2 lines if single spaced)

a. Except for the date and first line of each paragraph elements are blocked along the left margin. There is minimal use of the space bar, tabulator set key and tabular bar.

3 (2 lines if single spaced)

b. The lettering of paragraphs sets off or emphasizes material. This feature is helpful as a reference aid. Further subdivisions are demonstrated in figure A-5.

3 (2 lines if single spaced)

The use of this or any other formats prescribed in this regulation depends on your agency's preferences.

3 (2 lines if single spaced)

Sincerely,

5 lines

JOAN SMITH
Administrator of Correspondence

2 lines

Enclosure

FIGURE A-5

INSTRUCTIONS FOR NUMBERING AND LETTERING PARAGRAPHS
(TO BE FOLLOWED ONLY WHEN PRESCRIBED BY YOUR OFFICE)

1. The numbering and lettering of paragraphs is acceptable and can be helpful as a reference aid. Main paragraphs are typed in block style.

a. Subparagraphs are indented as shown in this example. They are typed single spaced with double spaces between them.

(1) When a paragraph is subdivided it must have at least two subdivisions.

(a) When paragraphs are subdivided, numbered, and lettered, they fall in the following sequence: 1, a, (1), (a), 1, a.

(b) Each progressive subdivision of a paragraph is indented as shown in this example. The second and succeeding lines of paragraphs and all subdivisions, except long quoted passages, extend from the left to the right margin.

(c) When a paragraph is cited, the reference numbers and letters are written without spaces. For example: "paragraph 3a(2)."

(2) Begin a paragraph near the end of a page only if there is space for two or more lines on that page. CONTINUE A PARAGRAPH ON THE FOLLOWING PAGE ONLY IF TWO OR MORE LINES CAN BE CARRIED OVER TO THAT PAGE.

b. Use paragraph headings in a lengthy communication to increase ease of reading and reference.

