

ARS □ CSREES □ ERS □ NASS

Manual

Title: ARS Correspondence Manual

Number: 261.2

Date: 2/8/91

Originating Office: General Services Division Information Systems Staff

This Replaces: Manual 261.2, 6/2/80 (Except Chapter 4)

Distribution: Headquarters, Areas, and Locations (Provide copies to all employees who type correspondence)

The ARS Correspondence Manual provides detailed instructions for preparing correspondence in ARS. It sets standards of format, appearance, and style.

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A. References

For policy and responsibilities for the ARS Correspondence Management Program, see DIRECTIVE 261.2.

B. Abbreviations

ARS-CMU	-	ARS Correspondence Management Unit
ARS-LS	-	ARS Legislative Staff
ARS-OA	-	ARS Office of the Administrator
BPMS	-	Budget and Program Management Staff, ARS
EC&R	-	Executive Correspondence and Records Unit, Office of Operations
GSA	-	General Services Administration
OSEC	-	Office of the Secretary
S&E	-	Science and Education

C. Changes

Changes in the MANUAL focus on creating, preparing, transmitting, and storing correspondence in an electronic environment. Specific changes are as follows:

1. Chapter 1, Informal Letters and Communications, and Chapter 2, Formal Letters, is reorganized to reflect correspondence preparation in an automated environment.
2. Chapter 3, Controlled Correspondence, is organized into six sections. Sections 2 and 3 address how to prepare correspondence for signature by an Under or Assistant Secretary, the Secretary of Agriculture, and the Agency Administrator. Sections 4 through 6 address Congressional correspondence, legislative reports, and White House correspondence.
3. Chapter 4, Foreign Correspondence, has not been rewritten. Continue to follow the instructions contained in the previous edition of the correspondence manual dated October 1981.
4. Chapter 5, Envelopes and Mailing, is updated to reflect the use of metered mail in ARS.
5. Chapter 6, Electronic Communications, covers records and information management requirements and contains a brief explanation of different types of electronically generated communications.

6. Chapter 7, Models of Address; Chapter 8, Capitalization, Spelling, and Compound Words; Chapter 9, Punctuation; and Chapter 10, Abbreviations, Numerals, and Word Division, contain updated information regarding these subjects.

T. J. CLARK
Deputy Administrator
Administrative Management

Exhibit
1 ARS Correspondence Manual

CHAPTER 1 - INFORMAL LETTERS AND COMMUNICATIONS

Section 1 - Informal Letters (Memorandums)

1. GENERAL:

The informal letter will be used for most day-to-day communications in the transaction of business within USDA. The informal letter may also be used when responding to informal communications from other Federal agencies.

Figures 1-1 and 1-2 of this Chapter show the basic informal letter format. The circled numbers on the figures correspond to the paragraph in which that part of the letter is discussed. The figures are annotated with spacing requirements and line length restrictions.

EXCEPTIONS:

Do **not** use the informal format when preparing letters addressed to (a) the President, Vice President, members of the White House staff, Members of Congress, Justices of the Supreme Court, heads of departments and agencies outside USDA, State Governors, mayors, and foreign government officials, or (b) an ARS employee stating congratulations, condolences, or disciplinary action. For these letters, use the formal format, Chapter 2.

2. CREATING ELECTRONIC DOCUMENTS

a. **Naming Documents.** When creating documents, typists and authors are faced with the challenge of naming documents so that they can be easily retrieved. There are numerous methods for naming documents. Offices should decide on a method that allows for easy retrieval by all employees.

b. **Document Summary Screens.** Typists and authors should routinely fill in document summary screens with the name of the author, addressee, and operator; key words; and comments, usually the subject line. This will aid in document retrieval since these screens can be printed out (to screen or paper) or can be searched using key words. Also, the screen can be printed out and used in place of the dictator's legend for correspondence signed within ARS (see paragraph 20c).

3. LINE LENGTH

When using word processing software, format lines should be approximately 80 spaces (12 spaces per inch). The length of each line should not exceed 6 1/2 inches. This allows for a 1-inch margin on the left and right hand sides.

4. MARGINS

a. **One-Page Memo.** Align the left margin with the first letter of the Department identification block of the letterhead. Make the right margin 1-inch wide (about 12 typing spaces).

b. **Two or More Pages.**

(1) **First Page.** Follow instructions for the one-page memo outlined in a above. Leave a bottom margin of 1 inch (about six typing lines).

(2) **Second and Succeeding Pages.** Make the left and right margins the same as page one. Make the top margin 1 inch (begin typing on the sixth line). Leave a bottom margin of at least 1 inch.

5. DATE

The date should be placed two lines below the last line of the letterhead flush with the left margin. Type the name of the month in full and the day and year in numerals. If a date stamp is used, the month may be abbreviated. Do **not** use endings such as "st" and "th" with the numbers for the day. Military style is not acceptable.

a. If the memo will be **signed the day it is prepared**, type the date in the document.

b. If the memo will be **signed in another office or may not be signed the day it is prepared**, omit the date. Leave enough room for dating the memo after it is signed. The office in which the memo is signed or dispatched will type or stamp the date on the original and all copies.

6. SENDER'S REFERENCE (Optional)

- a. Use sender's reference when its use expedites correspondence flow. The sender's reference can be the Agency file code (see the ARS Files Management Guidebook for Agency accepted filing codes) or case, project, contract, etc., numbers or acronyms.

Type the caption "IN REPLY REFER TO:" in all caps two lines below the date line, flush with the left margin. Indent two spaces and begin typing the reference. Examples:

IN REPLY
REFER TO: REC 2

-or-

IN REPLY
REFER TO: RMIS

-or-

IN REPLY
REFER TO: Case No. 20-437-9-XXX

- b. When Agency-client relations can be served by providing a **telephone number, fax number, electronic mailbox name, etc.**, it should be mentioned in the body of the memo. See paragraph 14g of this chapter.

7. FOR OFFICIAL USE ONLY

Material other than Defense Security information or records that are not for immediate public use shall be marked **FOR OFFICIAL USE ONLY** at both the top and bottom of each page. Further instructions are contained in DIRECTIVE 253.2, For Official Use Only.

- a. **One-Page Memo.** Type the **top caption** two lines below the date or sender's reference symbol (if used) flush with the left margin in all caps and underscored. If special postal service instructions are also used, type as follows:

FOR OFFICIAL USE ONLY--SPECIAL DELIVERY

Type the **bottom caption** two lines below the last line. If the caption falls above the middle of the page, place it below the middle of the page, flush with the left margin.

- b. **Second and Succeeding Pages of Memos.** Type the **top caption** eight lines from the top of the page (two lines below the addressee's name), flush with the left margin. Type the **bottom**

caption two lines below the last line of each page. If the caption falls above the middle of the page, place it below the middle of the page flush with the left margin.

8. SPECIAL MAILING OR SENDING INSTRUCTIONS (Optional)

Put instructions for special mailing (such as SPECIAL DELIVERY, CERTIFIED, or REGISTERED) or sending (FAX, OVERNIGHT DELIVERY, etc.) on the face of the memo. Type or stamp these instructions two lines below the date line or sender's reference if used), starting flush with the left margin. When more than one instruction is used, type them continuously on the line, separating them with an em dash (two hyphens, no spaces).
Examples:

CERTIFIED--RETURN RECEIPT (Chapter 5, Envelopes and Mailing, describes types of special mailing services.)

FAXED (telephone number)

9. "SUBJECT:" LINE

The subject line of a memo is a brief statement, usually not more than 10 words, of what the memo is about. Type the caption "SUBJECT:" in all caps three lines below the date line, sender's reference, special mailing instructions, or **FOR OFFICIAL USE ONLY** markings (if used), flush with the left margin. Indent two spaces and begin typing the subject. If the date (or other notations) is omitted, the caption "SUBJECT:" should appear five lines below the last line of the letterhead.

Limit the length of each line to approximately 5 inches, excluding the "SUBJECT" caption. If more than one line is needed, type the remainder of the subject beneath the first line in block style 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 Information Resources Management
(IRM) Review Board

a. When writing back to the same office or person on the same subject, the sender's reference or date of the incoming letter may be typed after the subject in parentheses. Examples:

SUBJECT: XYZ Corporation (P.O. 20-437-9-XXX)

-or-

SUBJECT: Disposition of Records (Your Letter, 9-11-90)

b. If a second memo is written to the same person on the same subject before receiving a reply, the date of the first memo may be included after the subject in parentheses. Example:

SUBJECT: Disposition of Records (Our Letter, 9-15-90)

10. "TO:" LINE

The caption "TO:" is typed in all caps two lines below the last line of the "SUBJECT:" line. Indent five spaces from the left margin and begin typing the caption "TO:" on the sixth space. Indent two spaces after the colon and begin typing the address. Type the remainder of the address beneath the first line of the address in block style with no terminal punctuation. No line should be longer than 5 inches. When runover lines are required, indent two spaces as shown in the example. Limit the address to five lines.

When memos are addressed to other ARS offices, use standard office abbreviations. On memos sent to other Government agencies, include the addressee's office symbol, when known.

a. **Complete Mailing Address.** When a complete mailing address is required, the order of the address should be as follows:

- (1) The top line should contain the addressee's name.
- (2) The next two lines contain the addressee's title and organization (if applicable).
- (3) 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).
- (4) The last line must contain the city, state, and ZIP code. Type the State and territorial names in full. Use two-letter State and territorial abbreviations **only** on the envelope (see Chapter 10, Abbreviations, Numerals, and Word Division, for a listing of these abbreviations). Examples:

SUBJECT:

-- TO: John C. Doe, Administrative Officer
Western Human Nutrition
Research Center, PWA
P.O. Box 29997
Presidio of San Francisco, California 94129

-or-

SUBJECT:

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

b. **Addressee Serviced by Messenger or Pouch Mail.** If a memo is addressed to an individual or office serviced by messenger or pouch mail, an address sufficient to transmit it is all that is required. Example:

-- TO: John C. Doe, Administrative Officer
Western Human Nutrition Research Center, PWA

c. **Multiple-Address Method.** When the same memo is going to several addressees **within** USDA, the multiple-address method may be used. Prepare a letterhead copy for each addressee. The memo will be acted upon by each addressee, as if it were individually addressed. Examples:

-- TO: P. Myer, Deputy Director, Administrative Management
M. C. Jones, Deputy Director, Program Management

Use a checkmark to the right of the addressee's name or highlighter to identify individual copies.

-- TO: Area Administrative Officers

When this technique is used, write the office abbreviation of each addressee in the upper right corner of each respective copy.

Example:

MWA

-- TO: P. Myer, DD, AM
J. Smith, AO, NPA

M. C. Jones, DD, PM
Paul Jacobs, AO, MSA

This technique can be used when there are multiple addressees and the addressee names and office identifications can fit two or three across the page.

Use a checkmark to the right of the addressee's name or highlighter to identify individual copies.

-- TO: See Attached List

This technique is used when there are numerous addressees (usually 10 or more lines needed for the "TO:" block). Prepare a separate sheet showing the date, "SUBJECT:," "TO:," and "FROM:" lines. The "TO:" block shows the multiple addressees. Attach a copy of this sheet to all "TO:"

and "cc:" addressee copies, and all file copies. Use a checkmark to the right of the addressee's name or highlighter to identify individual copies.

c. **Identical Memos.** If the same **memo** is written to two or more persons **outside** of USDA, prepare an original letterhead for each recipient, but prepare only one set of file copies. On the file copies type "Identical Memo to:" two lines below the dictator's legend, flush with the left margin. On the next line begin the list of names and addresses of the recipients. This list can also be prepared on a separate sheet and attached to the file copies. When this method is used, include an identifier such as the subject line on this sheet.

11. ATTENTION LINE

Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption "ATTN:" followed by the name of the person whose attention is being requested on the next line directly below the first line of the address. Example:

TO: Director, Records Disposition Division (NCD)
ATTN: Mary Fields
National Archives and Records Service, GSA
Washington, D.C. 20408

12. "THROUGH:" LINE

A "THROUGH" line may be necessary if an official other than a clearance official needs to review and concur with the memo before it is received by the addressee.

Type the caption "THROUGH:" in all caps two lines below the last line of the "TO:" addressee, flush with the left margin. Indent two spaces and begin typing the names, titles, and offices of the addressees through which the memo is to be routed in the reverse order of the routing (see example below). Prepare a letterhead copy of the memo for each "THROUGH:" addressee.

SUBJECT:

TO:

THROUGH: W. W. Writer, Deputy Director, AM
A. A. Addressee, Chief, GSD
E. E. Editor, Chief, FMD

The memo would be routed through (1) E. E. Editor, to (2) A. A. Addressee, to (3) W. W. Writer and then sent to the "TO:" addressee.

a. The **originating office** will forward the following package to the last "THROUGH:" addressee:

- (1) Original + enclosures + envelope
- (2) "cc:" copies + enclosures (if applicable) + envelopes
- (3) Official file copy + enclosures + incoming + envelope
- (4) "THROUGH:" copies + enclosures (if applicable) + envelopes

Exception: When the Assistant Secretary, S&E, is shown as a "THROUGH" addressee, include a salmon (attach copy of enclosures, incoming, and background (if appropriate)) + 3 white copies.

b. The "**THROUGH:**" office will:

- (1) Sign/initial and date the original, "cc:" and "THROUGH:" copies, **and** official file copy on the "THROUGH:" line to indicate approval.
- (2) Coordinate any changes to the memo with the originator and all previous reviewing officials.
- (3) Pull respective copy.
- (4) Forward package to the next "THROUGH:" addressee.

NOTE: The last "THROUGH:" addressee will return the official file copy to the originator and mail the original and information copies.

13. "FROM:" LINE

The caption "FROM:" is typed in all caps two lines below the last line of the "TO:" address (or "THROUGH:" address, if used). Indent three spaces from the left margin and begin typing the caption "FROM:" on the fourth space. Indent two spaces after the colon and begin typing the sender's name, title, organizational unit (if required) in upper and lower case on the third space after the colon. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead.