2. The arrangement described here may be varied to meet special requirements such as those for legal documents.

FIGURE A-6

FORMAT FOR ASSEMBLING A LETTER OTHER THAN JACKET CORRESPONDENCE

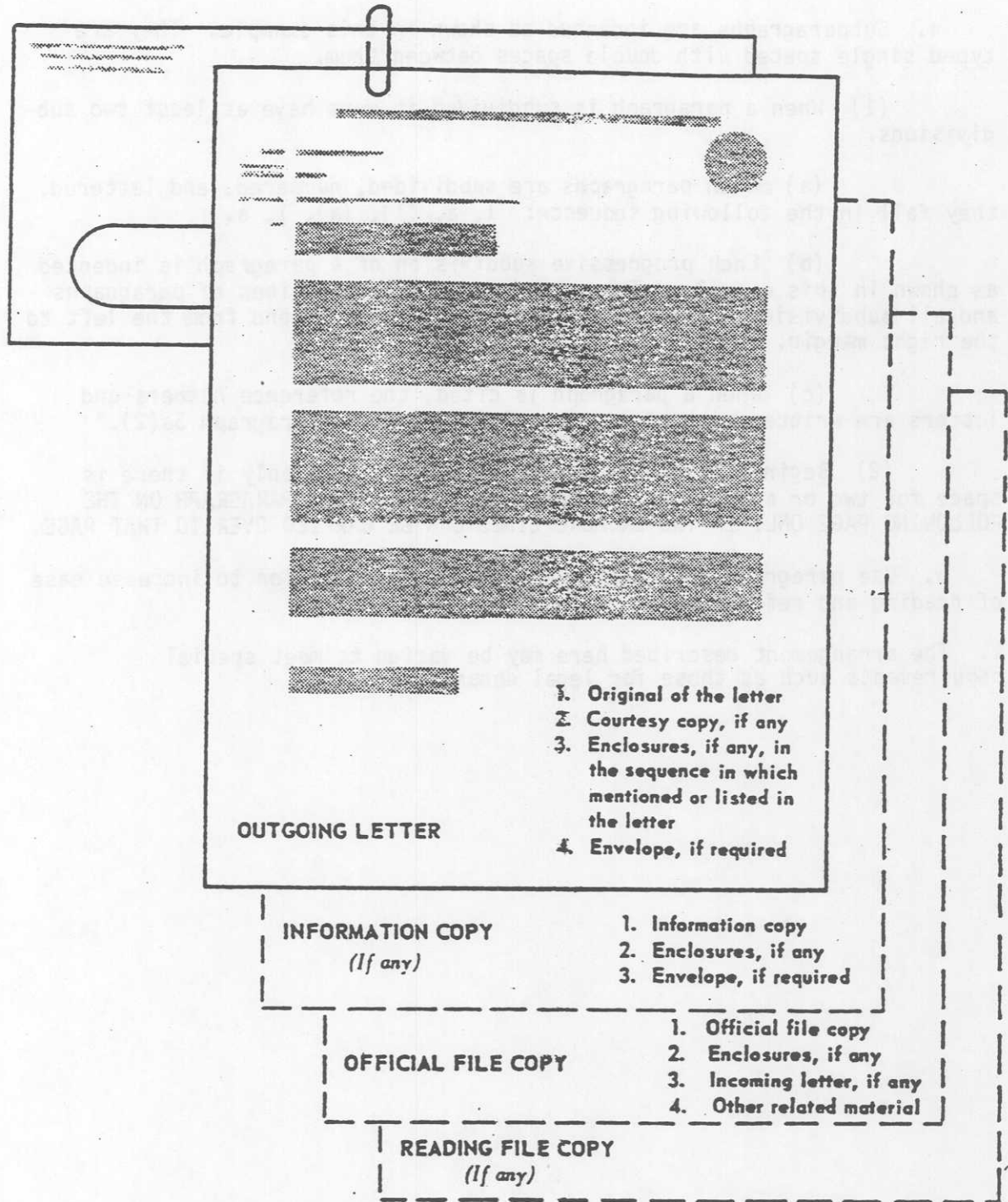


FIGURE A-7

ILLUSTRATION OF AN ENVELOPE'S OCR READABLE BOUNDARIES AND ADDRESS PLACEMENT

ASSEMBLY OF SECRETARY'S CORRESPONDENCE FILE

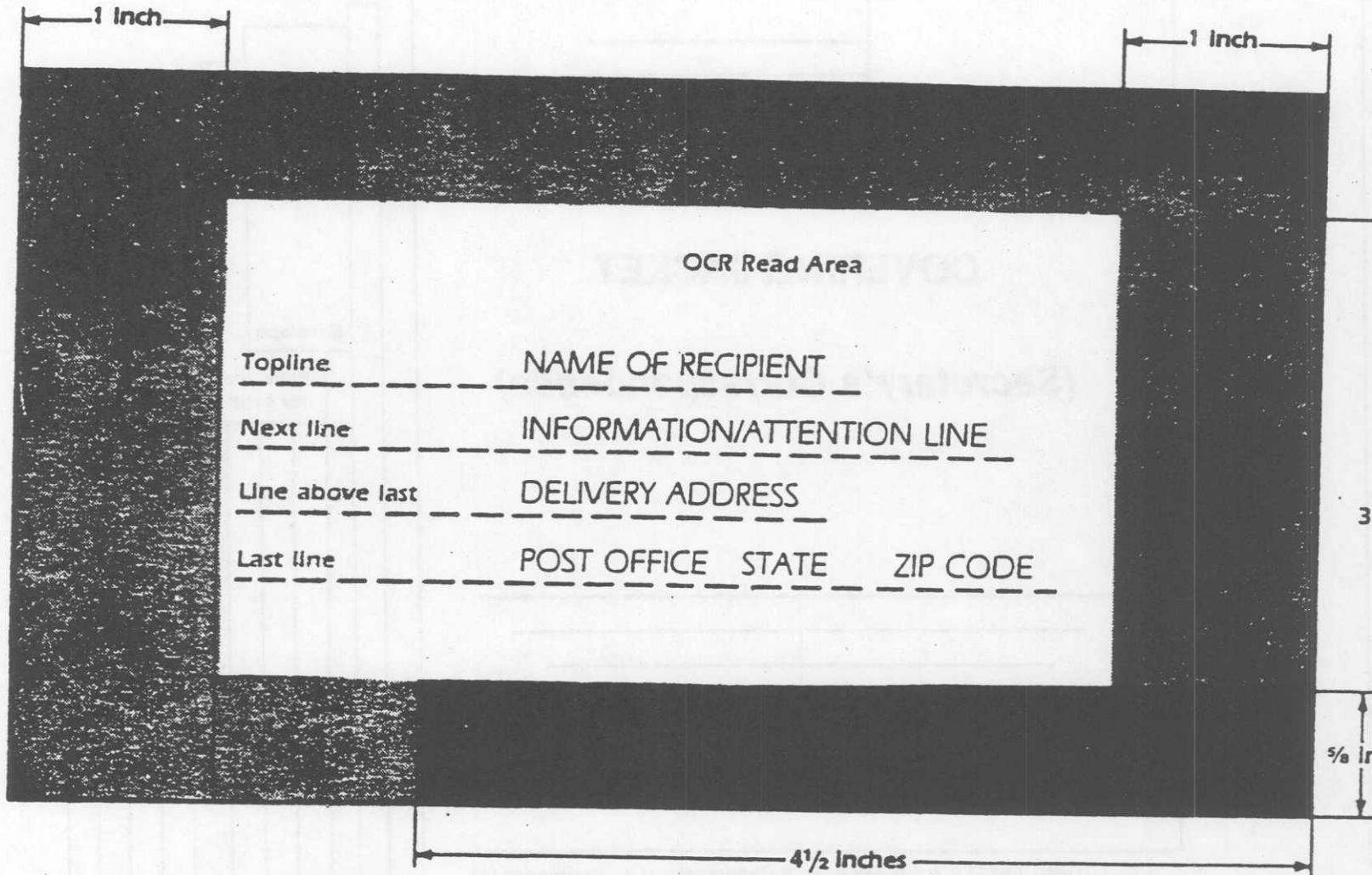


FIGURE A-8
ASSEMBLY OF SECRETARY'S CORRESPONDENCE FILE

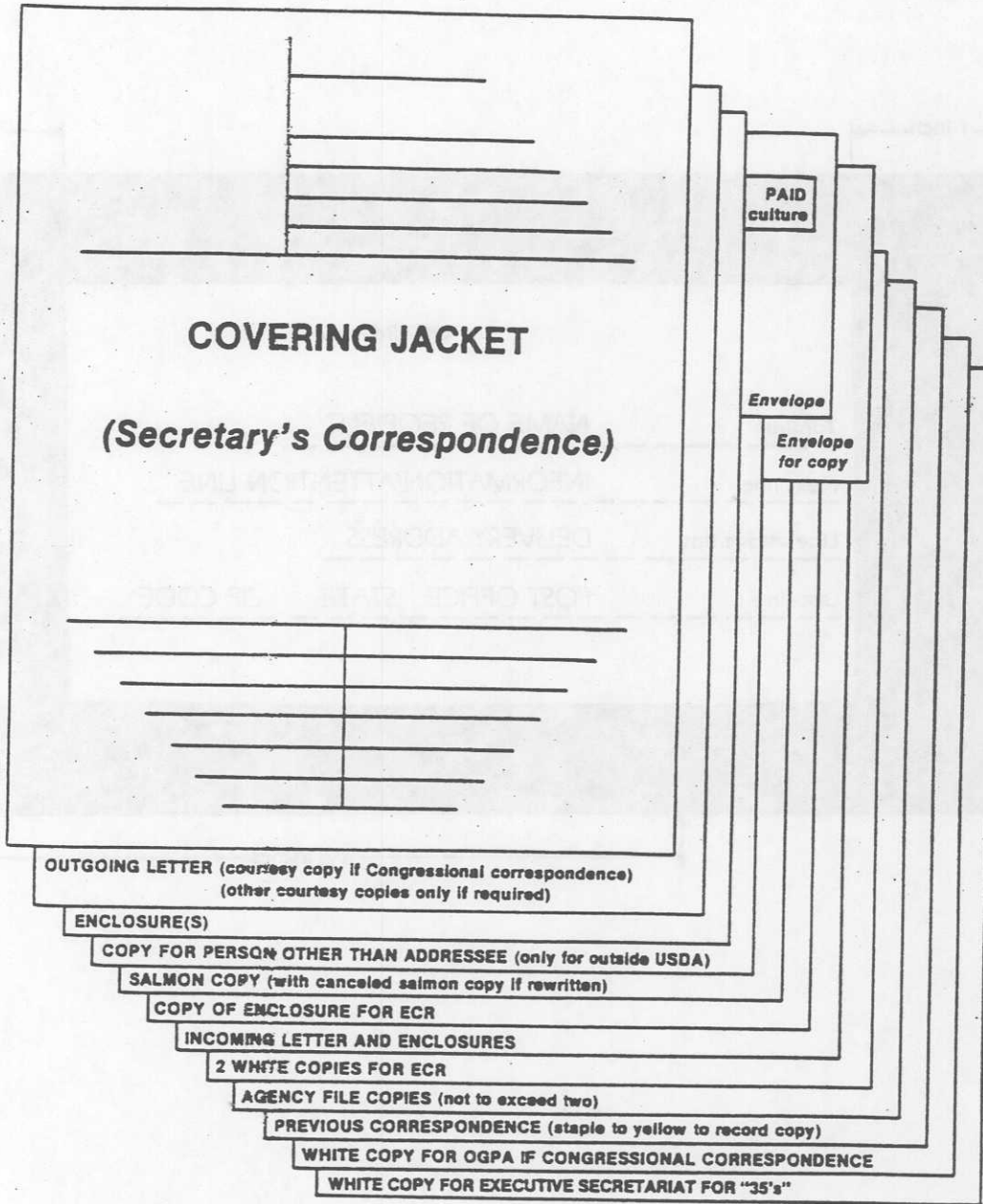


FIGURE A-9

USDA Metered Mail Account Codes

0100	SEC	2600	OE
0200	AMS	2800	P&SA
0300	ARS	2900	ACS
0500	ASCS	3000	FNS
0600	BCA (OSEC)	3400	APHIS
0700	FMHA	3500	EMS
0800	FCIC	3600	FGIS
0900	ES	3700	FSIS
1000	FAS	3800	WAOB
1100	FS	4200	OBPA
1200	NAL	4300	OICD
1300	OGPA	4500	OT
1400	OGC	4800	HNIS
1500	REA	7600	OIRM
1600	SCS	7700	WCC (OIRM)
1700	RTB (REA)	9000	OFM
1800	ERS	9200	OALJ
1900	EAS	9400	OAE
2000	NASS	9600	OP
2200	CSRS	9800	OO
2300	OIG		

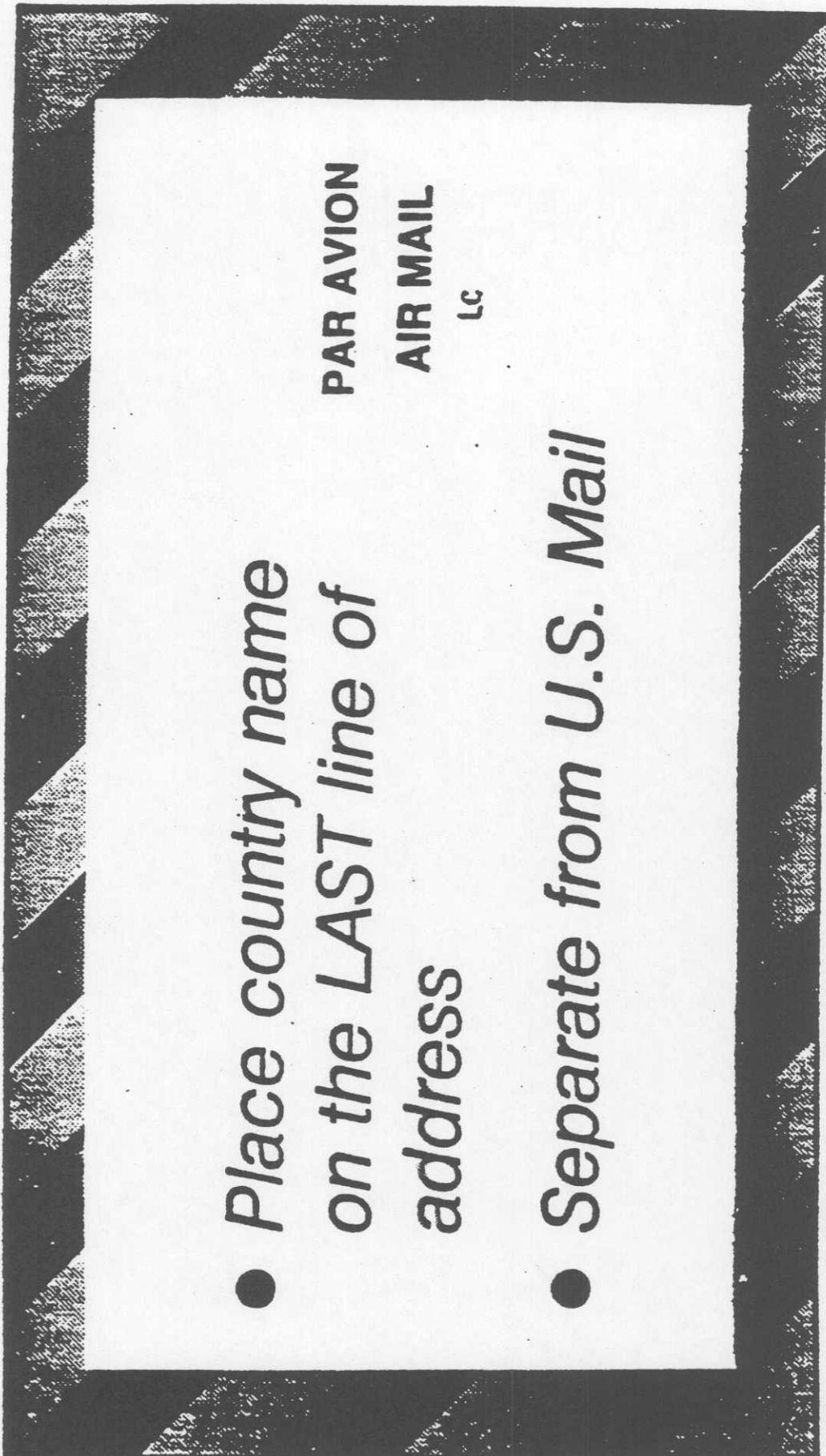
FIGURE A-10

Standard Form No. 65-B
December 1971
General Services Administration
FPMR (41 CFR) 101-11.6