Example:

SUBJECT:

TO:

FROM: John Doe, Deputy Administrator

Exception: Use a signature block (see Chapter 2, Formal Correspondence, paragraph 17) for informal letters to be signed by the Assistant and Deputy Assistant Secretary, Science and Education, or the Secretary of Agriculture.

a. **Signed in Originating Office.** If the correspondence will be signed in the originating office, the signer may either initial or sign opposite the "FROM:" line. Example:

FROM: John Doe, Deputy Administrator

b. If an acting official is to sign the memo for the regular signing official, the signer should **sign** (not initial) his/her name opposite the "FROM:" line and the word "for" before the regular signing official's name. Example:

FROM: John Doe, Deputy Administrator

NOTE: When another person signs "for" the person whose name is typed, this should be indicated on all copies.

c. If the regular signing official is a person appointed in a formal acting capacity (i.e., by personnel action), type his/her name and the word "Acting" before the title on the "FROM:" line. Example:

FROM: Mary L. Doe, Acting Chief, Information Systems Staff

d. **More than One Signer.** If more than one person will sign the memo, type the sender's name one below another. Use the letterhead of the originating office or a common use letterhead designated for that organizational unit. Example:

FROM: Joseph Gains, Chief, Safety Branch, GSD
George Roberts, Chief, Engineering Branch, FCMD

14. BODY OF THE MEMO

a. **Spacing.** Begin the body of the memo three lines (three returns) below the last line of the "FROM" line, flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph, flush with the left margin. Double space memos of one paragraph (10 lines or less). Single space the body of memos longer than one paragraph.

b. **Paragraphing.** Main paragraphs are unnumbered and typed in block style, beginning flush with the left margin. When it is necessary to break a paragraph into subparagraphs, they should be indented, lettered, and numbered as shown in Figures 1-1 and 1-2. Subparagraphs are single spaced with double spaces between them. When a paragraph is subdivided, it must have at least two subdivisions.

Paragraph Breaks. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. A paragraph should not be continued on the following page unless at least two lines can be carried over to that page.

c. **Date References.** When referring to dates within the body of the memo, type the name of the month in full and the day and year in numerals. Use commas to set off the year only when it follows the day of the month in a specific date within a sentence. Examples:

- The reported dates of March 11, 1983, to June 12, 1985, were erroneous.
- The reported dates of March 11 to December 31, 1983, were erroneous.
- The reported dates of March 1983 to June 1985 were erroneous.

d. **Abbreviations/Acronyms.** Write out an abbreviation/acronym the first time it is used in the body of the memo, followed by the abbreviation/acronym shown in parentheses. If the abbreviation/acronym has been identified in the subject line, it is optional to repeat it in the body of the memo. The abbreviation/acronym may then be used throughout the correspondence. Example:

SUBJECT: Information Resources Management (IRM)

-or-

Enclosed is the report on information resources management (IRM) within ARS.

e. **Word Division.** When it is necessary to divide a word or closely related word units at the end of a line, follow the rules for word division in Chapter 10, Abbreviation, Numerals, and

Word Division. Additional rules for word division are contained in the **Word Division Supplement** to the **U.S. Government Printing Office Style Manual**.

f. **Paragraph References.** When a paragraph is cited in the body of the memo, the reference numbers and memos are written without punctuation and spaces; for example: "paragraph 3a(2)(c)."

g. **Contact References.** Whenever appropriate, include in the body of the memo the name and telephone number, fax number, electronic mailbox, etc., and/or address of the person that may be contacted. Examples:

Please call John Doe on 344-XXXX if you have further questions.

For further information, contact Mrs. Jane Doe, Records Management Officer, Records Management Branch, GSD, ARS, USDA, Room XXX, 6303 Ivy Lane, Greenbelt, Maryland 20770-1433. Her telephone number is FTS-344-XXXX.

NOTE:

FTS and commercial number the same: 301-(or FTS)-344-XXXX

FTS and commercial number different: 301-877-XXXX or FTS-344-XXXX

h. Type the full State or territory name in the body of the memo and inside address. Use two-letter State and territorial abbreviations **only** on the envelope.

15. SUCCEEDING PAGES

Make side margins the same as page one. Allow a bottom margin of at least 1 inch. Starting with the second page, type the name of the addressee exactly as it is shown on the first page (excluding title). It should appear on the sixth line from the top of the page, flush with the left margin. On the same line type the page number flush with the right margin. Continue the text two lines below the name of the addressee. Example:

James C. Doe 2

If the memo is addressed to more than one addressee, type the name of the addressee listed first and "et al." flush with the left margin. On the same line type the page number flush with the right margin. Example:

James C. Doe, et al. 2

NOTE: et al. - Latin (et alli) for "and others"

16. DISCLAIMER CLAUSE

When a memo written to the public mentions a specific company product or a trade name, include as a separate paragraph the disclaimer clause below:

"Use of a company or product name by the Department does not imply approval or recommendation of the product to the exclusion of others which may also be suitable."

NOTE: This statement may also be stamped at the bottom of the letter.

17. ENCLOSURES & SEPARATE COVER

a. **Material Accompanying a Memo.** When material accompanies a memo, identify it in the text or in the bottom notation as an enclosure, **not** as an attachment.

(1) **Enclosures Identified in the Text.** When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the body of the memo. For more than one enclosure, use the plural form and indicate the number of enclosures. Example:

3 Enclosures

(2) **Enclosures Not Identified in the Text.** When an enclosure is not identified in the text, type the notation "Enclosure:" flush with the left margin, two lines below the last line of the body of the memo. Below the notation, flush with the left margin, list each enclosure on a separate line. Describe each enclosure by title or in as few words as are needed to identify it. Abbreviations may be used. If more than one line is needed to identify an enclosure, begin succeeding lines **flush** with the left margin. Example:

4 Enclosures:
Forms Letters Handbook
Plain Letters Pamphlet
U.S. Government Correspondence
Manual - 2 copies

If there is a long list of enclosures, type as follows:

10 Enclosures:
See Attached List

(3) **Material Partially Identified in the Text.** If all of the enclosures are not identified in the text, list all enclosures as shown in 17a(2).

b. **Material Sent Under 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 last line of the body of the memo or the enclosure notation (if used). List the material, whether or not identified in the text. Send a copy of the memo with the material sent under separate cover. Example:

Separate Cover:
Forms Letters Handbook
Plain Letters Pamphlet - 3 copies
Organization Chart

18. DISTRIBUTION OF COPIES

Routinely show the distribution of copies on the original, information, and file copies to be retained within USDA. This practice informs the addressee and "cc:" addressees who have already received a copy and avoids duplicate copies being sent to those offices that have already received a copy. The distribution list should be placed on the original and information copies going outside USDA only when the list is of interest to the recipient.

a. **"cc:" Notation.** Type "cc:" flush with the left margin, two lines below the last line of the body of the memo or the enclosure or separate cover listing. Type the "cc:" addressee's initial(s) and last name followed by the organizational abbreviation. List "cc:" addressees hierarchically (top down) or alphabetically by organizational unit. Example:

cc:
D. L. Jones, GSD
S. L. Brown, BD
R. D. Smith, PD

If there isn't enough room in this position, type "cc:" on the line with the enclosure notation, starting at the center of the page. Below the "cc:" notation, list the name and office abbreviation or company name of the "cc:" addressee. List "cc:" addressees one below the other. Mark or highlight each copy for the respective "cc:" addressee. Example:

4 Enclosures:	cc:
Forms Letters Handbook	D. L. Jones, GSD
Plain Letters Pamphlet	S. L. Brown, BD
U.S. Government Correspondence	R. D. Smith, Lockheed
Manual - 2 copies	

(1) If the person listed under "cc:" is to receive an enclosure, show this as "w/encl." Identify the enclosure in parentheses after the "w/encl." notation if it is not being sent to the "TO:" addressee. Examples:

cc:
D. L. Jones, GSD, w/encl. (incmg. ltr.)
S. L. Brown, BD
R. D. Smith, PD, w/encl. (incmg. ltr.)

-or-

cc:
D. L. Jones, GSD, w/incmg. ltr.

If all "cc" addressees are to receive the enclosure(s), show as follows:

cc: w/encl. -or- w/incmg. ltr.
D. L. Jones, GSD
R. D. Smith, PD

(2) To reduce the number of copies distributed, one copy may be routed through several persons when time is not a factor and the "cc:" addressee does not need to keep the copy. Example:

cc:
B. Smith through R. Johnson, GSD

Send the copy to R. Johnson along with envelope addressed to B. Smith. R. Johnson will initial the copy and forward to B. Smith.

b. **Blind "cc:" Notation.** When a copy of a memo is to be provided to an individual or office without the knowledge of the addressee or "cc:" addressee(s), use the "bcc:" notation. The "bcc:" notation is shown **only** on the "bcc:" addressee's copy and on all file copies. Type "bcc:" flush with the left margin, two lines below the "cc:" notation or signature element if the "cc:" notation is not used.

19. CONCURRENCE & APPROVAL LINES

a. **Concurrence Line.** A concurrence line may be necessary so that the addressee can show agreement with the information presented. This indicates that the addressee and the signer of the correspondence share the same/similar opinion on a matter. Type the caption "CONCUR:" and a signature line 3 inches long on the last page of the original and all copies at the left margin, 1

inch from the bottom of the page. On the same line type "DATE:" followed by a line 1 1/2 inches long. Example:

CONCUR: _____ [36 Spaces] _____ DATE: _____ [18 Spaces] _____

Prepare a letterhead copy of the memo for the concurring official. The original is returned to the sender when the concurrence line is signed and used as file backup. Follow memo assembly and routing instructions outlined in 12a and b.

b. **Approval Line.** An approval line may be necessary so that the **addressee** can approve/disapprove an action. Type the word "APPROVED:" and a signature line 3 inches long on the last page of the original and all copies at the left margin, 1 inch from the bottom of the page. On the same line, type "DATE:" followed by a line 1 1/2 inches long. Example:

APPROVED: _____ [36 Spaces] _____ DATE: _____ [18 Spaces] _____

Prepare a letterhead copy of the memo for the approving official. The original is returned to the sender when approved/disapproved and used as file backup. Follow memo assembly and routing instructions outlined in 12a and b.

20. DICTATOR'S LEGEND

With the varying types of printers available, offices may choose a method that allows for the efficient placement of the dictator's legend on correspondence. There are three methods:

- traditional legend (shown in a and b)
- summary sheet created from word processing document (shown in c)
- modified legend for use on the original and all copies (for use only when correspondence is signed within the originating office as shown in d).

a. **Originating Office.** Type the Agency, Division/Area, office, dictator's initials and surname, typist's initials, telephone number, date of typing, disk number or name, and electronic document designation on all file copies. Place this notation at the left margin, two lines below the last typed notation. Examples:

(1) Stored on a **floppy diskette:**

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - 1 Jones:DocName - Email

(2) Stored on a **hard drive**, indicate that the document is stored on the C or D drive and identify which machine. In the example, it is the machine of the typist.

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - C (SLB):DocName - Email

(3) For those offices using a **local area network**, designate the node ID if the document is stored on the **hard drive**. For example:

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Node ID - Susan:DocName - Email

b. **Rewritten Memos.** Each time a memo is rewritten by other than the original dictator, duplicate the number and colors (if used) of all copies.

(1) **Rewritten within Originating Office.** Memos rewritten within the originating office should show the name of the first and last dictator. Example:

ARS:GSD:ISS:JADOE:WPSCOTT:slb:344-XXXX:1-12-90:Disk - 1 Jones: DocName - Email

NOTE: When a runover line is required, use a logical break such as the disk or document name.

(2) **Rewritten outside Originating Office.** When memos prepared for signature outside the originating office are rewritten, the office rewriting the memo will prepare two additional copies. Return these two copies to the originating office to replace those copies being held pending signature.

Retype the originator's legend. Then type the word "Rewritten:" directly below the originator's legend, flush with the left margin, and identify the part of the memo that was rewritten. Type the new writer's identification directly below the rewritten notation, flush with the left margin. Example:

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - 1 Jones:DocName - Email

Rewritten: third paragraph, second line

ARS:AM:ERWRITER:gsr:344-XXXX:1-13-90:Disk - C (GSR):DocName - Email

Note: The document name does not have to be the same as the one assigned by the originating office.

When a memo is rewritten, destroy all copies of the original memo assembly except the official file copy. Mark diagonally through the official file copy, indicating that the memo was rewritten, and staple it to the back of the rewritten official file copy. The

originating office should be contacted to determine if a revised electronic copy of the rewritten document is required for their records.

c. **Document Summary Screen.** Instead of typing a dictator's legend offices may choose to print out a copy of the document summary screen used to identify the word processing document for correspondence signed within ARS. Include the subject line of the correspondence and the office phone number if the correspondence is for signature outside of the originating office. Attach a copy of this sheet to all file copies.

d. **Modified Legend.** When correspondence will be signed within the originating office, an office may choose to use a modified legend. Type this information on the original and all copies. Place this notation at the left margin, two lines below the enclosure or "cc:" notation. The disk and file name may also be included. Examples:

CJ:ls
C(ls):corres

21 ELECTRONIC EDITING CAPABILITIES

a. **Spell Checking.** Most word processing packages have spell checking capabilities. To reduce the number of spelling errors, the originating office should routinely use this capability.

b. **Grammar and Readability.** There are several commercial software packages available that check grammar, phrase, and mechanical errors. These packages also check spelling. Offices that routinely produce long documents or support professionals that type their own documents, may consider buying a commercial software package to aid in proofing documents.

22. PROOFREADING

All documents should be carefully proofread by the typist and the originator of the correspondence for content, spelling, grammar, and overall readability. Documents should generally be read twice: once for spelling and grammar, and once again for content.

23. PRECLEARANCE PROCEDURES

Prior to preparing the final correspondence package (original plus all copies), offices may want to establish a preclearance procedure. This proves particularly useful for long memos or memos with many addressees or "cc:" addressees. Some suggested ways are listed below. If a preclearance method is used, this should be approved by the lead/head secretary and signature official.

a. **Abbreviated Correspondence Package.** Prepare only the original, one letterhead copy, the official file copy, and the copy(ies) required by the signature office. The original is mailed by the signature office and the signed/stamped letterhead copy and the official file copy are returned to the originating office for preparation and distribution of additional copies.

b. **Final Draft Showing Dictator's Legend.**

(1) **Paper Clearance.** Correspondence goes through established clearance channels with reviewers and signer initialing "final draft" copy. Once the "final draft" is approved, it is returned to the originating office to prepare the "final correspondence package" (original plus all copies). The approved "final draft" copy is attached to the official file copy. The "final correspondence package" is then forwarded directly to the signature office. Correspondence requiring major changes should be rerouted through the clearance officials.

(2) **Electronic Clearances.** The "final draft" is cleared electronically using the local area network or electronic mail system. Clearances can be obtained simultaneously or sequentially. If there are no substantive changes, the "final correspondence package" is then forwarded directly to the signature office. The "final draft" copy(ies) documenting clearances is attached to the official file copy. Correspondence requiring major changes should be rerouted through the clearance officials.

24. PRINTING DOCUMENTS

Memos should be produced using 12 pitch (12 characters per inch) type size. Font styles should be appropriate. The most commonly used font/print style is prestige elite. Documents should be printed using 6 lines per inch. Use fixed (not proportional) spacing.

25. STATIONARY

a. For the **first page**, use appropriate letterhead stationery preprinted with the name and address of the office where the correspondence will be signed. If preprinted stationery is not available, use common-use stationery designated for the signature office and type or stamp the office name and address approximately 3 inches from the right margin. Align the first line of the office name and address with the first line of the preprinted information.

b. For **second and succeeding pages**, use plain bond paper of the same quality as the first page.

26. COPY PREPARATION

Prepare an official file copy of all memos. Additional file copies such as the alphabetical, reading, and chronological files are optional. Prepare additional copies based on (1) where the communication is to be signed, (2) where the communication is prepared, and (3) whether the contents of the memo relate to the responsibilities of another office.

a. **Copies and Purpose.** With the varying types of office automation available, offices may choose to use colored or white tissue/bond/photocopies. Offices should consider all steps involved in correspondence preparation and processing when choosing the method that allows them to work effectively and efficiently. The method should be approved by the supervising official. Once a method is chosen, however, offices should be consistent with the method used. Regardless of the method used, all copies should be legible.

(1) **Official File Copy - Required.** Prepare an **official file copy** of all memos. The official file copy may be a yellow or white. If a white copy is used as the official file, it **must** be clearly marked or stamped as the "OFFICIAL FILE" in the upper right hand corner of the correspondence.

NOTE: Offices that designate a white copy as their "OFFICIAL FILE COPY" should ensure that their office's official file cabinets are clearly labeled: "OFFICIAL FILES." Offices not using a yellow copy may have difficulty identifying the official files at a later date.

(2) **Alphabetical Name File Copy - Optional.** Offices may choose to prepare an **alphabetical name file copy** to be used as a finding aid. The alphabetical name file can be pink or white. If a white copy is used as the alphabetical name file copy, it must be clearly marked as the "ALPHA FILE" or "FINDING MEDIA" depending on its purpose.

NOTE: Since the pink copy is a finding media, the originating office may choose to keep it in an electronic form stored on the hard drive of the personal computer or a floppy diskette.

(3) **Reading File Copy - Optional.** Offices may choose to prepare a **reading file copy**. The reading file copy may be green or white. If a white copy is used as the reading file copy, it must be clearly marked as the "READING FILE." Omit this copy for proposed or pending personnel actions, reprimands, recommendation for employee recognition, etc.

NOTE: Offices using local area networks may want to establish an "electronic" bulletin board for their reading file. Electronic mail should not be used for this purpose due to the prohibitive costs.

(4) **"cc:" Addressees.** Prepare "cc:" copies based on another office's or individual's need to know. Unneeded "cc:'s" create unnecessary work for both the sending and receiving offices.

(a) Use **letterhead copy(ies)** for offices or individuals outside of the signature office.

(b) Use **white copy(ies)** for offices or individuals within the signature office.

(5) **Additional Copies for Reviewing/Signature Offices.** Additional copies are generally required when a memo is signed outside of the originating office. Some of these requirements are shown in this Manual. When in doubt, contact the signature office. Figure 1-3 provides space to document these requirements.

(6) **Chronological File - Optional.** Offices may choose to use a chronological file. A chronological file is arranged by date and maintained as a finding media. A chronological file may also be maintained by the author.

b. **Copy Requirements.** Copy requirements vary by signature office. See Figure 1-3 for a listing of copy requirements.

27. ASSEMBLY FOR REVIEW & SIGNATURE

a. When the memo is ready for review and signature, arrange it and accompanying papers in the basic groups and order shown in Figure 1-4 of this chapter.

b. Writers, reviewers, and signers of outgoing correspondence should initial and date in ink the **official** file copy below the dictator's legend. Example:

ARS:GSD:ISS:JADoe:slb:344-XXXX:1-12-90:Disk - C (SLB):DocName - Email

28. POSTSCRIPTS (P.S.)

A postscript is additional information or an afterthought placed at the end of a memo after the last line of the body of the memo, enclosure or "cc:" notations. It can be added to the original, information copies, or both, and should be shown on all file copies.

P.S. Dr. Jones will visit during the week of April 12. Details of his visit will be sent to you shortly.

29. MEMORANDUM FOR THE RECORD (M/R)

Although the Memorandum for the Record is sometimes a separate document, a writer can include on the file copies supporting information that is not included in the text of the memo. In this case, type the notation "M/R:" two lines below the copy distribution listing or dictator's legend, flush with the left margin. Start typing the "M/R" two spaces after the colon. If there is not enough space below the copy distribution listing or dictator's legend, type the "M/R" to the right, about center page or on a separate sheet of paper.

30. REVISIONS/CORRECTIONS

When minor revisions are needed in final copy, it is permissible to make neat pen and ink changes on routine correspondence. Make neat corrections on the original and **all** copies.

31. DOCUMENT MANAGEMENT TECHNIQUES

a. **Designation of "Final" Electronic Copy.** During the preparation of a memo many times more than one electronic version of a document exists. This happens as the result of copying from one hard drive to a diskette and then to another hard drive. In this particular case, there are three copies of the same document. During the revision process, these three copies or at least two of them contain different information. Each office should establish a procedure to identify the "final" electronic copy of a document. This is the information that should be shown on the dictator's legend. Offices should also determine the need to update or delete all other copies. Establishing a set procedure for designating the "final" electronic copy will alleviate problems associated with having too many electronic versions of a document.

b. **Subdirectories.** Offices that know the MS DOS operating system may want to further organize their correspondence files by using subdirectories. Subdirectories can be used to subdivide the word processing directory into manageable segments similar to file folders. Subdirectories can be created for any number of categories. For example, the word processing directory could be subdivided by employee name or major/routinely used subject headings.

32. BUDGETARY CORRESPONDENCE

All memos containing ARS budgetary information must be reviewed by the ARS Budget and Program Management Staff (BPMS) before they are sent out of ARS. Prepare an extra letterhead copy for BPMS.


33. TIME LIMITS

Each office should strive to answer letters within the time limits listed below.

- a. Prepare a **final reply** or **acknowledgment** within **5 workdays** after receipt of the letter in ARS.

- b. If correspondence has **previously been acknowledged**, prepare a **final reply** within **7 workdays**. The final reply should always say "This is in further reply"

Figure 1-1
One page informal letter



United States Department of Agriculture
Agricultural Research Service
Administrative Management Office of the Deputy Administrator
6303 Ivy Lane
Greenbelt, Maryland
20770-1433

When date is omitted: July 2, 19XX (5)

Align left margin with letterhead: (4)

SUBJECT: Format of the Informal Letter (9) (No longer than 5 inches.)

TO: Arthur A. Addressee, Director
General Services Division (10) (No longer than 5 inches)

FROM: William A. Writer, Deputy Administrator (13) (No longer than 5 inches)

(14) This memo shows the format for preparing informal letters throughout the Agricultural Research Service. This format will expedite the preparation of correspondence and save effort, time, and materials. (4) 1-inch right margin

The following features of this format should please the typist:

a. Its functional design features the use of the "SUBJECT:," "TO:," and "FROM:" lines and the absence of a salutation and complimentary close.

b. Most elements are blocked along the left margin. This block style minimizes the use of the space bar and tab or functions keys.

(17) Enclosure: (Enclosure not identified in text.)
ARS Correspondence Manual

(18) cc: (Show on the original and information copies to be retain within USDA. Place this list on the original and information copies going outside USDA when the list is of interest to the recipient.)
R. Smith, PD
C. Hanson, GSD, w/encl.

FILE COPY NOTATIONS

(29) M/R: Additional information may be obtained from J. Hurd, GSA (686-9135)

(20) ARS:GSD:ISS:JADOE:slb:344-XXXX:Disk -C(SLB):DocName - Informall

Each circled number represents the paragraph in this chapter which gives instructions for preparing that part of the informal letter.

Figure 1-2
Two-page Informal Letter
Page 1 of 2



United States
Department of
Agriculture

Agricultural
Research
Service

General
Services
Division

6303 Ivy Lane
Greenbelt, Maryland
20770-1433

4
Align left
margin with
letterhead

(To be signed outside originating office) 5

SUBJECT: Format of the Informal Letter 9 (No longer than 5 inches)

TO: William A. Writer, Deputy Administrator, AM 10 (No longer than 5 inches)

THROUGH: Andrew A. Addressee, Director 12 (No longer than 5 inches)

FROM: Samuel Sender, Chief, Information Systems Staff 13 (No longer than 5 inches)

14

Begin the body of the memo three lines below the last line of the "FROM:" line flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph and flush with the left margin. Double space memos of one paragraph (10 lines or less). Single space the body of memos longer than one paragraph.

4
1-inch
right
margin

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing on the fifth space). Subparagraphs 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, lettered, and numbered, they fall in the following sequence: a, (1), (a), 1, a, (1), (a).

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

(2) A paragraph is begun near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

b. Titles or captions are used in lengthy communications to increase ease of reading and reference.

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

1-inch bottom margin

Figure 1-2
Two-page Informal Letter
Page 2 of 2

6
2
④ William A. Writer ⑮
left margin same as page one
④ 1-inch right margin
⑭ Type the second and succeeding pages of a memo on plain bond paper the same quality as the first page. Starting with the second page, type the name of the addressee exactly as it is shown on the first page 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. Allow side margins of 1 inch and bottom margin of at least 1 inch.
⑰ Separate Cover: (Always identify separate cover items.)
ARS Correspondence Manual - 10 copies
cc: (Show on the original and information copies to be retained within USDA. Place this list on the original and information copies going outside USDA when the list is of interest to the recipient.)
⑱ R. Smith, PD
C. Hanson, GSD

FILE COPY NOTATIONS
⑲ M/R: Additional information may be obtained from J. Hurd, GSA (686-9135)
⑳ ARS:GSD:ISS:JADOE:slb:344-XXXX:Disk - C(SLB):DocName - Informal2

Each circled number represents the paragraph in this chapter which gives instructions for preparing that part of the informal letter.

Figure 1-3
Copy Preparation

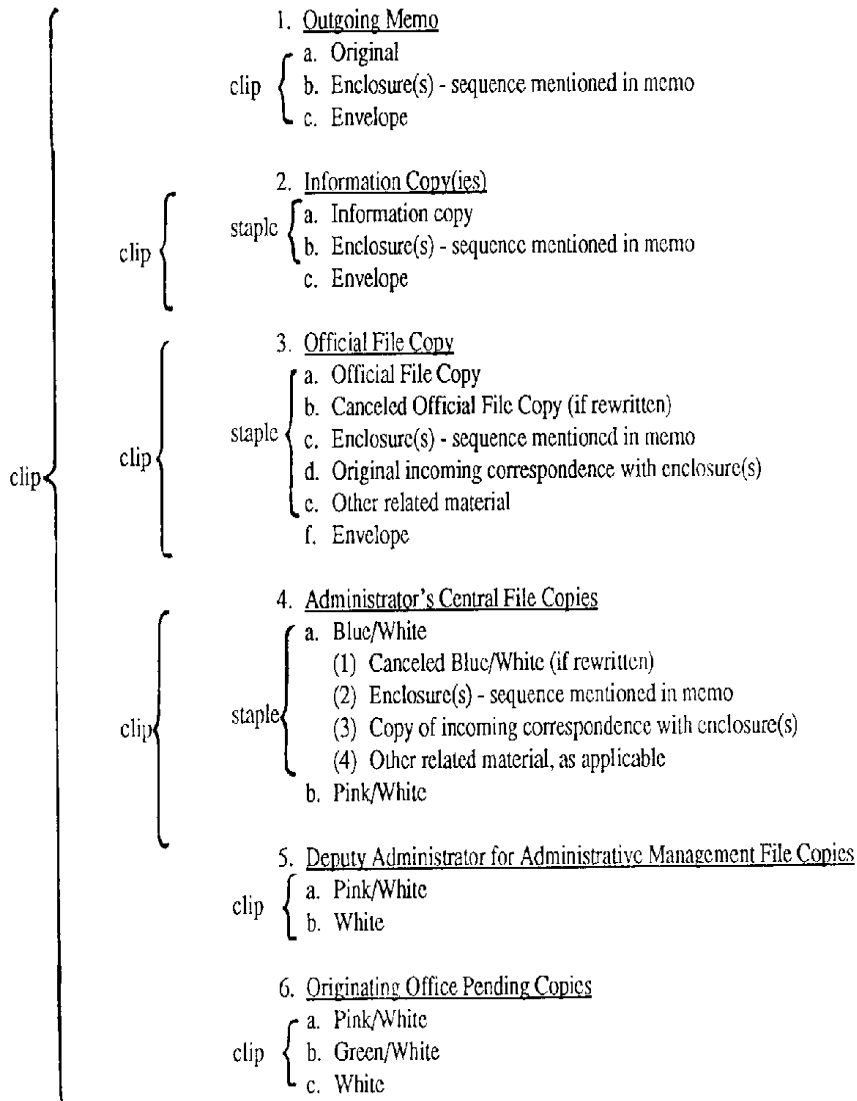
Signature in Another Office					
When correspondence is prepared for signature outside the originating office, generally additional copies are required. Some of the requirements are documented below. When in doubt, contact the lead secretary.					
Color and Purpose (White or colored copies may be substituted for tissues.)	Signature Originating Office (a)	Signature Administrator's Office (b)	Signature Deputy Administrator, AM (c)	Other (d)	Other (e)
Appropriate bond letterhead	Required	Required	Required		
Letterhead— Informational copy(ies) "cc:" addressee <u>outside</u> the signature office	As Needed	As Needed	As Needed		
White— Informational copy(ies) "cc:" addressee <u>inside</u> the signature office	As Needed	As Needed	As Needed		
Yellow/White— Official subject file	Required	Required	Required		
Pink/White— Alphabetical name file	Optional	Optional	Optional		
Green/White— Omit this copy for proposed or pending personnel actions, reprimands, recommendations for employee recognition, etc.	Optional	Optional	Optional		
White— Office and/or originator's chronological file	Optional	Optional	Optional		
Blue/White— OA Central File - Subject file	—	Required *	—		
Pink/White— OA Central File - Alphabetical name file	—	Required	—		
Pink/White— DAAM alphabetical name file	—	—	Required		
White— DAAM chronological file	—	—	Required		

* All offices except the National Program Staff.