U.S. Government Messenger Envelope

NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM	NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM
<p>June Bryan 00 Rm. 1546 - South Bldg.</p>	<p style="text-align: center;">STOP ↓</p> <p style="text-align: center;">●</p>
<p style="text-align: center;">STOP ↓</p> <p style="text-align: center;">●</p>	<p style="text-align: center;">STOP ↓</p> <p style="text-align: center;">●</p>
<p style="text-align: center;">STOP ↓</p> <p style="text-align: center;">●</p>	<p style="text-align: center;">STOP ↓</p> <p style="text-align: center;">●</p>

FIGURE A-11



APPENDIX B

STANDARDS FOR PREPARATION OF WHITE HOUSE CORRESPONDENCE

1 PURPOSE

This appendix provides the information that is required to prepare correspondence for the signature of the President, Vice President, or White House Official.

2 WHITE HOUSE REFERRED CORRESPONDENCE

a Categories. Correspondence referred from the White House to this Department falls into two categories:

- (1) Correspondence which is for direct reply (to be signed within the Department). This correspondence is to be handled as prescribed in appendix A. Begin the text of the letter as stated in item 3m, appendix A; and
- (2) Correspondence requesting a "draft reply" for signature of the President, Vice President, or White House staff members.

b Tracking. White House Correspondence will most often be accompanied by a tracking sheet which will contain instructions for handling. Be sure not to separate the tracking sheet from the pieces of correspondence. It is the White House's official record. GIVE CAREFUL ATTENTION TO THESE INSTRUCTIONS IN EACH CASE.

3 LETTERS FOR SIGNATURE OF THE PRESIDENT, VICE PRESIDENT, OR WHITE HOUSE OFFICIALS

Follow the instructions on the White House referral slip when preparing letters for signature of the President, Vice President, or other White House officials.

a Transmittal Letter. Prepare a separate transmittal letter whenever a draft letter or memorandum for use as an enclosure is prepared for the signature of the President, or a member of his staff. The transmittal letter will be signed in the Office of the Secretary. See figures B-1 and B-3 for sample letters of transmittal. The transmittal letter will be addressed to the White House Correspondence Agency Liaison or a member of his/her staff. It shall include such data as:

- (1) To whom the message is to be delivered if different from the addressee of the message;
- (2) Background information such as the nature and standing of the recipient organization or individual; and
- (3) The reason for the message.

January 26, 1989

- b Draft Letter. A Draft Letter is a response which is prepared by this Department for use at the White House. (See figure B-2 for a draft letter.)
- (1) Preparation. The exceptions listed below apply in the preparation of draft letters:
 - (a) Use plain white bond paper instead of letterhead for the original;
 - (b) Provide TWO EXTRA white tissue copies in accordance with White House requirements; and
 - (c) Double space the draft and type a subject heading, in caps, identifying the letter it answers. Omit the complimentary close and title. The draft should be complete insofar as content is concerned.
- c Memorandum for Use as Enclosures is sent to the White House to be enclosed in a response. (See figure B-4 for a Sample Memorandum for use as Enclosure.)
- (1) Preparation. Use Office of the Secretary bond letterhead for the original.
 - (2) Single space the memorandum.
- d Concurrences. Documents for the President's signature or approval prepared in USDA should include space on the carbons for necessary concurrences. If the situation requires concurrences from other departments and agencies, letters of concurrence are to be typed for signature in the Office of the Secretary. The document for the President's signature will be held in the Secretary's Office pending receipt of the concurrences from other departments.
- e Routing. After preparing the response, send the White House Jacket (this includes the transmittal sheet, the original, two courtesy copies on plain white paper, the tracking sheet, the incoming document, and other pertinent file copies) to the Assistant Secretary. The Assistant Secretary will then return the entire package to EC&R where appropriate distributions will be made.

4 RESPONDING TO CORRESPONDENCE BY TELEPHONE

DO NOT RESPOND BY PHONE TO WHITE HOUSE CORRESPONDENCE because a written response is required.

January 26, 1989

FIGURE B-1

DR 3060-1

SAMPLE LETTER OF TRANSMITTAL PREPARED FOR SIGNATURE IN THE
OFFICE OF THE SECRETARY



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

Ms. Sally Kelley
Director
Correspondence Agency Liaison
The White House
Washington, D.C. 20500

Dear Ms. Kelley:

The enclosed draft reply is prepared for the use of Dr. Lynn Daft in reply to the letter of October 29 from John Doe - Jane Doe concerning the resolution opposing removal of acreage controls of wheat.

Sincerely,

Enclosure

January 26, 1989

FIGURE B-2

SAMPLE DRAFT LETTER FOR THE PRESIDENT'S SIGNATURE

DRAFT REPLY FOR JOHN DOE - JANE SMITH
RESOLUTION OPPOSING REMOVAL OF ACREAGE CONTROLS
ON WHEAT

This is in response to your recent resolution opposing the removal of acreage controls for the 1980 crop of wheat and urging the reinstatement of the set-aside program at the earliest possible date.

The no set-aside decision, announced August 1, was based on the following facts:

1. Domestic and export demand for wheat has been strong and will likely remain at relatively high levels in the foreseeable future.
2. U.S. wheat stocks have declined nearly 30 percent in the past 2 years as a result of the set-aside programs and increased export sales. National average farm prices have increased more than 60 percent during the same period.

We believe the actions taken with regard to the 1980 farm program are in the best interest of the farmer. It is imperative that our farm policy be structured to protect the interests of the farmer as well as assure the U.S. consumer and our foreign customers of adequate and reliable supplies of food and fiber.

January 26, 1989

FIGURE B-3

DR 3060-1

SAMPLE TRANSMITTAL LETTER FOR MEMORANDUM FOR USE AS ENCLOSURE



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Ms. Barbara Lowe
Office of the Vice President
202 Dirksen Senate Office Building
Washington, D.C. 20510

Dear Ms. Lowe:

The enclosed memorandum is prepared for Vice President Bush in replying to the letter of September 13, 19XX, from Mr. John Jones of Nebraska concerning the problems he is having with the Farmers Home Administration (FmHA) staff in the Nebraska State Office.

Sincerely,

January 26, 1989

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

MEMORANDUM

TO: J. Danfort Quayle
The Vice President

SUBJECT: Removal of Borrower from Farm by the Farmers Home Administration
(FmHA)

This is in response to your letter on behalf of Mr. John Jones. Mr. Jones wrote you that officials of the Farmers Home Administration wrote him to get off his farm by January 1, 1983. He feels that is unfair since the farm is improved to the point where it will begin to pay off.

Under FmHA regulations, farm ownership borrowers must own and operate their farms. However, we are informed by officials of the Nebraska FmHA State Office that as of April 1981, Mr. Jones planned to operate a tavern.

He sought and received permission from FmHA to rent his farm to his son Rodney for the 1981 and 1982 crop years. When the FmHA lease agreement was approved in 1982, Mr. Jones was advised that his loan would have to be settled in full in 1982 by sale of the farm and payment in full, transfer of the loan to an eligible applicant, or by deeding the property to the Government. Mr. Jones accepted that condition and executed the lease.

Nebraska FmHA officials now call on Mr. Jones to honor the commitment he made at the time of leasing his farm.

APPENDIX C

STANDARDS FOR THE PREPARATION OF FOREIGN
CORRESPONDENCE

1 PURPOSE

This appendix provides the information that is generally required to prepare foreign correspondence. For basic preparation instructions, see the basic section of this regulation or the appropriate appendix.

2 SIGNATURE AUTHORITY

- a Agency. Each agency prepares and signs foreign correspondence to the addressees listed below when the subject falls entirely within the scope of its functions and responsibilities.
- b Office of the Secretary. Third-person letters from the Department of State are routine transmittal letters to a Cabinet officer or to the head of an agency and are written in the third person. These formal letters begin with the formula "The Secretary of State (informs, transmits, etc.) to the Secretary of Agriculture." They are neither addressed nor signed, but they are initialed in the lower right corner of the last page. The formal format is to be used in the preparation of this type of communication. In replying, refer to the State Department's division symbol and file number. The reply may be prepared for signature in the Office of the Secretary or by an agency official.

Letters prepared within the agency and which are for the Secretary of State are prepared for the signature of the Secretary of Agriculture.