Note: If a white copy is used instead of a colored copy, it must be clearly marked or stamped with the appropriate file purpose, e.g. official file. (See number 26 of this Chapter.)

**Figure 1-4
Informal
Letter Assembly**

Assemble memos as shown below, omitting those copies not required under copy preparation instructions.



CHAPTER 1 - INFORMAL LETTERS AND COMMUNICATIONS

Section 2 - Information Communications

Informal communications may be handled by using one of the techniques discussed in this section. Such communications may be typed or handwritten.

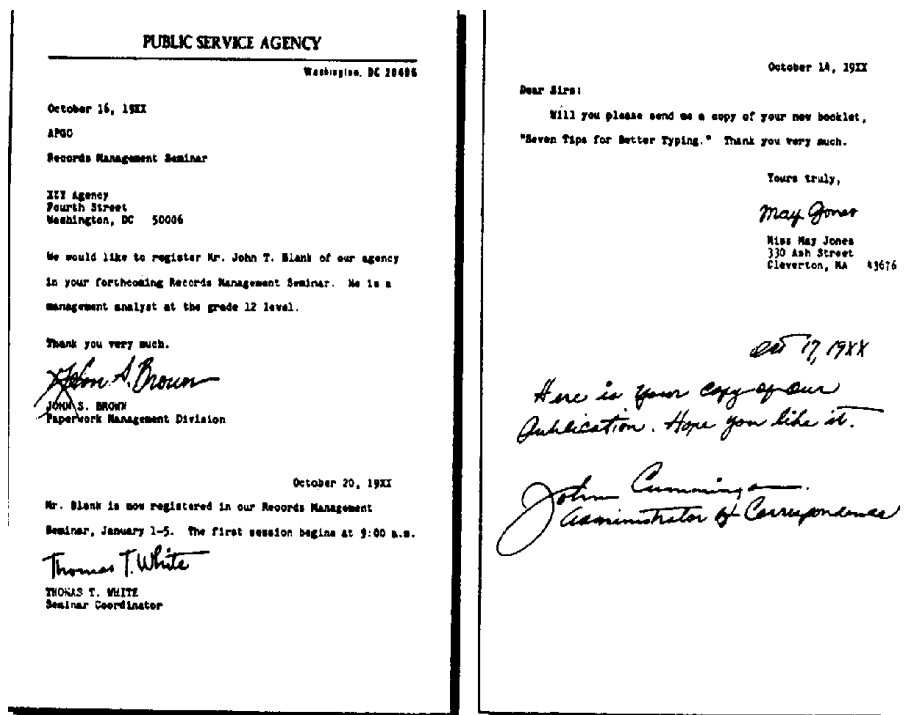
1. ENDORSEMENTS

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.

This method saves time, materials, and space.

Usually when an endorsement is used, it is not necessary to keep a copy of the original letter or of the added comment. Endorsements (1) eliminate the need to reference the subject and date in reply, (2) provide, if copied, a single record for both correspondents, and (3) reduce the amount of paper to be filed.

Examples:



2. REFERENCE SLIPS

Use reference slips to make brief, informal comments concerning correspondence or other documents routed to one or more addressees. Reference slips will not be used in place of the informal or formal letter, since they should not provide documentation on substantive matters. Generally, no file copy of the reference slip should be made.

a. Routing and Transmittal Slip (Optional Form 41). Indicate action to be taken by placing check marks in appropriate blocks below addressee's name. If more than one addressee, number the action blocks accordingly.

b. Reference Slip (AD Form 514). Indicate action to be taken by placing check marks in appropriate blocks below the addressee's name. If more than one addressee, number each addressee consecutively and number the checked blocks accordingly.

ROUTING AND TRANSMITTAL SLIP			Date
TO: (Name, office symbol, room number, building, Agency/Post)			7/5/90
1. Mr. J. Smith (BARQ)	J.S.		7/5/90
2. Miss Jones (PDQA)			
3.			
4.			
5.			
Action	<input checked="" type="checkbox"/> File	Note and Return	
Approval	<input type="checkbox"/> For Clearance	Per Conversation	
As Requested	<input type="checkbox"/> For Correction	Prepare Reply	
Circulate	<input type="checkbox"/> For Your Information	See Me	
Comment	<input type="checkbox"/> Investigate	Signature	
Coordination	<input type="checkbox"/> Justify		
REMARKS			
<p>This is the case we discussed yesterday. Note changes on paragraph 4.</p> <p>If you do not agree, return to me before routing for signature.</p>			
DO NOT use this form as a RECORD of approvals, concurrence, dispose, clearances, and similar actions			
FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.	
John White, (BAC)		43123	
4041-102		OPTIONAL FORM 41 (Rev. 7-78)	
*U.S.GPO 1985 O-461-274 20006		Prescribed by GSA	
		PPWR (41 CFR) 101-11.206	

U.S. DEPARTMENT OF AGRICULTURE		DATE
REFERENCE SLIP		May 7, 1990
1. Henry Jones		
2. Alysia Smith		
<input type="checkbox"/> ACTION	<input checked="" 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 checked="" 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: Take a look at this and let me know what you think.		
FROM: John Brown		
U.S.GPO 1985-526-716		FORM AD-514 (8-84)

3. REFERENCE MEMO (ARS 433)

Use a reference memo to route correspondence requiring signature outside the originating office or to send acknowledgments, comments, and other informal communications between offices. A file copy can be made and used as a chronological or reference copy. (Figure 1-5)

4. ACTION CONTROL SLIP (ARS-66)

Use a two-part action control slip for tracking correspondence requiring action by another office or person. After completing the form, attach part 1 with the action item and forward to the action addressee. Retain part 2 and use as an action correspondence log sheet. Example.

SUBJECT Mid-Year Budget Review			
FROM J. Jones, Chief, ASD		DATE 5/7/90	DUE THIS OFFICE 5/17/90
ROUTING <i>(Initial before forwarding)</i>	DATE	Show routing numbers when applicable	
SUBJECT Mid-Year Budget Review			
FROM J. Jones, Chief, ASD		DATE 5/7/90	DUE THIS OFFICE 5/17/90
ROUTING <i>(Initial before forwarding)</i>	DATE	Show routing numbers when applicable	
Richard Smith		<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> For Signature of J. Jones
		<input type="checkbox"/> Approval	<input type="checkbox"/> Coordinate with
		<input type="checkbox"/> Comment	<input type="checkbox"/> Copy to
		<input type="checkbox"/> Draft	
		<input type="checkbox"/> Final	
		<input type="checkbox"/> Information	
		<input type="checkbox"/> Initial	
		<input type="checkbox"/> Note & Return	
		<input type="checkbox"/> Per Phone Call	
		<input type="checkbox"/> Other:	
Time Required	This Office Estimate	2nd Estimate	Actual
Completed <i>(Initial and date)</i>			
Remarks			
FORM ARS-66 (2/83) ACTION CONTROL USDA			

5. SPEED MEMO (AD-311)

A speed memo is a three-part, carbon-interleaved snapout set used for short acknowledgment or comment between offices when multiple file or information copies are not needed. (Figure 1-6)

The speed memo may be either handwritten or typed. The message and reply appear on the same page. Follow the procedure listed below.

a. The **originator** will:

- (1) Enter current date in the block at the top of the speed memo.
- (2) Put the complete name and address of the addressee in the "TO" block.
- (3) Put the name and address of the originator in the "FROM" block.
- (4) Enter the subject of the correspondence in the "SUBJECT" block.
- (5) Write or type brief message in the space provided in the upper portion of the speed memo.
- (6) Sign the speed memo on the signature line in the upper portion of the form.
- (7) Forward Parts 1 and 2 to addressee; retain Part 3.

b. The **addressee** will:

- (1) Enter reply in the space provided on the lower half of the speed memo.
- (2) Sign and date on the signature and date line at bottom.
- (3) Return Part 2 to originator; retain Part 1.

6. MEMORANDUM OF CALL (SF-63)

Use Standard Form 63 to inform office personnel of a telephone call or a visitor. The person receiving the message or visitor should obtain the necessary information from the visitor or caller. Example:

MEMORANDUM OF CALL			Previous editions obsolete
TO <i>Mr. Johnson</i>			
<input checked="" type="checkbox"/> BY PERSONAL CALL	<input type="checkbox"/> BY TELEPHONE		
OR (BY MAIL)			
FROM <i>Mrs. Adams</i>			
OF <i>XYZ Equipment Co.</i>			
<input checked="" type="checkbox"/> TELEPHONE	<input type="checkbox"/> TELETYPE	<input type="checkbox"/> AUTOVON	
<i>343-6099</i>			
<input type="checkbox"/> WILL CALL AGAIN	<input type="checkbox"/> IS WAITING TO SEE YOU		
<input type="checkbox"/> RETURNED YOUR CALL	<input type="checkbox"/> WISHES AN APPOINTMENT		
MESSAGE			
<i>She wants serial numbers of adding machines you need repaired.</i>			
RECEIVED BY <i>John</i>	DATE <i>Nov 26</i>	TIME <i>11:30</i>	
65-118 FOR 750-000-0018 STANDARD FORM 63 (REV. 5-61)			

**Figure 1-5
Reference Memo**

● REFERENCE MEMO		ORIGINATOR J. Jones, Chief, ASD	DATE 7/1/90
<input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVAL <input type="checkbox"/> AS REQUESTED <input type="checkbox"/> FOR INFORMATION <input type="checkbox"/> FOR COMMENT <input type="checkbox"/> PER PHONE CALL	<input type="checkbox"/> NOTE & FILE <input type="checkbox"/> NOTE & RETURN <input type="checkbox"/> _____ <input type="checkbox"/> FOR INITIALS <input type="checkbox"/> FOR SIGNATURE OF J. Jones	ROUTING Richard Smith, Chief, PBQ	DATES _____ _____ _____ _____ _____
<small>COMMENTS (Please initial and date each comment)</small>			
<p>Richard,</p> <p>Prepare response on the attached for my signature.</p> <p>Thanks...</p>			
Form AHS-433 (Sep 83)		USGA	

**Figure 1-6
Speed Memo**

U.S. DEPARTMENT OF AGRICULTURE		SPEED MEMO		PART NUMBER 3	DATE March 7, 1990
TO F. R. Doe Chief, Disposition Section, AS Greenbelt, MD 20770-1433		SUBJECT			

U.S. DEPARTMENT OF AGRICULTURE		SPEED MEMO		PART NUMBER 2	DATE March 7, 1990
TO F. R. Doe Chief, Disposition Section, AS Greenbelt, MD 20770-1433		SUBJECT			

U.S. DEPARTMENT OF AGRICULTURE		SPEED MEMO		PART NUMBER 1	DATE March 7, 1990
TO F. R. Doe Chief, Disposition Section, AS Greenbelt, MD 20770-1433		SUBJECT Records Disposition Schedule			
FROM Mary Jackson Administrative Assistant, PPC Conway, SC 29606					
MESSAGE (WRITE CONCISE MESSAGE. SIGN AND FORWARD PARTS 1 AND 3 TO ADDRESSEE. RETAIN PART 2)					
What is the status of the new Records Disposition Schedule for our Division?					
SIGNATURE <i>Mary Jackson</i>					
REPLY (USE THIS SPACE FOR REPLY. SIGN AND DATE. RETURN PART 3 TO SENDER. RETAIN PART 1)					
<i>The new schedule was approved by the Congress last week. We will send your copy when we have it reproduced.</i>					
SIGNATURE <i>F. R. Doe</i>				DATE <i>March 10, 1990</i>	

FORM AO 311 (REV. 11/79)

CHAPTER 2 - FORMAL LETTER

1. GENERAL

The formal letter is used for other than routine work or business transactions, when it is believed that the addressee might expect, or should receive, a more formal or personalized letter.

The formal letter is **always** used for letters addressed to the following:

a. The President, Vice President, members of the White House staff, Members of Congress, Justices of the Supreme Court, heads of departments and agencies outside USDA, State Governors, mayors, and foreign government officials.

When preparing Office of the Secretary, Office of the Administrator, Congressional, and White House correspondence, refer to Chapter 3, Controlled Correspondence, for additional instructions. Chapter 4, Foreign Correspondence, gives special instructions for preparing letters to be sent to foreign addressees or to the Department of State.

b. ARS employees for congratulations, condolences, or disciplinary actions.

Figures 2-1 and 2-2 of this Chapter show the formal letter format. Note that a salutation and complimentary close are included in the formal letter. The circled numbers on the figures correspond to the paragraph in which that part of the letter is discussed. The figures are annotated with spacing requirements and line length restrictions.

2. CREATING ELECTRONIC DOCUMENTS

a. **Naming Documents.** When creating documents, typists and authors are faced with the challenge of naming documents so they can be easily retrieved. There are numerous methods for naming documents. Offices should decide on a method that allows for easy retrieval by all employees.

b. **Document Summary Screens.** Typists and authors should routinely fill in document summary screens with the name of the author, addressee, and operator; key words; and comments, usually the subject line. This will aid in document retrieval since these screens can be printed out (to screen or paper) or can be searched using key words. Also, the screen can be printed out and used in place of the dictator's legend for correspondence signed within ARS (see paragraph 20c).

3. LINE LENGTH

When using word processing software, format lines should be approximately 80 spaces (12 spaces per inch). The length of each line should not exceed 6 1/2 inches. This allows for a 1-inch margin on the left and right hand sides.

4. MARGINS

a. **One-Page Letter.** Align the left margin with the first letter of the Department identification block. Make the right margin 1-inch wide (about 12 typing spaces).

b. **Two or More Pages.**

(1) **First Page.** Follow instructions for the one-page letter outlined in a above. Leave a bottom margin of 1 inch (about six typing lines).

(2) **Second and Succeeding Pages.** Make the left and right margins the same as page one. Make the top margin 1 inch (begin typing on the sixth line). Leave a bottom margin of at least 1 inch.

5. DATE

Place the date two to six lines below the last line of the letterhead flush with the left margin. Type the name of the month in full and the day and year in numerals. If a date stamp is used, the month may be abbreviated. Do **not** use endings such as "st" and "th" with the numbers for the day. Military style is not acceptable.

a. If the letter will be **signed the day it is prepared**, type the date in the document.

b. If the letter will be **signed in another office or may not be signed the day it is prepared**, omit the date. Leave enough room for dating the letter after it is signed. The office in which the letter is signed or dispatched will type or stamp the date on the original and all copies.

6. SENDER'S REFERENCE (Optional)

a. Use sender's reference when its use expedites correspondence flow. The sender's reference can be the Agency file code (see the ARS Files Management Guidebook for Agency accepted filing codes) or case, project, contract, etc., numbers or acronyms.

Type the caption "IN REPLY REFER TO:" in all caps two lines below the date line, flush with the left margin. Indent two spaces and begin typing the reference. Examples:

IN REPLY
REFER TO: REC 2

-or-

IN REPLY
REFER TO: RMIS

-or-

IN REPLY
REFER TO: P.O. 20-437-9-XXX

b. When Agency-client relations can be served by providing a **telephone number, fax number, electronic mailbox name, etc.**, it should be mentioned in the body of the letter. See paragraph 13g of this Chapter.

7. FOR OFFICIAL USE ONLY

Material other than Defense Security information or records that are not for immediate public use shall be marked **FOR OFFICIAL USE ONLY** at both the top and bottom of each page. Further instructions are contained in DIRECTIVE 253.2, For Official Use Only.

a. **One-Page Letter.** Type the **top caption** two lines below the date or sender's reference symbol (if used) flush with the left margin in all caps and underscored. If special postal service instructions are also used, type as follows:

FOR OFFICIAL USE ONLY--SPECIAL DELIVERY

Type the **bottom caption** two lines below the last line. If the caption falls above the middle of the page, place it below the middle of the page, flush with the left margin.

b. **Second and Succeeding Pages of Letters.** Type the **top caption** eight lines from the top of the page (two lines below the addressee's name), flush with the left margin. Type the **bottom caption** two lines below the last line of each page. If the caption falls above the middle of the page, place it below the middle of the page flush with the left margin.

8. SPECIAL MAILING OR SENDING INSTRUCTIONS (Optional)

Put instructions for special mailing (such as SPECIAL DELIVERY, CERTIFIED, or REGISTERED) or sending (FAX, OVERNIGHT DELIVERY, etc.) on the face of the letter. Type or stamp these instructions two lines below the date line or sender's reference (if used), starting flush with the left margin. When more than one instruction is used, type them continuously on the line, separating them with an em dash (two hyphens, no spaces). Examples:

CERTIFIED--RETURN RECEIPT (Chapter 5, Envelopes and Mailing, describes types of special mailing services.)

FAXED (telephone number)

9. ADDRESS

For a letter that will be at least one full page in length, begin the address three lines below the date line. For **short letters**, begin the address no more than eight lines below the date line. When special instructions are used, i.e., sender's reference, special postal service, or **FOR OFFICIAL USE ONLY** markings, begin the address two lines below these instructions.

Type the address single spaced, block style with no terminal punctuation. No line should be longer than 4 inches. When runover lines are required, indent two spaces from the left margin. Limit the address to five lines.

Window Envelopes. When **window envelopes** are used, place the address 14 lines from the top of the page. Limit the address to five lines with no line longer than 4 inches. The use of special mailing instructions and sender's reference precludes the use of **Window envelopes**.

The order of the address should be as follows:

- a. The top line should contain the addressee's name.
- b. The next two lines contain the addressee's title and organization (if applicable). Include the addressee's office symbol, when known, on letters sent to other Government agencies.
- c. 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).
- d. The last line must contain the city, state, and ZIP code. Type the State and territorial names in full. Use two-letter State and territorial abbreviations only on the envelope (see Chapter 10, Abbreviations, Numerals, and Word Division, for a listing of these abbreviations). Examples:

Mr. John L. Doe
Chairman, Secretarial-Professional
Associations of the United States
5906 Weaver Place, SE.
Barnesboro, Pennsylvania 15714

-or-

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

If the same letter is written to two or more persons, prepare an original letterhead for each recipient, but prepare only one set of file copies. On the file copies type "Identical letter to:" two lines below the dictator's legend, 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 it to the file copies. When this method is used, include an identifier such as a subject identifier and signature date on this sheet.

10. ATTENTION LINE

Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption "ATTN:" followed by the name of the person whose attention is being requested on the next line directly below the first line of the address.

11. SALUTATION

Type the salutation at the left margin, two lines below the last line of the address. See Chapter 7, "Models of Address."

12. SUBJECT LINE

The subject line of a letter is a brief statement, usually not more than 10 words, of what the letter is about. A subject line may be used in formal letters when desired, except for letters to the White House, the Congress, and the heads of agencies and institutions outside USDA. Type the caption "SUBJECT:" in all caps two lines below the salutation, flush with the left margin. Indent two spaces and begin typing the subject. If more than one line is needed, type the remainder of the subject beneath the first line in block style. Capitalize the first letter of each word except articles, prepositions, and conjunctions. Example:

SUBJECT: Long-Range Information Resources
Management Plan - FY's 1991-1995

13. BODY OF THE LETTER

a. **Spacing.** Begin the body of the letter two lines below the salutation, flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph, flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.

b. **Paragraphing.** Main paragraphs are unnumbered and typed in block style, beginning flush with the left margin. When it is necessary to break a paragraph into subparagraphs, they should be indented, lettered, and numbered as shown in Figures 2-1 and 2-2. Subparagraphs are single spaced with double spaces between them. When a paragraph is subdivided, it must have at least two subdivisions.

Paragraph Breaks. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. A paragraph should not be continued on the following page unless two lines can be carried over to that page.

c. **Date References.** When referring to dates within the body of the letter, type the name of the month in full and the day and year in numerals. Use commas to set off the year only when it follows the day of the month in a specific date within a sentence. Examples:

- The reported dates of September 11, 1943, to June 12, 1955, were erroneous.
- The reported dates of September 11 to December 31, 1943, were erroneous.
- The reported dates of September 1943 to June 1955 were erroneous.

d. **Abbreviations/Acronyms.** Write out an abbreviation/acronym the first time it is used in the body of the letter followed by the abbreviation/acronym shown in parentheses. Example:

Agricultural Research Service (ARS)

The abbreviation/acronym may then be used throughout the correspondence.

e. **Word Division.** When it is necessary to divide a word or closely related word units at the end of a line, follow the rules for word division in Chapter 10, Abbreviations, Numerals, and Word Division. Additional rules for word division are contained in the **Word Division Supplement** to the **U.S. Government Printing Office Style Manual**.

f. **Paragraph References.** When a paragraph is cited in the body of the letter, the reference numbers and letters are written without punctuation and spaces; for example: "paragraph 3a(2)(c).

g. **Contact References.** Whenever appropriate, include in the body of the letter the name and telephone number and/or address of the person that may be contacted. Examples:

Please call John Doe on 301-(or FTS)-344-XXXX if you have further questions.

-or-

For further information, contact Mrs. Jane Doe, Records Management Officer, Records Management Branch, GSD, ARS, USDA, Room XXX, 6303 Ivy Lane, Greenbelt, Maryland 20770-1433. Her telephone number is FTS 344-XXXX. (NOTE: If a commercial telephone number is used, type it as follows: 301-344-XXXX.)

h. Type the full State and territory name in the body of the letter and inside address. Use two-letter State and territorial abbreviations **only** on the envelope.

14. SUCCEEDING PAGES

Make side margins the same as page one. Allow a bottom margin of at least 1 inch. Starting with the second page, type the name of the addressee exactly as it is shown on the first page. It should appear on the sixth line from the top of the page, flush with the left margin. On the same line type the page number flush with the right margin. Continue the text two lines below the name of the addressee. Example:

Mr. James C. Doe 2

If the letter is addressed to more than one addressee, type the name of the addressee listed first and "et al." flush with the left margin. On the same line type the page number flush with the right margin. Example:

Mr. James C. Doe, et al. 2

Note: et al. - Latin (et alli) for "and others"

15. DISCLAIMER CLAUSE

When a letter written to the public mentions a specific company product or a trade name, include as a separate paragraph the disclaimer clause below:

"Use of a company or product name by the Department does not imply approval or recommendation of the product to the exclusion of others which may also be suitable."

This statement may also be stamped at the bottom of the letter.

16. CLOSING

Type the complimentary close two lines below the body of the letter, flush with the left margin. Use the closing "Sincerely," in most cases.

EXCEPTIONS:

- For disciplinary letters, use the complimentary close "Very truly yours."
- When preparing controlled and foreign correspondence, refer to Chapter 7, Models of Address, for the appropriate complimentary close.

17. SIGNATURE ELEMENT

a. **Name of Signature Official Known.** If the name of the signing official is known, type the signer's name in all caps four to six lines below the last line of the complimentary close, flush with the left margin. Type the signer's title (initial caps only) on the next line. Do not repeat organizational names such as the Division or Area if it already appears on the letterhead. Limit the length of each line to 2 1/2 inches. If more than one line is needed for the signer's title, begin succeeding lines flush with the left margin. The entire signature element should not run over four lines.

(1) If an acting official is to sign the letter for the regular signing official, the signer signs his/her name in the signature block and the word "for" before the regular signing official's name. Example:

JAMES C. DOE
Director

NOTE: When another person signs "for" the person whose name is typed, this should be indicated on all copies.

(2) If the regular signing official is a person appointed in a formal acting capacity (i.e., by personnel action), type his/her name and the word "Acting" before the title in the signature element. Example:

MARY L. FORD
Acting Director

b. **Name of Signature Official Uncertain.** If the name of the signature official is uncertain, omit the signer's name and title. Leave 10 lines between the complimentary close and the next typed line (enclosures, cc's, etc.). After the letter is signed, type or stamp the signer's name and title below the signature on the original and all copies.

c. **More than One Signer.** If more than one person will sign the letter, arrange the signature elements directly across from each other. Start the second signature element at the center of the page. Use the letterhead of the originating office or a common use letterhead designated for that organizational unit. Example:

JAMES C. DOE
Director

MARY L. FORD
Assistant Director

18. ENCLOSURES & SEPARATE COVER

a. **Material Accompanying a Letter.** When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure **not** as an attachment.

(1) **Enclosures Identified in the Text.** When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures. Example:

3 Enclosures

(2) **Enclosures Not Identified in the Text.** When an enclosure & SEPARATE is not identified in the text, type the notation "Enclosure:" flush with the left margin, two lines below the last line of the signer's title. Below the notation, flush with the left margin, list each enclosure on a separate line. Describe each enclosure by title or in as few words as are needed to identify it. Abbreviations may be used. If more than one line is needed to identify an enclosure, begin succeeding lines flush with the left margin. Example:

4 Enclosures:
Forms Letters Handbook
Plain Letters Pamphlet
U.S. Government Correspondence
Manual - 2 copies

(3) **Material Partially Identified in the Text.** If all of the enclosures are not identified in the text, list all enclosures as shown in 18a(2).

b. **Material Sent Under 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:
Forms Letters Handbook
Plain Letters Pamphlet - 3 copies
Organization Chart

c. **Alternate Arrangement of Notations.** If typing the above notations flush with the left margin below the signer's title would require starting a new page, type them directly across from the signature element, starting at the center of the page on the same line with the signer's name. Example:

JOHN C. DOE
Head, Forms Section

3 Enclosures:
Forms Letters Handbook
Plain Letters Pamphlet
Organization Chart

19. DISTRIBUTION OF COPIES

Routinely show the distribution of copies on information and file copies to be retained within USDA. This eliminates duplicate copies being sent to those offices that have already received a copy. This list should only be placed on the original and information copies going outside USDA when the list is of interest to the recipient.

a. **"cc:" Notation.** Type "cc:" flush with the left margin, two lines below the last line of the signature element or the enclosure or separate cover listing. If there isn't enough room in this position, type "cc:" on the line with the signer's name, starting at the center of the page. Below the "cc:" notation, list the name and office abbreviation or company name of the "cc:" addressee.

List "cc:" addressee's one below the other. Mark or highlight each copy for the respective "cc:" addressee. Example:

JOHN B. BELL	cc:	
Director		D. L. Jones, GSD
		S. L. Brown, BD, w/encl.
Enclosure		R. D. Smith, PD

b. **Blind "cc:" Notation.** When a copy of a letter is to be provided to an individual or office without the knowledge of the addressee or "cc:" addressee(s), use the "bcc:" notation. The "bcc:" notation is shown **only** on the "bcc:" addressee's copy and on all file copies. Type "bcc:" flush with the left margin, two lines below the "cc:" notation or signature element if the "cc:" notation is not used.

20. DICTATOR'S LEGEND

With the varying types of printers available, offices may choose a method that allows for the efficient placement of the dictator's legend on correspondence. There are three methods:

- traditional legend (shown in a and b)
- summary sheet created from word processing document (shown in c)
- modified legend for use on original and all copies (for use only when correspondence is signed within the originating office shown in d)

a. **Originating Office.** Type the Agency, Division/Area, office, dictator's initials and surname, typist's initials, telephone number, date of typing, disk number or name, and electronic document designation on all file copies. Place this notation at the left margin or "cc:" notations. Examples:

(1) Stored on a **floppy diskette:**

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - 1 Jones:DocName - Email

(2) Stored on a **hard drive**, indicate that the document is stored on the C or D drive and identify which machine. In the example, it is the machine of the typist.

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - C (SLB):DocName - Email

(3) For those offices using a **local area network**, designate the node ID if the document is stored on the **hard drive**. For example:

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Node ID - Susan:DocName -
Email

b. **Rewritten Letters.** Each time a letter is rewritten by other than the original dictator, duplicate the number and colors (if used) of all copies.

(1) **Rewritten within Originating Office.** Letters rewritten within the originating office should show the name of the first and last dictator. Example:

ARS:GSD:ISS:JADOE:WPSCOTT:slb:344-XXXX:1-12-90:Disk - 1 Jones:
DocName - Email

NOTE: When a runover line is required, use a logical break such as the disk or document name.