- (1) When the subject matter is of such importance that it requires attention at the Secretarial level, prepare the reply for signature in the Office of the Secretary.
 - (2) When the subject matter is of a routine or operational nature, the subject-matter specialist preparing the reply determines who should sign. The person who signs should be of approximately the same level of authority as the official in the Department of State to whom the letter is addressed. When there is doubt as to who should sign the reply, contact the Correspondence Review Office in Legislative Affairs, FAS.
- c Additional Copy and Stationery Requirements. In addition to the copy requirement listed in appendix A, sections 2a & 2b, the following copies are required for correspondence with:
- (1) Foreign Governments (including diplomatic representatives resident in the U.S.) prepare:

January 26, 1989

- (a) One letterhead tissue copy for the appropriate agricultural counselor, attache, or officer.
 - (b) One FAS copy on plain tissue for the Area Officer, Room 5092-S.
- (2) International Organizations (e.g., GATT) prepare:
- (a) One letterhead tissue copy for the agricultural counselor, attache, or officer.
 - (b) One copy on plain white tissue for the International Organization Affairs Division, OICD.
 - (c) One FAS copy on plain tissue for the Area Officer, Room 5092-S.
- (3) Individuals, Firms, and Institutions in Foreign Countries prepare:
- (a) One letterhead tissue copy for the agricultural counselor, attache, or officer.
 - (b) One FAS copy on plain tissue for the Area Officer, Room 5092-S.
- (4) Addresses in Countries and Areas Under Communist Control prepare:
- (a) Two letterhead tissue copies, one for each of the following:
 - (1) The agricultural counselor, attache, or officer if assigned to the country but residing in another country.
 - (2) The U.S. Embassy in the foreign country.
 - (b) One FAS copy on plain white tissue for the Area Officer, Room 5092-S.

3 FORMAT

In addition to the formatting instruction listed in appendix A, section 3, the following instructions apply to Foreign Correspondence.

- a Address for Agricultural Counselors, Attaches, and Officers. For U.S. agricultural counselors, attaches, and officers, use the address shown in the "mailing address" column of the "Posts and Personnel" list. This list can be obtained from FAS, Room 5092-S, Telephone 447-6138.

The name of the agricultural counselor, attache, or officer may be typed in the address on the outgoing letter. Due to the frequent movement of these officers, personal names should be omitted from the address on the envelope. In place of the name on the envelope, use: Office of Foreign Agricultural Affairs.

- b Subscript. The signed subscript "Forwarded, Foreign Agricultural Service," indicates that the correspondence has been cleared through FAS. It is to be typed on the original and all carbon copies of correspondence addressed to agricultural counselors, attaches, or officers. For all other addressees, the subscript is to be typed on all copies EXCEPT the original and the courtesy copy. The subscript is to be flush with the left margin, four lines below the last line of the signer's title. (See figure C-1 for an example of placement.)

4 CLEARANCE

- a Correspondence Addressed to FAS Counselors, Attaches, or Officers. Date all copies. The original and yellow copy (with envelopes) and the FAS Area Officer copy, are forwarded, unsealed, to the FAS Area Officer, Room 5092-S, for clearance. Retain the internal agency copies. After clearance, the yellow copy will be returned from FAS and the internal copies may be distributed.
- b Correspondence to All Other Foreign Addressees. Date all copies. Place the original in an addressed envelope and seal. Attach the counselor/attache/officer copy, the FAS Area Officer copy, and the yellow copy (with envelopes) to the top of the correspondence and forward to the FAS Area Officer for clearance.
- c Correspondence Relating to International Organizations or Meetings between USDA officials here and foreign service and other officials abroad must be reviewed by the Division of International Organization Affairs, Office of International Cooperation and Development. (See sections 17b(3) and 18d of the basic regulation for clearance requirements.)
- d Correspondence with Hostile Countries or Areas Under Communist Control.
 - (1) Send no official mail to countries where the U.S. Government has no representation and the Department of State has no pouch facilities: Albania, Cambodia, North Korea, Vietnam, Iran, Libya, and the People's Democratic Republic of Yemen.
 - (2) Mail to Cuba: Communications between any branch of the U.S. Government, or thereof, and the Cuban Government or an employee thereof, should be sent first to the Department of State (ARA/CCA), under cover of a letter briefly describing the specific U.S. interest in forwarding the communication.

January 26, 1989

- (3) Other Countries: Although the U.S. Government has no representation in certain other countries, such as Angola, mail may be sent there with the concurrence of the State Department Desk Officer.
- (4) Mail may be sent (via the respective FAS Area Officer) to countries where the U.S. Government has representation and where the Department of State has mail pouch facilities: Afghanistan, Bulgaria, China/PRC, Czechoslovakia, German Democratic Republic, Hungary, Laos, Nicaragua, Poland, Romania, and the Soviet Union (USSR). All correspondence to addressees in these countries must be forwarded by diplomatic pouch to the pertinent U.S. Embassy for screening. The Embassy, at its discretion, will forward the communication to the addressee.
- (5) Send ALL mail to these countries through the FAS Area Officer. Mail addressed to these areas requires two envelopes. The original of the letter is to be enclosed in a properly addressed, unsealed, and unfranked envelope. The incoming letter, together with the copies of the reply, will be enclosed in another envelope addressed to the Area Officer, FAS, Room 5092-S, for clearance.

EXCEPTION. PUBLICATIONS AND LITERATURE. Unclassified publications on scientific and technical matters are exempt from this requirement and may be mailed directly to an individual or institution (except Cuba.)

For current information identifying hostile countries or areas under Communist control, call the Field Services Branch, Management Services Division, FAS.

5 TELEGRAMS AND AIRGRAMS

a Use and Authorization

- (1) Telegrams are authorized only for official business and may be used only when time is a primary consideration. The two types of telegrams used are FAS's TOFAS/FASTO system and the Department of State's Message Reference Number (MRN) system. Their use is authorized as follows:
- (a) The TOFAS/FASTO system is to be used for UNCLASSIFIED messages that do not contain policy statements and do not require State Department clearance. They are sent electronically from FAS/Washington via State's communication facilities to the agricultural counselors, attaches or officers overseas.

- (b) The Message Reference Number system is to be used for all CLASSIFIED messages and for unclassified messages which contain policy statements and therefore require State Department clearance. They are carried by messenger to State for clearance and transmitted electronically via State's communication facilities to Foreign Service posts overseas.
- (2) Airgrams are used for messages that are not urgent. They should be used for messages to non-USDA employees overseas that must be cleared by the State Department or that require priority handling at posts. Pouch mail may be used for non-urgent messages to Agriculture employees.

b Preparation

- (1) Telegrams must be drafted in clear and concise language. Reduce punctuation to the minimum, consistent with clarity. Refer to previously numbered telegrams of the current fiscal year by reference number only, omitting the date. Refer to prior fiscal years by number and date. FASTO's and State telegrams must be in final form before forwarding to the Cable Unit, FAS, for transmission through Department of State's facilities.
- (a) FASTO's. Use form FAS-432 for messages being sent via this system. All FASTO's must be doubled spaced. Limit the line length to 65 characters. When the body of a cable reaches 90 lines, enter two carriage returns, type "Page 2," and resume with the text. If the body of a cable reaches 180 or more lines, type "PAGE 3," etc. Minimal editorial changes are permitted. An original and white manifold tissue copy are required by the FAS Cable Unit. Do not remove the carbon paper. (See figure C-3 for instructions when preparing FASTO messages.)
- (b) State Telegrams. State telegrams are to be prepared using Optional Form 185 (OCR), and its continuation sheet, Optional Form 185-A (OCR), for outgoing telegrams sent via State's MRN System. Use a 10 pitch OCR typing element. Prepare a tissue copy for the Cable Unit, FAS, and copies for the preparing office as needed. No handwritten corrections are permitted on the final form; it is transmitted via optical scanner. Only correction tape and correctable ribbon are acceptable, but do not use in the drafting or clearance blocks. (See figures C-4 and C-5 for additional instructions when preparing State telegrams.)
- (2) Airgrams. Use Optional Form 247 for the first page of an airgram. The succeeding pages are to be typed on white bond paper. (See figure C-2 for preparation instructions.)

January 26, 1989

c Forms

Availability. The State telegram, FASTO, and airgram forms are available in the Cable Unit, FAS, Room 6078-S, telephone number (202) 447-3145.

- d Security Classification or Control Designation. Type on the printed lines at the top and bottom of each page of the form, in capital letters, the appropriate security classification, or administrative control designation, or the word UNCLASSIFIED. Content should determine the classification or control of a telegram and not necessarily its relationship to other telegrams or documents. If an outgoing telegram makes reference to a classified document but does not reveal classified information, the outgoing telegram would be designated unclassified. Caution: Do not type classified documents on unsecured data or word-processing equipment. When typing a derivatively classified telegram, mark each paragraph with the classification as shown in Figure C-5. See DM 3440-1 for further information on classification, or call the USDA Security Officer, 447-5654, or the FAS Security Officer, 475-3712.

e Clearance

- (1) Responsibility. The person originating the reply (the drafting officer) is responsible for securing appropriate clearances within their agency and any interagency clearances, including the appropriate Area Officer, FAS.
- (2) Procedure
 - (a) Type the organization symbol, initials, and surname of each clearing officer in the "Clearances" block of the FAS-432 or OF-247. Each clearing officer is to initial in the appropriate place on the forms.
 - (b) Telephone clearance may be obtained only on UNCLASSIFIED telegrams. In such cases, type "by phone" or "in substance" in parentheses after the office symbol and name of the clearing officer. The person obtaining the telephone clearance must initial in ink in the appropriate place on the form.
 - (c) Since the Area Officer is the final clearance point, their office will deliver completed telegrams to the Cable Unit, FAS, Room 6078-S, for routing through the Department of State's communication channels. It is the responsibility of the originating office to hand carry priority telegrams to the Cable Unit. A confirmation copy will be sent to the drafting officer by the Cable Unit after transmittal to the Department of State.