(2) **Rewritten outside Originating Office.** When letters prepared for signature outside the originating office are rewritten, the office rewriting the letter will prepare two additional copies. Return these two copies to the originating office to replace those copies being held pending signature.

Retype the originator's legend. Then type the word "Rewritten:" directly below the originator's legend, flush with the left margin, and identify the part of the letter that was rewritten. Type the new writer's identification directly below the rewritten notation, flush with the left margin.

Example:

ARS:GSD:ISS:JADOE:slb:344-XXXX:1-12-90:Disk - 1 Jones:DocName - Email
Rewritten: third paragraph, second line
ARS:AM:ERWRITER:gsr:344-XXXX:1-13-90:Disk - C (GSR):DocName -
Email

Note: The document name does not have to be the same as the one assigned by the originating office.

When a letter is rewritten, destroy all copies of the original letter assembly except the official file copy. Mark diagonally through the official file copy, indicating that the letter was rewritten, and staple it to the back of the rewritten official file copy. The originating office should be contacted to determine if a revised electronic copy of the rewritten document is required for their records.

c. **Document Summary Screen.** Instead of typing a dictator's legend, offices may choose to print out a copy of the document summary screen used to identify the word processing document for correspondence signed within ARS. Include the subject line of the correspondence and the office phone number if the correspondence is for signature outside of the originating office. Attach a copy of this sheet to all file copies.

d. **Modified Legend.** When correspondence will be signed within the originating office, an office may choose to use a modified. Type this information on the original and all copies. Place this notation at the left margin, two lines below the enclosure or "cc:" notations. The disk and file name may also be included. Examples:

CJ:ls
C(ls):corres

21. ELECTRONIC EDITING CAPABILITIES

a. **Spell Checking.** Most word processing packages have spell checking capabilities. To reduce the number of spelling errors, the originating office should routinely use this capability.

b. **Grammar and Readability.** There are several commercial software packages available that check grammar, phrase, and mechanical errors. These packages also check spelling. Offices that routinely produce long documents or support professionals that type their own documents, may consider buying a commercial software package to aid in proofing documents.

22. PROOFREADING

All documents should be carefully proofread by the typist and the originator of the correspondence for content, spelling, grammar, and overall readability. Documents should generally be read twice: once for spelling and grammar, and once again for content.

23. PRECLEARANCE PROCEDURES

Prior to preparing the "final correspondence package" (original plus all copies), offices may want to establish a preclearance procedure. This proves particularly useful for long letters or letters with many addressees or "cc:" addressees. Some suggested ways are listed below. If a preclearance method is used, this should be approved by the lead/head secretary and signature official.

a. **Abbreviated Correspondence Package.** Prepare only the original, one letterhead copy, the official file copy, and copy(ies) required by the signature office. The original is mailed by the signature office and the signed/stamped letterhead copy and the official file copy are returned to the originating office for distribution of additional copies.

b. **"Final Draft" Showing Dictator's Legend.**

(1) **Paper Clearance.** Correspondence goes through established clearance channels with reviewers and signer initialing "final draft" copy. Once the "final draft" is approved, it is returned to the originating office to prepare the "final correspondence package" (original plus all copies). The approved "final draft" copy is attached to the official file copy. The "final correspondence package" is then forwarded directly to the signature office. Correspondence requiring major changes should be rerouted through the clearance officials.

(2) **Electronic Clearances.** The "final draft" is cleared electronically using the local area network or electronic mail system. Clearances can be obtained simultaneously or sequentially. If there are no substantive changes, the "final correspondence package" is then forwarded directly to the signature office. The "final draft" copy(ies) documenting clearances is attached to the official file copy. Correspondence requiring major changes should be rerouted through the clearance officials.

24. PRINTING DOCUMENTS

Letters should be produced using 12 pitch (12 characters per inch) type size. Font styles should be appropriate. The most commonly used font/print style is prestige elite. Documents should be printed using 6 lines per inch. Use fixed (not proportional) spacing.

25. STATIONERY

a. For the **first page**, use appropriate letterhead stationery preprinted with the name and address of the office where the correspondence will be signed. If preprinted stationery is not available, use common-use stationery designated for the signature office and type or stamp the office name and address approximately 3 inches from the right margin. Align the first line of the office name and address with the first line of the preprinted information.

b. For **second and succeeding pages**, use plain bond paper of the same quality as the first page.

26. COPY PREPARATION

Prepare an official file copy of all letters. Additional file copies such as the alphabetical, reading, and chronological files are optional. Prepare additional copies based on (1) where the communication is to be signed, (2) where the communication is prepared, and (3) whether the contents of the letter relate to the responsibilities of another office.

a. **Copies and Purpose.** With the varying types of office automation available, offices may choose to use colored or white tissue/bond/photocopies. Offices should consider all steps

involved in correspondence preparation and processing when choosing the method that allows them to work effectively and efficiently. The method should be approved by the supervising official. Once a method is chosen, however, offices should be consistent with the method used. Regardless of the method used, all copies should be legible.

(1) **Courtesy Copy - As Required.** Prepare a courtesy copy for letters addressed to Members of Congress, the Supreme Court, and top officials at the White House. A courtesy copy (photocopy or tissue letterhead) is an exact copy of the original.

(2) **Official File Copy - Required.** Prepare an **official file copy** of all letters. The official file copy may be a yellow or white. If a white copy is used as the official file, it must be clearly marked or stamped as the "OFFICIAL FILE" in the upper right hand corner of the correspondence.

NOTE: Offices that designate a white copy as the "OFFICIAL FILE COPY" should ensure that the office's official file cabinets are clearly labeled: "OFFICIAL FILES." Offices not using a yellow copy may have difficulty identifying the official files at a later date.

(3) **Alphabetical Name File Copy - Optional.** Offices may choose to prepare an **alphabetical name file copy** to be used as a finding aid. The alphabetical name file can be pink or white. If a white copy is used as the alphabetical name file copy, it must be clearly marked as the "ALPHA FILE" or "FINDING MEDIA" depending on its purpose.

NOTE: Since the pink copy is a finding media, the originating office may choose to keep it in an electronic form stored on the hard drive of the personal computer or a floppy diskette.

(4) **Reading File Copy - Optional.** Offices may choose to prepare a **reading file copy**. The reading file copy may be green or white. If a white copy is used as the reading file copy, it must be clearly marked as the "READING FILE." Omit this copy for proposed or pending personnel actions, reprimands, recommendation for employee recognition, etc.

NOTE: Offices using local area networks may want to establish an "electronic" bulletin board for their reading file. Electronic mail should not be used for this purpose due to the prohibitive costs.

(5) **"cc:" Addressees.** Prepare "cc:" copies based on another office's or individual's need to know. Unneeded "cc:'s" create unnecessary work for both the sending and receiving offices.

(a) Use **letterhead copy(ies)** for offices or individuals outside of the signature office.

(b) Use **white copy(ies)** for offices or individuals within the signature office.

(6) **Additional Copies for Reviewing/Signature Offices.** Additional copies are generally required when a letter is signed outside of the originating office. Some of these requirements are shown in this Manual. When in doubt, contact the signature office. Figure 1-3 provides space to document these requirements.

(7) **Chronological File - Optional.** Offices may choose to use a chronological file. A chronological file is arranged by date and maintained as a finding media. A chronological file may also be maintained by the author.

b. **Copy Requirements.** Copy requirements vary by signature office. See Figure 2-3.

27. ASSEMBLY FOR REVIEW & SIGNATURE

a. When the letter is ready for review and signature, arrange it and accompanying papers in the basic groups and order shown in Figure 2-4 of this Chapter.

b. Writers, reviewers, and signers of outgoing correspondence should initial and date in ink the official file copy below the dictator's legend. Example:

ARS:GSD:ISS:JADoe:slb:344-XXXX:1-12-90:Disk - C (SLB):DocName - Email

28. POSTSCRIPTS (P.S.)

A postscript is additional information or an afterthought placed at the end of a letter after the last line of the body of the letter, enclosure or "cc:" notations. It can be added to the original, information copies, or both, and should be shown on all file copies.

P.S. Dr. Jones will visit during the week of April 12. Details of his visit will be sent to you shortly.

29. MEMORANDUM FOR THE RECORD ("M/R")

Although the Memorandum for the Record is sometimes a separate document, a writer can include on the 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 or dictator's legend, flush with the left margin. Start typing the "M/R" two spaces after the colon. If there is not enough space below the copy distribution listing or dictator's legend, type the "M/R" to the right, about center page or on a separate sheet of paper.

30. DOCUMENT MANAGEMENT TECHNIQUES

- a. **Designation of "Final" Electronic Copy.** During the preparation of a letter many times more than one electronic version of a document exists. This happens as the result of copying from one hard drive to a diskette and then to another hard drive. In this particular case, there are three copies of the same document. During the revision process, these three copies or at least two of them contain different information. Each office should establish a procedure to identify the "final" electronic copy of a document. This is the information that should be shown on the dictator's legend. Offices should also determine the need to update or delete all other copies. Establishing a set procedure for designating the "final" electronic copy will alleviate problems associated with having too many electronic versions of a document.
- b. **Subdirectories.** Offices that know the MS DOS operating system may want to further organize their correspondence files by using subdirectories. Subdirectories can be used to subdivide the word processing directory into manageable segments similar to file folders. For example, the word processing directory could be subdivided by employee or major/routinely used headings.

31. BUDGETARY CORRESPONDENCE

All letters containing ARS budgetary information must be reviewed by the ARS Budget and Program Management Staff (BPMS) before they are sent out of ARS. Prepare an extra letterhead copy for BPMS.


32. TIME LIMITS

Each office should strive to answer letters within the time limits listed below.

- a. Prepare a **final reply** or acknowledgment within **5 workdays** after receipt of the letter in ARS.
- b. If correspondence has **previously been acknowledged**, prepare a **final reply** within **7 workdays**. The final reply should always say "This is in further reply"

Exception: Time limits vary for controlled correspondence. Replies must be prepared by the due date indicated on the jacket. See Chapter 3, Controlled Correspondence, for additional instructions.

Figure 2-1
One-page Formal Letter

	United States Department of Agriculture	Agricultural Research Service	General Services Division	6303 Ivy Lane Greenbelt, Maryland 20770-1433
④ Align left margin with return address	(At least two lines but no more than 6) July 2, 19XX ⑤			A one-page letter should appear vertically balanced on page.
	(At least 3 lines but no more than 8) Dr. A. G. Bell			(No longer than 4 inches)
	⑨ Director of Research Correspondence Improvement Institute Wabash Falls, Florida 32014-XXXX			(No more than 5 lines)
	⑩ Dear Dr. Bell:			
	⑬ The General Services Administration has recently issued its 19XX edition of the United States Government Correspondence Manual. The new Manual provides that the informal format will be used for most letters. Some letters, like this one, will follow the formal format. The formal letter differs from the informal letter as follows:			
	⑭ a. The formal letter includes a salutation and complimentary close.			④ 1-inch right margin
	b. The formal letter is suitable for those situations when the writer knows that the addressee would expect a more personalized letter.			
	⑮ Sincerely,			
	⑰ ANDREW A. ADDRESSEE Director			(No longer than 2 1/2 inches)
	⑱ Enclosure: ARS Correspondence Manual			(Enclosure are identified in text) (No longer than 4 inches)
	⑲ cc: R. Smith, PD C. Hanson, GSD			(Show on the original and information copies to be retained within USDA. Place this list on the original and information copies going outside USDA when the list is of interest to the recipient.)
	----- FILE COPY NOTATIONS -----			
	⑳ M/R: Additional information may be obtained from J. Hurd, GSA (686-9135)			
	㉑ ARS:GSD:ASDowns:bst:344-XXXX:7-1-90:Disk -1:DocName - Form11			

Each circled number represents the paragraph in this chapter which gives instructions for preparing that part of the formal letter.

Figure 2-2
Two-page Formal Letter
Page 1 of 2



United States
Department of
Agriculture

Agricultural
Research
Service

General
Services
Division

6303 Ivy Lane
Greenbelt, Maryland
20770-1433

4
Align left
margin with
return
address

(To be signed outside originating office) 5

Dr. A. G. Bell
Director of Research (No longer than 4 inches)
Correspondence Improvement Institute (No more than 5 lines)
Wabash Falls, Florida 32014-XXXX

9

11

Dear Dr. Bell:

13

Begin the body of the letter two lines below the salutation or subject line, if used, block and flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph and flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.

4
1-inch
right
margin

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

1-4-2
a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing on the fifth space). Subparagraphs are typed single spaced with double spaces between them.

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

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

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

(2) A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

b. Titles or captions are used in lengthy communications to increase ease of reading and reference.

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

Figure 2-2
Two-page Formal
Page 2 of 2

⑭ Dr. A. G. Bell

2

⑬ Type the second and succeeding pages of a letter on plain bond paper the same quality as the first page. Starting with the second page, type the name of the addressee exactly as it is shown on the first page six lines from the top of the page and flush left 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. Allow side margins of 1 inch and a bottom margin of at least 1 inch.

⑮ Sincerely,

⑰ (Signature element left blank)

④
1-inch
right
margin

⑱ Separate Cover: (Always identify separate cover items)
ARS Correspondence Manual

⑲ ccc:

R. Smith, PD

C. Hanson, GSD

(Show on the original and information copies to be retained within USDA. Place this list on the original and information copies going outside USDA when the list is of interest to the recipient.)

FILE COPY NOTATIONS

⑳ M/R: Additional information may be obtained from J. Hurd, GSA (686-9135)

㉑ ARS:GSD:ASDowns:bst:344-XXXX:7-1-XX:Disk - C(BST):DocName - Formal2

Each circled number represents the paragraph in this chapter which gives instructions for preparing that part of the formal letter.