- (d) All requests for research of files and duplication of previously distributed cables must be made in writing by completing the request log in the Cable Unit, Room 6078-S. A search for messages will continue to be permitted. The person needing such a message, with the proper security clearance, may come to Room 6078-S where the appropriate file will be made available for review. Copies will be processed as quickly as possible by the Cable Unit staff.
- f Precedence Designator. The assignment of a precedence designator, of PRIORITY or ROUTINE, to a telegram is the responsibility of the drafting officer, based on a determination of the urgency of the subject matter and the time factor involved. In determining precedence, careful consideration should be given to the time zone difference in hours between Washington, D.C. and the various world capitals. (See figure C-6 for the chart of time zone differences.)
- (1) Priority. This designator is used for messages requiring rapid action and prompt delivery which must have precedence over routine telegraphic traffic. Priority is the highest precedence which needs to be assigned to most telegrams requiring speedy delivery. HOWEVER, if a higher precedence designator is required, contact the Cable Unit, FAS, for guidance.
- (2) Routine. This designator is used for all telegrams that are not of sufficient urgency to justify a higher precedence but which must be delivered to the addressee without delay. The majority of telegrams should fall in this category.
- g Reference Number. The Cable Unit, FAS, places a reference number on all transmitted TOFAS/FASTO messages. The Department of State places a reference number on state telegrams and airgrams. This number is to be used by the drafting officer when referring to a particular communication (example, State 12345 or A547 or FASTO 683). All administrative TOFAS/FASTO messages require the identifier "ADMIN" be typed following the number, as shown in Figure C-3.
- h TAGS/Terms. All State telegrams and airgrams use TAGS/Terms to identify general subject matters, special world locations, or a specific program. The TAGS/Terms Handbook (5 FAH-3) is issued as a supplement to State Department's Foreign Affairs Manual. Limited copies are available in the Management Services Division, FAS, 382-1348.

January 26, 1989

6 USE OF DIPLOMATIC POUCH

The diplomatic pouch is provided for the international transmission of official U.S. non-telegraphic communications, classified and unclassified, to U.S. missions overseas. Correspondence for transmission by diplomatic pouch must be routed through FAS. Every communication sent via diplomatic pouch must have the classification indicated on both the correspondence and the inside and outside envelopes.

- a Documents Classified Under Executive Order 12356, Implementing Instructions and "Limited Official Use" Documents must be registered and can only be mailed to overseas posts through the Department of State's diplomatic pouch system. Classified material must be hand carried to the Area Officer, FAS, for clearance and transmittal by diplomatic pouch to overseas posts. The classified material will move

from the Area Officer to the FAS mail room and the State Department mail room via cleared messenger. An inside and an outside envelope should be used. The outside of both envelopes must be marked so that mail room personnel will know which pouch to put it in. The envelopes must be marked unclassified, limited official use, confidential, secret, or top secret. If the material is classified, it must be sent registered. The FAS Mail Room will register the material by using Optional Form 120, Diplomatic Pouch Mail Registration.

- b Bulk Mail, Books, Scientific and Technical Journals, Publications and Printed Material exchanged with persons and scientific or technical institutions in foreign countries, including those in Communist-controlled countries, should usually be transmitted through the open international mail channels. Classified material is covered in DM 3440-1.

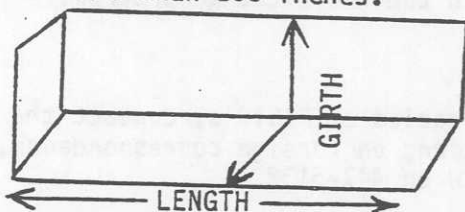
7 MAIL DISPATCH

After clearance by the FAS Area Officer, the mail is sent to Room 0658-S where postage is applied, if applicable, and then it is dispatched via APO/FPO, State Department pouch, or international mail. For the proper address, see the FAS Posts and Personnel List, which you can obtain from FAS, Room 5092-S. Failure to use the recommended address often results in up to 6 months delay.

- a Envelopes. Prepare envelopes for dispatch through the FAS Mail Unit. Use envelopes which have printed in the upper left corner "United States Department of Agriculture, Washington, D.C. 20250, Official Business." Above USDA, type or stamp the appropriate agency identification, office symbol, and room number. Include your agency's four-digit code after the zip code.

- b Diplomatic Pouch. Pouch mail goes via airmail under 2 pounds, or via surface pouch if over 2 pounds. Packages may not exceed 40 pounds in weight or exceed 24" in length, and 62" in length and girth combined. For packages which do not meet these specifications, contact the FAS Mail Unit, 447-7425.
- c APO/FPO (Military Postal Service). Mail sent by APO/FPO can only be sent to diplomatic missions, embassies, or counselor/attache offices abroad having such facilities. Mail rooms should apply U.S. postage sufficient to go only to the APO address in the U.S. For current APO/FPO numbers, contact Foreign Agricultural Affairs, FAS, Room 5092-S, telephone 447-6138.

APO/FPO mail goes via airmail up to 24 pounds. Packages weighing over 24 pounds and up to 70 pounds, with a size limit of 108 inches for length and girth combined, goes surface mail. To determine size, measure the length of the package, then perpendicular to the length, measure each of the four sides going around the packages at the center. The combined total of the length plus these four sides may be no more than 108 inches.



Girth is the combined total of four sides - measured as shown.

Length is one measurement of the longest side.

- d International Mail Service. International mail should be used for only the few posts which have requested this as the best method for sending their mail. Be sure to specify AIR MAIL on the envelope for international mail. It must never be used for classified material. Postage will be applied before routing to the U.S. Postal Service.

International mail goes via airmail up to and including 4 pounds, with size limitations of 11-1/2" in length, 6-1/8" height, and 1/4" thickness. Articles over 4 pounds with 36" combined length, girth, and thickness, maximum length of 24 inches goes Parcel Post up to 44 pounds (air or surface). For detailed information, see Departmental Regulation 3050-1, Mail Management.

8 CERTIFICATION REQUIREMENT

Plant and unprocessed plant products, meat products, animal products, and animal by-products must be routed through the Regulatory Services Staff, National Program Planning Staff, Plant Protection and Quarantine, Animal and Plant Health Inspection Service (APHIS). Their address is 6505 Belcrest Road, Room 643 Federal Building, Hyattsville, MD 20782. The APHIS inspector will attach a phytosanitary certificate or appropriate veterinary import/export certificate.

January 26, 1989

9 PROHIBITED POUCH MAIL ITEMS

Under no circumstances will explosives, firearms, poison, liquids, perishables, fragile items and flammable materials, including nitrate films, be sent by pouch. Sixteen millimeter film is nonflammable and may be sent by pouch.

10 ADDITIONS TO DEPARTMENTAL MAILING LISTS

The National Agricultural Library must clear the names of foreign organizations who would like to be added to Departmental mailing lists to receive publications and literature. Contact the NAL Exchange and Gift Unit, Aquisitions and Serials Branch. This requirement assures a mutual exchange of information on a continuing basis. NAL clearance is not required when furnishing single issues of publications or reprints; however, the Secretary's Review Board for user fee plans requires that publications NOT be provided free of charge to foreign nationals when they do not provide publications in the NAL exchange program.

11 INQUIRIES

For questions on State Department cables or FASTO's, contact the FAS Cable Unit on 447-3145. For questions on foreign correspondence, contact Foreign Agricultural Affairs, FAS/W on 447-6138.

FIGURE C-1

SAMPLE LETTER TO AGRICULTURAL COUNSELOR, WITH SUBSCRIPT

UNITED STATES DEPARTMENT OF AGRICULTURE
SCIENCE AND EDUCATION ADMINISTRATION

(Date)

Mr. John E. Montel
Agricultural Counselor
American Embassy
APO New York, NY 09159

Dear Mr. Montel:

This exhibit shows the proper way to address a letter to an agricultural counselor. The name and preferred mailing address for FAS counselors/ attaches/officers may be obtained by referring to the most recent POST AND PERSONNEL list which is distributed by the Office of Foreign Agricultural Affairs, FAS, telephone (202) 447-6138.

After the letter has been coordinated and signed in the agency, date all copies. Attach the original and envelope, the yellow copy (with messenger envelope to be returned to the originating office), and the FAS Area Officer copy to the top of the correspondence package. Place all other correspondence in envelopes, seal and address appropriately. Retain the internal agency copies.

Forward the correspondence package to the FAS Area Officer, Room 5092-S, for final clearance. The Area Officer's clearance will be shown on the Subscript line. The cleared yellow copy will be returned from FAS and the internal agency copies may be distributed. The original will be forwarded to the FAS Mail Unit for dispatch to the addressee.

Sincerely,

(Name of signing officer)
(Title of signing officer)

SUBSCRIPT

4 LINES

Forwarded, Foreign Agricultural Service

SINGLE ADDRESS AIRGRAM

AIRGRAM

USE ONLY WHEN NECESSARY	DEPT. DISTRIBUTION ORIGIN/ACTION	HANDLING PRIORITY	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO.																																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>AF</td> <td>ARA</td> <td>SF/OS</td> <td>CU</td> </tr> <tr> <td>D/HA</td> <td>D/LOS</td> <td>EA</td> <td>EB</td> </tr> <tr> <td>EUR</td> <td>FADRC/DR</td> <td>FADRC/LR</td> <td>FBO</td> </tr> <tr> <td>IGA</td> <td>INR</td> <td>IO</td> <td>L</td> </tr> <tr> <td>M/MO</td> <td>MC</td> <td>NEA</td> <td>OES</td> </tr> <tr> <td>PER</td> <td>PM</td> <td>PPT</td> <td>S/IL</td> </tr> <tr> <td>S/NM</td> <td>S/P</td> <td>S/PRS</td> <td>S/S</td> </tr> <tr> <td>SCA</td> <td>SCS</td> <td>SY</td> <td>VO</td> </tr> </table>	AF	ARA	SF/OS	CU	D/HA	D/LOS	EA	EB	EUR	FADRC/DR	FADRC/LR	FBO	IGA	INR	IO	L	M/MO	MC	NEA	OES	PER	PM	PPT	S/IL	S/NM	S/P	S/PRS	S/S	SCA	SCS	SY	VO	<p>TO: AmEmbassy London</p> <p>FROM: Department of State</p> <p>DATE:</p> <p>12356 E.O. 12356 N/A TAGS: AREG SUBJECT: Preparation of a Single-Address Airgram</p> <p>REF: Your A-547, December 28, 19XX</p> <p>CAPTION (if any)</p> <p>JOINT MESSAGE (if any)</p> <p>Stationery. Type the original of the first page of an airgram on the red and white Form OF 247. Use white bond paper for second and succeeding pages.</p> <p>Handling Indicator. Only ROUTINE or PRIORITY precedence designators are used on airgrams. The PRIORITY designator is used for messages requiring precedence over routine traffic. The majority of airgrams carry the ROUTINE indicator.</p> <p>E.O. 12356 Line. "E.O. 12356" is followed by "N/A" in UNCLASSIFIED and LIMITED OFFICIAL USE airgrams. Only on</p> <p>Enclosures: 1. FAS Form 154 (50 copies) 2. FAS Notice 742</p>															
AF	ARA	SF/OS	CU																																														
D/HA	D/LOS	EA	EB																																														
EUR	FADRC/DR	FADRC/LR	FBO																																														
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B&F																																																	
CSO																																																	
			UNCLASSIFIED <small>CLASSIFICATION</small>																																														
	<p>DRAFTED BY: Agric:FAS:BAD/S.Jones:zh</p> <p>CLEARANCES: FAS/AO RSmith FAS/MSD Gallen</p>	<p>DRAFTING DATE 12/28/XX</p> <p>PHONE NO. 447-2631</p>	<p>CONTENTS AND CLASSIFICATION APPROVED BY:</p>																																														
	<p>DRAFTING AND CLEARING OFFICERS MUST INITIAL BY THEIR NAMES</p>		<p>OPTIONAL FORM 247 (Rev. 6-76) DEPARTMENT OF STATE 50247-102 <small>© GPO 1976 O - 273-620-100-1</small></p>																																														

LEAVE BLANK

LEAVE BLANK TO BE FILLED IN BY STATE.

← AT LEAST 1/2 INCH →

LEAVE BLANK

ALWAYS LIST AT BOTTOM OF FIRST PAGE. USE OPEN PUNCTUATION

LEAVE BLANK. DEPARTMENT OF STATE APPROVING OFFICER SIGNS HERE

FIGURE C-2
SINGLE ADDRESS AIRGRAM PAGE 2

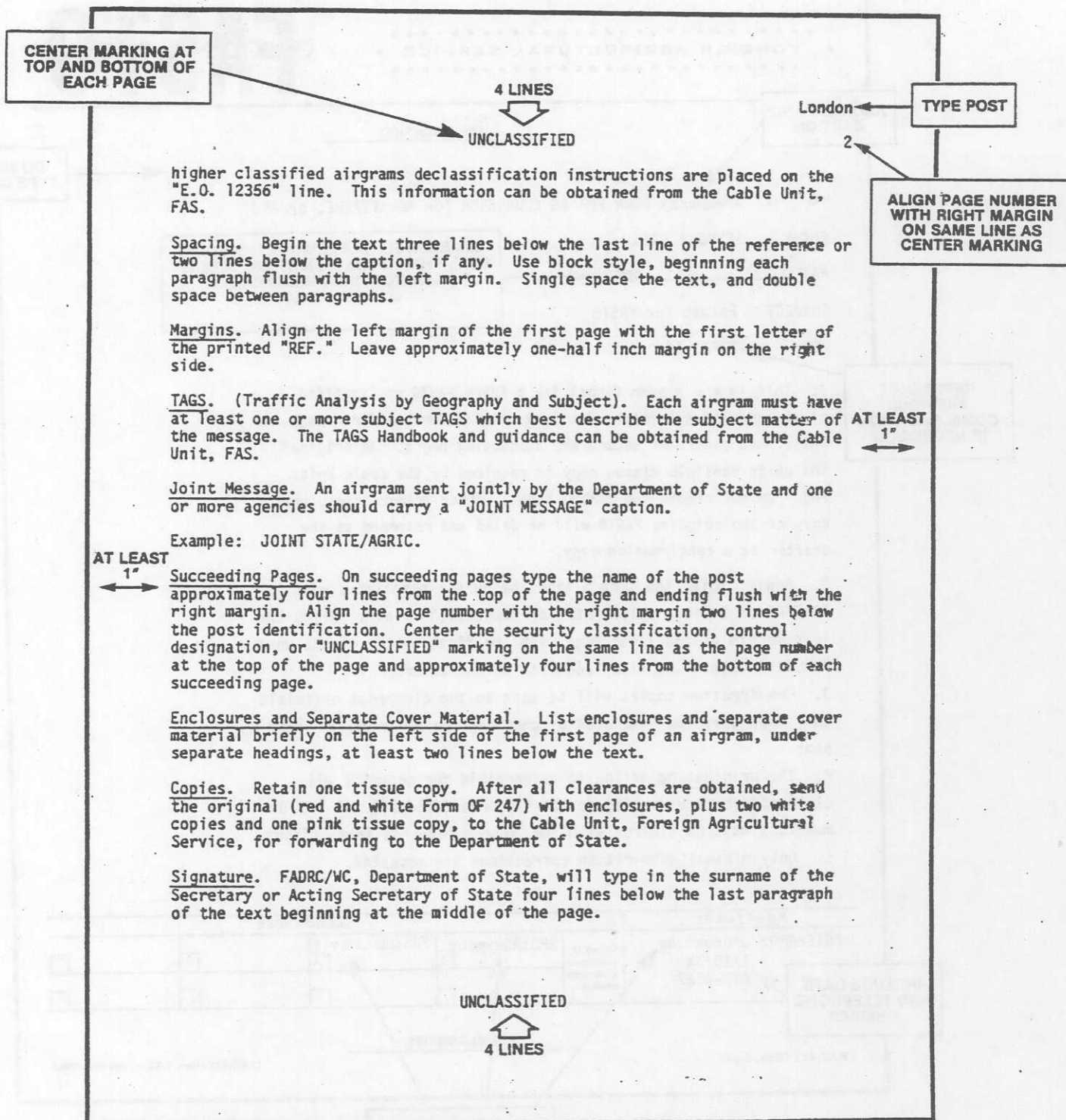


FIGURE C-3
FASTO TELEGRAM

.....
FOREIGN AGRICULTURAL SERVICE
.....

ORIGINAL TELEGRAM
FASTO

ADDRESS AND
CAPTION

UNCLASSIFIED

DO NOT
TYPE DATE

TO : Amembassy BONN FOR AG COUNSELOR (or AG ATTACHE, or ATO)
FROM : SEYMOUR FGIS
FASTO _____ ADMIN
SUBJECT: Format for FASTO
REF: TOFAS 16

IMMEDIATELY FOLLOWING THE SOLID
LINE, TYPE IN THE IDENTIFIER "ADMIN"
FOR FASTO'S ON ADMINISTRATIVE
MATTERS ONLY.