Figure 2-3
Copy Preparation

Signature in Another Office					
When correspondence is prepared for signature outside the originating office, generally additional copies are required. Some of the requirements are documented below. When in doubt, contact the lead secretary.					
Color and Purpose (White or colored copies may be substituted for tissues.)	Signature Originating Office (a)	Signature Administrator's Office (b)	Signature Deputy Administrator, AM (c)	Other (d)	Other (e)
Appropriate bond letterhead	Required	Required	Required		
Letterhead/Photocopy Courtesy copy	As Needed	As Needed	As Needed		
Letterhead— Informational copy(ies) "cc:" addressee <u>outside</u> the signature office	As Needed	As Needed	As Needed		
White— Informational copy(ies) "cc:" addressee <u>inside</u> the signature office	As Needed	As Needed	As Needed		
Yellow/White— Official subject file	Required	Required	Required		
Pink/White— Alphabetical name file	Optional	Optional	Optional		
Green/White— Omit this copy for proposed or pending personnel actions, reprimands, recommendations for employee recognition, etc.	Optional	Optional	Optional		
White— Office and/or originator's chronological file	Optional	Optional	Optional		
Blue/White— OA Central File - Subject file	—	Required *	—		
Pink/White— OA Central File - Alphabetical name file	—	Required	—		
Pink/White— DAAM alphabetical name file	—	—	Required		
White— DAAM chronological file	—	—	Required		

* All offices except the National Program Staff.

Note: If a white copy is used instead of a colored copy, it must be clearly marked or stamped with the appropriate file purpose, e.g. official file. (See number 26 of this Chapter.)

**Figure 2-4
Formal
Letter Assembly**

Assemble letters as shown below, omitting those copies not required under copy preparation instructions.

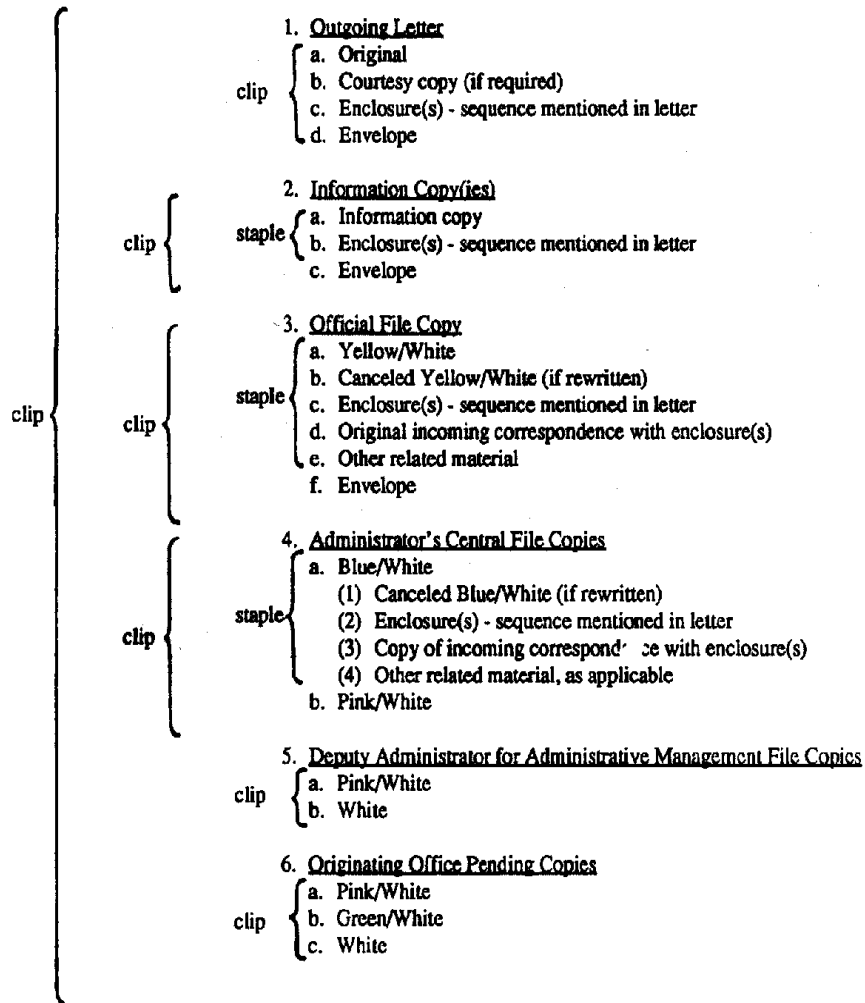


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CHAPTER 3 - CONTROLLED CORRESPONDENCE

Section 1- General

The special instructions in this chapter apply **only to controlled correspondence**. The term controlled correspondence applies to the following:

Type of Controlled Correspondence	Section
Office of the Secretary	
Signature by an Under or Assistant Secretary	2
Signature of the Secretary of Agriculture	2
Preparation Instructions	2
Office of the Administrator, ARS	3
Congressional	4
Legislative Reports	5
White House	6

1. JACKETS (CONTROL COVER SHEETS)

Jackets (control cover sheets) are used to signal controlled correspondence. They contain specific instructions for the office preparing the response. The jackets listed below are used by the Office of the Secretary (OSEC), ARS Legislative Staff (ARS-LS), ARS-Correspondence Management Unit (ARS-CMU), and ARS Office of the Administrator (OA).

Jacket/Form

Used For

Green Jacket (OSEC-01),
PRIORITY Executive Cover
Sheet

HIGH PRIORITY correspondence that
will be signed by the Secretary.

Orange Jacket (OSEC-01B),
PRIORITY CONGRESSIONAL
Cover Sheet

PRIORITY CONGRESSIONAL
correspondence that will be signed by the
Secretary.

Pink Jacket (AD-114),
Secretary's Correspondence
Jacket

Correspondence referred to an agency for
preparation of a reply for signature in the
Secretary's office.

Yellow Jacket (OBPE-113),
Legislative Report Cover

Legislative Reports (10-workday response
time).

Red Jacket (OBPE-113A),
Legislative Report Cover

Legislative Reports (less than 10-workday
response time).

White Jacket (ARS-635),
S&E Correspondence Routing
Slip

Correspondence from the public that may
be signed within an agency or
correspondence that the Secretary's office
does not believe an answer is required and
on which the Secretary's office will not
follow up. This does not relieve the
agency of responding if a reply should be
made.

Salmon Jacket (ARS-636),
S&E Congressional
Cover Sheet

Congressional correspondence to be
signed by the ARS Administrator.

Correspondence Control
Slip (AD-172)

Pink Jacket and Congressional
correspondence for the ARS
Administrator's signature.

OA Blue Controlled
Routing Slip

Correspondence to be signed by the
ARS Administrator or a direct reply by
another ARS office.

2. JACKET CONTROL SYSTEM

Each office should maintain a jacket control system to follow up on unanswered jacketed correspondence. Records should be kept on the movement of both incoming and outgoing jacketed correspondence so any letter can be located quickly.

An office that refers a letter to another office should make a record of the action. Jacketed mail referred from one office to another must be reported to the appropriate jacket control location. For example: Pink-jacketed correspondence referred within a Division will be reported to the Division Director's office; pink-jacketed correspondence referred from one Division to another will be reported to ARS-CMU.

3. PRIORITY HANDLING

Expedite the movement of controlled correspondence. Hand-carry, if possible. This is especially applicable to Secretarial referred, Congressional, and White House correspondence.

4. DEPARTMENT CODE DESIGNATIONS FOR CONTROLLED CORRESPONDENCE

The Executive Correspondence and Records Unit (EC&R), Office of Operations, assigns a control number to correspondence received in that office and referred to an agency for reply. The first unit of the control number ("02," "05," etc.) is a code designating the type of correspondence. Correspondence addressed to the Secretary is referred to the Executive Secretariat who will determine that letters are Priority and assigns the "35" code. All other letters are referred back to EC&R for coding. These code designations are listed below.

02 - SECRETARY'S SIGNATURE MAIL. Correspondence referred to an agency for preparation of a reply for signature of an Under or Assistant Secretary. This includes correspondence from the general public, State, and local officials.

03 - GENERAL PUBLIC. Correspondence from the public, including State and local government officials, which may be signed within an agency.

04 - WHITE HOUSE. Correspondence from the White House that may be signed within an agency, or by an Under or Assistant Secretary.

05 - CONGRESSIONAL. Correspondence from Members of Congress to be signed within an agency.

- 06 - **NO EVIDENT OR REQUIRED RESPONSE.** Correspondence which the Secretary's office does not believe an answer is required and on which the Secretary's office will not follow up. This does not relieve any agency of responding if in fact a reply should be made.
- 24 - **WHITE HOUSE JACKET.** 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 an Under or Assistant Secretary.
- 25 - **CONGRESSIONAL JACKET.** Correspondence from Members of Congress referred to an agency for preparation of a reply for signature by Office of Public Affairs (OPA) or an 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 an agency for the Secretary's signature.

Section 2 - Office of the Secretary

1. SIGNATURE BY AN UNDER OR ASSISTANT SECRETARY

Correspondence prepared for signature for an Under or Assistant Secretary takes priority over other correspondence. These letters should be written so that any appropriate official may sign. Follow any special instructions given on the jacket.

Pink Jacket. Pink jacket is used to signal Office of the Secretary correspondence and covers each letter prepared by ARS for signature in the Office of the Secretary. The EC&R assigns a control number to incoming correspondence prior to its referral to ARS-CMU. ARS-CMU will (1) affix a Pink jacket and an S&E Correspondence Control Slip; (2) assign an "ARS" number; and (3) forward to the appropriate ARS office for reply. (See Figure 3-1.)

Exception. On occasion an S&E White jacket (ARS-635) is used to signal correspondence to be prepared for the signature of the Assistant Secretary, S&E. Instructions are written on the White jacket to include the signature block. (See Figure 3-2.) The review and clearance procedures are handled the same as the Pink jacket. See Section 2, item 3j (exceptions) for additional instructions.

a. **Review and Clearance Procedures.** Send Pink jacketed correspondence through established clearance channels to ARS-CMU for review and clearance. ARS-CMU will (1) obtain necessary concurrences from the ARS Administrator and (2) forward correspondence to the Office of the Secretary.

b. **Priority Handling.** Letters requiring signature in the Office of the Secretary shall always be given priority handling.

Replies to incoming letters should be prepared as soon as possible. A full response should be made to a letter within 7 workdays. If a full response cannot be made to a letter within 7 workdays, a letter of acknowledgment should be prepared for signature in the Office of the Secretary. The acknowledgment should indicate the reason for delay of a full response and when a complete answer can be expected. Except in very unusual circumstances, this should be no more than 7 workdays. If a letter has been acknowledged, use the phrase "This is in further reply. . ." in the opening paragraph of the final reply.

2. SIGNATURE OF THE SECRETARY OF AGRICULTURE

Correspondence prepared for signature of the Secretary take priority over any other correspondence. The Secretary takes a personal interest in every letter and is interested in the

quality and timeliness with which his letters are answered. Turnaround time is 10 working days since these letters require more time to draft responses due to political or policy sensitivities.

Restriction. 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.

Guidelines. When preparing correspondence for the Secretary's signature, use the following guidelines:

- Letters should be short, direct, concise, and to the point.
- Do not provide information that is not pertinent.
- Do not use "I trust this information will be helpful" or "Please be assured that."
- The Secretary does not like the phrase "This is in response to your June 26 letter to me." Instead, use "Thank you for your letter of June 26 requesting"
- The Secretary prefers to use the first person, "I" instead of "We."
- The Secretary prefers to use first names when appropriate.

Green and Orange Jackets. These jackets are used to transmit PRIORITY Executive and PRIORITY CONGRESSIONAL correspondence that will be signed by the Secretary. The Executive Secretariat Office assigns a control number to incoming correspondence prior to its referral to the Assistant Secretary, Science & Education (S&E). S&E will forward these jackets to the ARS Administrator's office (OA). OA will forward to the appropriate ARS office for reply. (See Figures 3-3 and 3-4.)

All priority correspondence will be sent to ARS in a regular-size manila file folder. The jacket will be paper clipped on the front of the file folder, and the incoming correspondence will be paper clipped inside the file folder on the left-hand side.

a. Review and Clearance Procedures.

(1) Draft Response. The Office of the Assistant Secretary, S&E, requires a draft response be cleared through established channels prior to preparing the final response. Paper clip the draft letter on the right-hand side of the manila file folder. Keep the incoming paper clipped on the left-hand side. Clearance officials will edit (if applicable) and sign the draft. The draft will be returned to ARS by the Office of the Assistant Secretary, S&E, for finalizing.

(2) Final Response. Paper clip the final response on the right-hand side of the manila file folder. Paper clip all copies, including the salmon (attach the draft response showing clearance office signatures), under the incoming correspondence on the left-hand side. This procedure allows the Secretary to quickly open the file, read the incoming letter, read and sign (or edit) the response, without having to thumb through numerous copies. Send all Green/Orange jacketed correspondence through established organizational channels before forwarding to OA for review and concurrence. OA signs off on the Green/Orange jacket and forwards to the Assistant Secretary, S&E, for final review before sending to the Secretary for signature.

b. Priority Handling. Letters requiring signature of the Secretary shall always be given priority handling. A full response should be made to a letter within 10 workdays. If a full response cannot be made within 10 workdays, an interim response should be prepared within a few days for the Assistant Secretary's signature.

3. PREPARATION INSTRUCTIONS

a. Formal Letter Format. Follow instructions in Chapter 2, Formal Correspondence, in addition to the following special instructions.

b. Appearance of Letters. Give special attention to the appearance of each letter to make sure it is well balanced, attractive, and cleanly typed with no detectable smudges or corrections. Use the same typeface throughout the letter.

Use clear plastic Executive Correspondence cover sheets to protect letters during the clearance and handling processes.

c. Length of Letters. Limit the length of letters for signature in the Office of the Secretary to one page if at all possible--no more than two. Use short letters with precleared backup statements where it is essential to meaning.

d. Stationery. Use Office of the Secretary embossed letterhead bond for the original and letterhead tissue or photocopy for courtesy and information copies for letters prepared for signature in the Office of the Secretary.

e. Margins.

(1) A one-page letter should appear well balanced on the page. Adjust the left and right margins to achieve this balance.

(2) If the letter is longer than one page, make the left and right margins 1 inch. Leave a bottom margin of at least 1 inch. Begin succeeding pages 1 inch from the top (begin typing on the sixth line).

f. Date. Do not date the letter at the time of preparation. Leave enough room for dating the letter after it is signed. Type the preparation date next to the identification of office, writer, and typist on all USDA and ARS file copies. After signature, the actual date of dispatch will be stamped on the letter by EC&R.

g. Address and Salutation. Refer to Chapter 7, "Models of Address," for the appropriate address form and salutation.

(1) The reply to a letter addressed to the Secretary from the Acting Head of any Government agency shall be addressed to the Head of the agency. Replies to letters from members of the sub-Cabinet (for example, Under Secretaries and Assistant Secretaries) shall be addressed to the signer of the incoming letter.