REFERENCE
PREVIOUS
COMMUNICATION
IF NECESSARY

1. This is the proper format for a FAS/W FASTO unclassified single address telegram. Use form FAS-432 for the first page and white bond paper for second and succeeding pages. An original and white manifold tissue copy is required by the Cable Unit, FAS. Do not remove the carbon paper. After transmission, one copy of the outgoing FASTO will be dated and returned to the drafter as a confirmation copy.
2. Begin typing the text 5 lines below the preprinted word "FASTO" or 2 lines below "REF" or "SUBJECT," if any. Align the left margin of the first page with the first letter of the word "FASTO." Limit the line length to 65 characters.
3. Confirmation copies will be sent to the clearance officials only when they indicate need by checking the box next to their name.
4. The originating office is responsible for securing all clearances before sending to the FAS Area Officer. All FASTO messages must be cleared with the appropriate FAS Area Officer.
5. Only minimal handwritten corrections are accepted.

INCLUDE DATE
AND TELEPHONE
NUMBER

DRAFTED BY		CLEARANCES			
FGIS:RMD: JABrown:bs	Check if confirmation copy needed	RMD:RSeymour	FAS:AO:JDavis		
1/10/XX 447-4567		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UNCLASSIFIED

FAS-432 (Rev. 6-76)

(FAS-432 (Rev. 7-72 is now obsolete.)

DRAFTING AND
CLEARING OFFICERS
MUST INITIAL BY
THEIR NAMES

FIGURE C-4
STATE (MRN) SINGLE ADDRESS TELEGRAM

OUTGOING TELEGRAM
CLASSIFIED FOR EXHIBIT PURPOSES ONLY

TYPE CONTROL DESIGNATION
ONE SPACE TO RIGHT OF PINK LINE

LIMITED OFFICIAL USE

SPACE BETWEEN INITIALS AND SURNAME

MANDATORY. TYPE STATE DEPARTMENT'S APPROVING OFFICE SYMBOLS, NAME, AND ROOM NUMBER.

AGRIC: FSQS:MPI: *W*JA BROWN:NMG
1/10/XX
STATE:ARA:AND:NMASON:RM 5906

FSQS:MPI: R SEYMOUR
FSQS:MPI: J SMITH

FAS:AO: S THOMAS
FAS:MSD: E BEVIS

3 SPACES

AO: FAS AND DIRECTOR, MSD/FAS CLEAR ALL TELEGRAMS

TYPE PRECEDENCE DESIGNATOR AS REQUIRED

USE N/A ON LOU AND UNCLASSIFIED TELEGRAMS

REFERENCE PREVIOUS CORRESPONDENCE IF NECESSARY

E.O. 12356: N/A

TAGS: EAGR

SUBJECT: PREPARATION OF OPTIONAL FORM 185 (OCR) AND
OPTIONAL FORM 185A (OCR)

REF: LONDON 1198

LOU ENTIRE TEXT

- USE OPTIONAL FORM 185 (OCR) AND ITS CONTINUATION SHEET, OPTIONAL FORM 185A (OCR), FOR ALL TELEGRAMS. THE FORM MUST BE CAREFULLY ALIGNED AT THE CLASSIFICATION LINES.
- USE ONLY A 10 PITCH (10 CHARACTER PER INCH), OCR-A ELEMENT OR TYPE STYLE AND A CARBON RIBBON.
- BEGIN TYPING THE TEXT TWO LINES BELOW THE SUBJECT OR REFERENCE LINE, IF ANY. SINGLE SPACE TEXT AND DOUBLE SPACE BETWEEN PARAGRAPHS. EACH PARAGRAPH STARTS NO MORE THAN ONE SPACE TO THE RIGHT OF THE PINK LINE, PLUSH WITH THE LEFT MARGIN. WHEN THE TELEGRAM CONTAINS MORE THAN ONE PARAGRAPH, NUMBER THE PARAGRAPHS CONSECUTIVELY. ALL TEXT, INCLUDING SUBPARAGRAPHS, MUST BEGIN FLUSH WITH THE LEFT MARGIN.

SPACE FOR INITIALS OF DRAFTING AND CLEARANCE OFFICERS. TO BE HANDWRITTEN BY EACH INDIVIDUAL WITHIN PINK LINES

INITIALS
AUTH:
JAB *jab*
RS *rs*
ST *st*
JS *js*
EB *eb*

CONTROL DESIGNATION

LIMITED OFFICIAL USE

PREVIOUS EDITION USABLE

50185-105

7548.01 011-2653

DO NOT TYPE TEXT BELOW ZERO (0) LINE

FIGURE C-4
STATE (MRN) SINGLE ADDRESS TELEGRAM PAGE 2

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

OUTGOING TELEGRAM
Continuation Sheet

TYPE CONTROL DESIGNATOR ONE SPACE TO RIGHT OF PINK LINE

OPTIONAL FORM 185-A (OCR) (Rev. 8-85)
Dept. of State

USE A SINGLE ARABIC NUMBER AND PLACE AT LEAST TWO SPACES TO RIGHT OF PINK LINE

LIMITED OFFICIAL USE P 21E

4. IF IT IS NECESSARY TO CORRECT AN ERROR IN THE TEXT, TWO SYMBOLS MAY BE USED. THEY ARE THE CANCEL CHARACTER {#} AND THE CANCEL LINE {-} SYMBOLS. THE CANCEL CHARACTER SYMBOL IS USED TO ELIMINATE UNDESIRE CHARACTERS (TYPOGRAPHICAL ERRORS). THE SYMBOL IS TYPED AFTER THE CHARACTER TO BE DELETED. THE CANCEL LINE SYMBOL IS USED WHEN THE ENTIRE LINE IS TO BE CANCELED. TYPE THIS SYMBOL THROUGH THE FIRST FIVE CHARACTERS IN THE LINE TO BE DELETED. THEN RETYPE THE LINE CORRECTLY ON THE NEXT LINE.

5. THE CORRECTABLE RIBBON OR CORRECTION TAPE MAY BE USED. THEY MAY NOT BE USED IN THE DRAFTING AND CLEARANCE BLOCKS. THE MESSAGE WILL BE REJECTED BY THE OCR IF ANY OF THESE TYPES OF CORRECTIONS ARE MADE: ERASURES OF ANY TYPE, SNO-PAKE, STRIKEOVERS, AND PEN AND INK CHANGES.

6. TYPE THE SPECIAL SYMBOLS "YY" TWO SPACES AFTER THE LAST PERIOD IN THE MESSAGE.

7. SINCE THERE IS NO AUTOMATIC DECONTROL SYMBOL FOR LIMITED OFFICIAL USE TELEGRAMS, TYPE THE APPROPRIATE DECONTROL NOTATION AS THE FINAL PARAGRAPH ON ALL LIMITED OFFICIAL USE TELEGRAMS. DO NOT NUMBER THE PARAGRAPH CONTAINING THIS INFORMATION.

8. THE PREPARING OFFICE IS RESPONSIBLE FOR THE ACCURACY, APPROVAL, AND CLEARANCE OF A TELEGRAM BEFORE IT IS RECEIVED IN THE CABLE UNIT, FOREIGN AGRICULTURAL SERVICE.

9. THE FORM, WITH ONE TISSUE COPY, MUST BE FORWARDED TO THE CABLE UNIT, FAS. AFTER THE TELEGRAM IS TRANSMITTED TO THE POST, CONFIRMATION COPIES WILL BE SENT TO THE DRAFTER AND CLEARING OFFICIALS.

10. THE COMMUNICATIONS CENTER, STATE DEPARTMENT, WILL ADD THE SURNAME OF THE SECRETARY OR ACTING SECRETARY OR STATE TO ALL TELEGRAMS TO POSTS.

DECONTROLLED {DATE} OR EVENT AFTER WHICH THE MARKING IS NO LONGER APPLICABLE. YY

DECONTROL NOTATION MUST APPEAR AS FINAL PARAGRAPH ON LIMITED OFFICIAL USE TELEGRAM

TYPE CONTROL DESIGNATOR BELOW LINE ZERO

DO NOT TYPE TEXT BELOW ZERO (0) LINE

LIMITED OFFICIAL USE

PREVIOUS EDITION USABLE 50185-204 7640-01-016-0567

FIGURE C-5
STATE (MRN) MULTIPLE ADDRESS TELEGRAM

OUTGOING TELEGRAM
OPTIONAL FORM 185 (OCR) (Rev. 8-85)
Dept of State
CLASSIFIED FOR EXHIBIT PURPOSES ONLY

CLASSIFICATION CK MRN DTG

CONFIDENTIAL
SPECIAL CHARGES

SET LEFT MARGIN ONE SPACE TO RIGHT OF PINK LINE

MANDATORY. TYPE STATE DEPARTMENT'S APPROVING OFFICE SYMBOLS, NAME, AND ROOM NUMBER.

AGRIC:CE FSQS:MPI:MAN JA BROWN:NMG
1/10/XX TEL:447-4567
STATE:ARA:AND:NMASON:RM 5906

FSQS:MPI: R SEYMOUR FAS:OA: S THOMAS
FSQS:MPI: J SMITH FAS:MSD: E BEVIS

SPACE BETWEEN INITIALS AND SURNAME

DESIRED DISTRIBUTION: 3 SPACES

PRIORITY BONN, BRUSSELS PRIORITY, LISBON PRIORITY, LONDON PRIORITY, MADRID PRIORITY, MILAN PRIORITY, VIENNA PRIORITY
ROUTINE ATHENS, PARIS, ROME

SPECIAL NAME: 3 SPACES

LONDON FOR HANCE

E.O. 12356: LEAVE BLANK

TAGS: ACOM

SUBJECT: PREPARATION OF MULTIPLE-ADDRESS TELEGRAMS (C)

1. (C) FOLLOW THIS FORMAT FOR A MULTIPLE-ADDRESS TELEGRAM SENT TO TWO OR MORE POSTS. TYPE THE APPROPRIATE PRECEDENCE DESIGNATOR FOR THE FIRST ACTION AND FIRST INFO ADDRESSEES IN THE ACTION AND INFO PRECEDENCE FIELDS. DESIGNATORS HIGHER THAN "ROUTINE" MUST BE REPEATED AFTER EACH POST.

2. (U) IF THERE ARE POUCH ADDRESSEES, TYPE THE NAME OF THE POST (FOLLOWED BY THE WORDS "BY POUCH") TO WHICH THE TELEGRAM IS TO BE POUCHED ON A SHEET OR PAPER (IN DUPLICATE) AND ATTACH TO THE OCR FORM. THIS INFO WILL BE INCORPORATED INTO THE TELEGRAM BY THE DEPARTMENT OF STATE.

3. (C) WHEN TYPING A DERIVATIVELY CLASSIFIED DOCUMENT, MARK EACH PARAGRAPH WITH THE CLASSIFICATION: (TS) TOP SECRET, (S) SECRET, (C) CONFIDENTIAL, (LOU) LIMITED OFFICIAL USE, (U) UNCLASSIFIED.

DECONTROLLED ON (DATE). ORIGINATING AGENCY DETERMINATION REQUIRED. YY

END MESSAGE SYMBOL A MINIMUM OF TWO IS REQUIRED

CONFIDENTIAL

PREVIOUS EDITION USABLE 7540-01-011-2603 50185-105

INITIALS
AUTH
JAB AFTER
RS 1
ST 2
JS 3
EB 4

TYPE POSTS IN ALPHABETICAL ORDER. POSTS MAY BE CONTINUED ON BOND PAPER.

CAPTION

MUST HAVE AT LEAST ONE TAGS SUBJECT

NUMBER PARAGRAPHS OF TEXT CONSECUTIVELY IF MORE THAN ONE

APPENDIX D

STANDARDS FOR PREPARATION OF INFORMAL COMMUNICATION

1 PURPOSE

This appendix discusses the use of USDA-prescribed memorandum forms as a means of conveying a simple acknowledgment or an informal comment.

2 GENERAL

When a simple acknowledgment or an informal comment is appropriate, it may be handwritten or typed on the original incoming letter, which is then returned to the sender. Usually, when this method is used, you will not need to keep a copy of the original letter or of the added comment. However, if a file copy is needed, answer the letter with a letter or use any available fast copy process to make a copy of the letter after adding your comment.

3 FORM AD-514, REFERENCE SLIP

Use a Reference Slip (figure D-1) to make brief informal comments concerning correspondence or other documents routed to one or more addressees.

4 FORM AD-311, SPEED MEMO

A speed memo (figure D-2) is a three-part, carbon-interleaved snapout set used for short acknowledgement or comment between offices.

The speed memo may be either written or typed. The message and reply appear on the same page.

5 FORM SF-63, MEMORANDUM OF CALL

Use Standard Form 63 (figure D-3) to inform office personnel of a visitor or telephone call.

6 ELECTRONIC DOCUMENTS

Electronic communication, where available, is designed to send information quickly, easily, and with the least amount of effort to one or more addressees. Word processors are commonly used for: sending identical letters to multiple addressees, preparing lengthy documents, and standardization of recurring correspondence and reports. In the line identifying office, writer, and typist, add the location and name of the electronic file. (see page A-15 example t(1)).

January 26, 1989

When transmitting information electronically there are special considerations. Be sure to identify the sender, agency, and the date within the text or identification section of the message so that addressees can respond if necessary. Print a record copy for the originating office if needed to document official business. (See the Departmental Regulation on Electronic Records Management.)

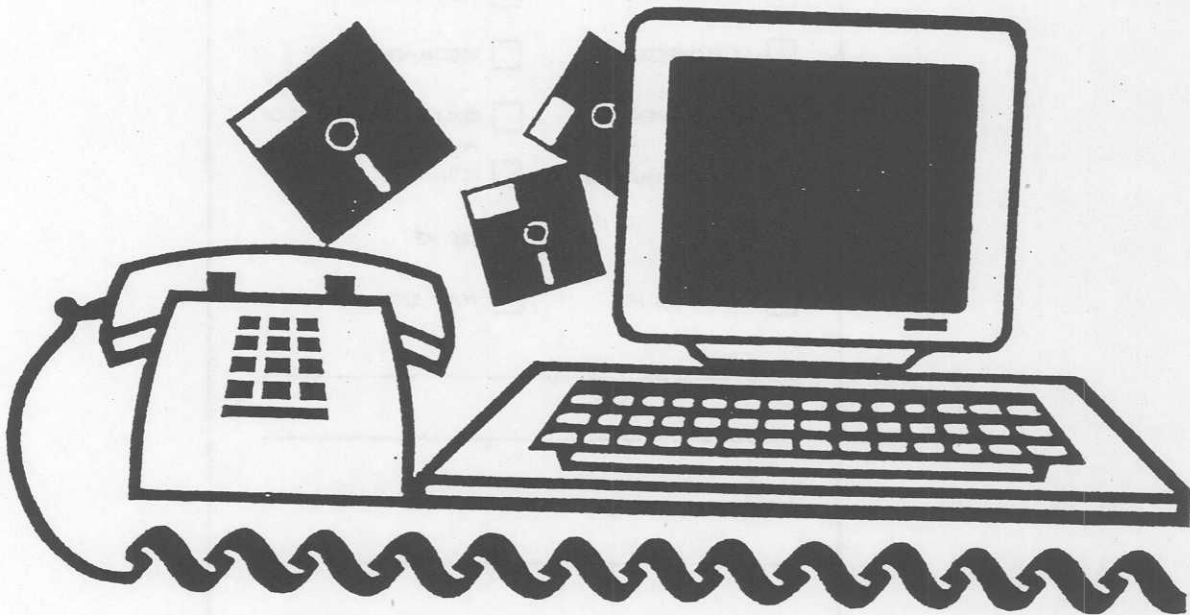


FIGURE D-1
REFERENCE SLIP

U.S. DEPARTMENT OF AGRICULTURE		DATE
REFERENCE SLIP		
TO		

<input type="checkbox"/> ACTION	<input type="checkbox"/> NOTE AND RETURN	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> PER PHONE CALL	
<input type="checkbox"/> AS REQUESTED	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> FOR COMMENT	<input type="checkbox"/> REPLY FOR SIGNATURE OF	
<input type="checkbox"/> FOR INFORMATION	<input type="checkbox"/> RETURNED	
<input type="checkbox"/> INITIALS	<input type="checkbox"/> SEE ME	
<input type="checkbox"/> NOTE AND FILE	<input type="checkbox"/> YOUR SIGNATURE	
REMARKS -----		

FROM		

GPO : 1982 -385-528		FORM AD-514 (8-64)

FIGURE D-2
SPEED MEMO

U.S. DEPARTMENT OF AGRICULTURE FROM	SPEED MEMO	PART NUMBER 3	DATE
U.S. DEPARTMENT OF AGRICULTURE TO			
SPEED MEMO		PART NUMBER 2	DATE
U.S. DEPARTMENT OF AGRICULTURE TO		PART NUMBER 1	DATE
FROM		SUBJECT	
MESSAGE (WRITE CONCISE MESSAGE SIGN AND FORWARD PARTS 1 AND 3 TO ADDRESSEE RETAIN PART 2)			
Message content area			
SIGNATURE			
REPLY (USE THIS SPACE FOR REPLY SIGN AND DATE RETURN PART 3 TO SENDER RETAIN PART 1)			
Reply content area			
SIGNATURE			DATE
ADDRESSEE COPY			FORM AD-311 (REV 3/81)
(DESTROY THIS PART 2 UPON RECEIPT OF REPLY)			
SENDER'S COPY			
RETURN TO SENDER			
FORM AD-311 (REV 3/81)			

FIGURE D-3
MEMORANDUM OF CALL

MEMORANDUM OF CALL

TO: _____

YOU WERE CALLED BY— YOU WERE VISITED BY—

OF (Organization)

PLEASE CALL → PHONE NO. CODE/EXT. _____ FTS

WILL CALL AGAIN IS WAITING TO SEE YOU

RETURNED YOUR CALL WISHES AN APPOINTMENT

MESSAGE _____

RECEIVED BY	DATE	TIME
63-109		
*USGPO:1979-281/184/20		

STANDARD FORM 63 (Rev. 8-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6