(2) Do not use first names in the salutation unless they are shown on the Secretary's First Name Computer Listing or the jacket contains instructions to do so. Check with the lead secretary prior to preparing correspondence addressed to members of Congress or the President's Cabinet, Governors, or Commissioners/ Directors/Secretaries.

h. Paragraph Breaks. Do not double space one paragraph letters, instead break into two paragraphs and single space. The Secretary will not sign double spaced letters.

i. Complimentary Close. Refer to Chapter 7, "Models of Address," for the appropriate complimentary close.

Exception: Use the complimentary close "Sincerely," for all letters prepared for the Secretary's signature.

j. Signature and Title. Omit the signer's name and title on all correspondence and documents prepared for signature in the Office of the Secretary. The signer's name and title will be added after signature. (See Figure 3-5.) The next line of typing (i.e., enclosure, cc, etc.) should be typed 13 lines below the complimentary close.

EXCEPTIONS:

- On occasion an S&E White jacket is used to indicate correspondence to be signed by the Assistant Secretary, S&E. Instructions are written on the White jacket to include the signature block. (See Figures 3-6, 3-7, and 3-9.) Type the signature block flush with the left margin.

(Assistant Secretary's Name)
Assistant Secretary
Science and Education

- When preparing formal correspondence to be signed by the Secretary, the Secretary's name and title will be shown 40 spaces from the left hand margin in modified block style. Do not use middle initial or caps. There should be four blank lines (press enter or the return key four times) between "Sincerely," and the Secretary's name. (See Figures 3-9, 3-10, and 3-11.) The signature block will show:

Sincerely,

(Secretary's Name)
Secretary

- k. Enclosures. Do not list enclosures on the original of Secretary's outgoing letters. If enclosures are included, show only how many, i.e., "2 Enclosures."

NOTE: Do not use as enclosures, or refer to, copies of letters prepared for signature in the Office of the Secretary until a copy bearing evidence of signature and the date of dispatch is provided by EC&R.

- l. Jacket Control Numbers. Type jacket control numbers on all USDA and ARS file copies two lines below the dictator's legend. Example:

ARS:GSD:ISS:JADOE:slb:344-0000:1-12-90:Disk 1 Sue:DocName - Honeybee

25-32561X
ARS-79-XX

NOTE: After typing, verify jacket control numbers to ensure they are the same as those shown on the jacket.

- m. Envelopes. Use Office of the Secretary envelopes. Be sure to include mailing code beside the zip code. ARS' metered mail accounting code is 0300.

- n. Copy Preparation. See Figure 3-27.

- o. Internal Routing. When using envelopes for internal routing, stamp or mark the envelope "Jacketed Correspondence" to assure prompt handling.

- p. Concurrences. Writers and reviewers should initial and date the Agency's official file (yellow) copy below the dictator's legend, but such review and approval should not be indicated on the Secretary's official (salmon) copy.

The ARS Administrator will indicate Agency approval by signing and dating in ink the last page of the Secretary's official file (salmon) copy over the stamped or typewritten name of the approving official.

q. Assembly. See Figure 3-28.

Section 3 - Office of the Administrator, ARS

Controlled correspondence prepared for signature of the ARS Administrator takes priority over other ARS correspondence. For instructions on preparing formal correspondence refer to Chapter 2, Formal Correspondence.

Listed below are the various types of jackets and routing slips that will be attached to correspondence prepared for the signature of the ARS Administrator. Always follow instructions indicated on these jackets or routing slips.

1. WHITE & SALMON JACKETS

White Jacket, ARS-635. White jackets are used to signal Office of the Administrator, ARS, correspondence and cover each letter. The EC&R assigns a control number to incoming correspondence prior to its referral to ARS-CMU. ARS-CMU will (1) affix a White jacket and assign an "ARS" number, and (2) forward to the appropriate ARS office for reply. (See Figures 3-12 and 3-13.)

Salmon Jacket, ARS-636. Salmon jackets are used to signal Congressional correspondence for signature in the Office of the Administrator, ARS, and cover each letter. The EC&R assigns a control number to incoming Congressional correspondence prior to its referral to ARS-CMU. ARS-CMU will (1) affix a Salmon jacket and an AD-172, Correspondence Routing Slip, (2) assign an "ARS" number, and (3) forward to the appropriate ARS office for reply. (See Figures 3-14, 3-15, and 3-16.) For additional information on preparing Congressional correspondence, refer to Section 4.

a. **Review and Clearance Procedures.** Send all White and Salmon jacketed correspondence through established organizational channels prior to sending to ARS-CMU for review and clearance. ARS-CMU will obtain concurrence and signature. After correspondence is signed, the ARS-CMU will date, mail, and return file copies to the preparing office.

Exception. When the White Jacket signals a direct reply, the office preparing the direct reply will notify the ARS-CMU when the correspondence has been signed.

b. **Priority Handling.** Letters requiring signature in the Office of the Administrator, ARS, shall be given priority handling. Replies to incoming letter should be prepared as soon as possible. A full response should be made to a letter by the required due date indicated on the jacket. If a full response cannot be made within this time, a letter of acknowledgment should be prepared. The acknowledgment should indicate the reason for delay and when a complete answer can be expected. If a letter has been acknowledged, use the phrase "This is in further reply . . ." in the opening paragraph of the final reply.

2. OA BLUE CONTROLLED CORRESPONDENCE SLIP

All mail addressed to ARS or the ARS Administrator is received and logged in at the OA Central File. The OA Blue Controlled Correspondence Slip is used to indicate correspondence to be signed by the ARS Administrator or is routed to another ARS office for a direct reply. The OA Central File will (1) affix the OA Blue Control Slip to the incoming correspondence, (2) assign an ARS log number, and (3) forward to appropriate office for reply. (See Figure 3-17.)

a. Review and Clearance Procedures. For correspondence prepared for signature of the ARS Administrator, send the OA Blue Control Slip correspondence through established organizational channels prior to sending to the OA Central File for review and clearance. The OA Central file will obtain concurrence and signature. The OA Central File will date, mail, and return file copies to preparing office.

Exception. For correspondence prepared for direct reply by other ARS offices, notify the OA Central File of appropriate action taken.

b. Priority Handling. Letters requiring signature in the Office of the ARS Administrator shall be given priority handling. Replies to incoming letter should be prepared by required due date as indicated on the OA Blue Control Slip.

Section 4 - Congressional

This Section contains information for preparing Congressional letters. This information supplements Section 2, Office of the Secretary, and Section 3, Office of the Administrator, ARS.

Incoming Congressional correspondence may be addressed to the Secretary, Assistant or Under Secretary, ARS Administrator, or an individual ARS office or employee.

1. CONGRESSIONAL RESPONSES FOR THE SECRETARY'S SIGNATURE

The Secretary addresses many members of Congress by their first name. If the first name is not shown on the orange or green jacket check with the lead secretary.

2. REPLY TO CONSTITUENT'S LETTER

Members of Congress frequently forward to the Department a letter which they have received from a constituent. If it is an original, return the constituent's letter to the Member of Congress whether addressing the reply to the constituent directly or to the Member of Congress. When replying to the constituent, forward a copy of the reply to the Member of Congress.

Document this action by typing "Constituent's Letter Returned" two lines below the legend on all of the copies. Type control number(s) one line below this notation. Example:

Constituent's Letter Returned
05-32561X
ARS-90-XX

3. REPLY TO MEMBER OF CONGRESS AWAY FROM WASHINGTON D.C.

Include a courtesy copy with the letter and send another copy to the Washington office. Type "cc: Washington Office" on the original and all copies. Example:

cc:
Washington Office

4. REPLY TO A LETTER SIGNED BY AN EMPLOYEE IN A CONGRESSIONAL OFFICE

Address the reply to the Member of Congress rather than to the person who signed the letter. However, address the envelope to the attention of the signer.

5. REPLY TO A LETTER SIGNED BY MORE THAN ONE MEMBER OF CONGRESS

Address an original to each Member and enclose a courtesy copy to each. State in the opening paragraph that the same reply is being sent to each person who signed the letter. Make one official file copy with notation as to the other recipients.

6. MULTIPLE IDENTICAL LETTERS

When a mass mailing or the same letter is going to several Members of Congress, send one draft or final letter through the clearance process for approval by the appropriate signature office prior to preparing the entire final package.

7. CONGRESSIONAL CORRESPONDENCE SPECIFICALLY ADDRESSED TO AN ARS OFFICE OR EMPLOYEE

This includes Congressional correspondence addressed to an ARS office or employee other than the ARS Administrator. This correspondence can be responded to by the individual office or employee. However, that correspondence must be transmitted through the OA and ARS-LS for initialing before final transmission to the Congress. The preparing office will forward the undated, signed letter to ARS-CMU for review, clearance, dating, and mailing. ARS-CMU will return conformed copy to preparing office.

8. MODELS OF ADDRESS

A few examples of address blocks and salutations are provided below. For additional models, see Chapter 7, Models of Address.

- Member of the United States House of Representatives:

The Honorable John Doe
U.S. House of Representatives
Washington, D.C. 20515

or

The Honorable (full name)
Member, U.S. House of Representatives
(State address)

Dear Congressman Doe:

NOTE: When addressing a male 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." Only use "Dear --- Chair----" when a Member of Congress signs his/her letter to the Department as "Chair----" or when writing to a Congressional Committee.

- United States Senators:

The Honorable John Doe
United States Senate
Washington, D.C. 20510

or

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

Dear Senator Doe:

- Chairman, Committee on Agriculture

NOTE: When addressing a letter to Chairman de la Garza, he prefers not to use a period following his first initial. (See Figure 3-18.)

The Honorable E (Kika) de la Garza
Chairman, Committee on Agriculture
U.S. House of Representatives
Washington, D.C. 20515

- The Office of the Secretary prefers to say United States Senate or U.S. House of Representatives once in the address, rather than twice. (See Figure 3-19.)

The Honorable Thomas S. Foley

Speaker of the U.S. House of Representatives
Washington, D.C. 20515

or

The Honorable Dan Quayle
President of the United States Senate
Washington, D.C. 20515

Section 5 - Legislative Reports

1. YELLOW & RED JACKETS

Yellow and Red Jackets. Yellow and red jackets are used to signal legislative reports. Legislative reports are official Departmental views and recommendations on pending or proposed bills for transmittal to Congress. Further information can be obtained from the ARS-LS.

A yellow or red jacket is affixed by the Office of Budget and Program Analysis (OBPA) and forwarded to the ARS-LS. A yellow jacket is used to signal legislative report requests requiring comments in 10 workdays; a red jacket is used to signal legislative report requests requiring comments in less than 10 workdays. Enrolled enactments (red jackets) require response within 48 hours. (See Figure 3-20.)

The ARS-LS will coordinate the preparation of the draft and/or final reply. Legislative reports are prepared in draft form and typed final in the ARS-LS after review. Follow instructions given by the ARS-LS on a case-by-case basis.

NOTE: Any red or yellow jacketed correspondence received from any source other than the ARS-LS should be called to the immediate attention of ARS-LS for further instructions.

2. DOCUMENTING OFFICIAL CONGRESSIONAL CONVERSATIONS

It is the responsibility of each ARS individual to inform the ARS-LS whenever a communication takes place with the Congress or State Legislatures in whatever form, i.e., phone conversation, direct contact regarding requests for information, request to appear or present papers to a Congressional committee for a hearing, etc. Form ARS-213, Report of Congressional Conversation, should be completed as soon as possible after completing an official conversation. Prepare ARS-213 in accordance with instructions in Directive 125.3, Documenting Official Congressional Conversations. (See Figure 3-21.)

Section 6 - White House

1. WHITE HOUSE REFERRED CORRESPONDENCE

- a. Categories. Correspondence referred from the White House to USDA falls into two categories:
 - (1) Correspondence that is for direct reply by the Assistant Secretary, S&E.
 - (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 that will contain instructions for handling. Do not separate the tracking sheet from the pieces of correspondence since it is the White House's official record. Give careful attention to these instructions in each case.
- c. Restrictions. Correspondence referred from the White House to USDA shall not be published in whole or in part nor shall employees quote from any of these letters unless required by law.
- d. Format. Use the formal letter format, Chapter 2, and additional instructions in this Chapter, Section 2, Office of the Secretary, when preparing White House correspondence.

2. DIRECT REPLY BY THE ASSISTANT SECRETARY, S&E

The Office of the Secretary has determined that all White House correspondence will be signed at the Assistant Secretary level.

White Jacket. A White jacket is used to signal White House correspondence prepared for signature by the Assistant Secretary, S&E. The EC&R assigns a control number to incoming correspondence prior to its referral to ARS-CMU. ARS-CMU will (1) affix a White jacket and assign an ARS number, and (2) forward to the appropriate ARS office for reply. (See Figure 3-22.)

- a. Review and Clearance Procedures. Send White jacketed correspondence through established clearance channels prior to forwarding to ARS-CMU for review and clearance. ARS-CMU will (1) obtain necessary concurrences from the ARS Administrator and (2) forward correspondence to the Office of the Secretary.

b. Priority Handling. Letters requiring signature by the Assistant Secretary, S&E, shall always be given priority handling. Maintain a jacket control system and follow instructions indicated on the White jacket.

c. Opening Phrases. The following phrases have been suggested by the White House as appropriate opening paragraphs for use in answering direct reply Presidential mail:

"On behalf of President Bush"

"Thank you for your letter to President Bush"

"President Bush appreciates your writing"

3. LETTER FOR SIGNATURE OF THE PRESIDENT, VICE PRESIDENT, OR WHITE HOUSE OFFICIAL

Follow the instructions on the White House referral slip when preparing letters for signature of the President, Vice President, or other White House official. Prepare copies in accordance with figure 3-28 of this Chapter.

a. Transmittal Letter. Prepare a separate transmittal letter whenever a draft letter (3b below) or memorandum for use as an enclosure (3c below) is prepared for the signature of the President, or a member of his staff. (See Figures 3-23 and 3-24.) The transmittal letter will be signed by the Assistant Secretary, S&E. The transmittal letter will be addressed to the White House Correspondence Agency Liaison or a member of his/her staff. It shall include such information 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.

(3) The reason for the message.

b. Draft Letter. The draft letter is a response that is prepared for use at the White House.

(1) The draft should be a statement of USDA policy on a given subject that can be used as an enclosure by the White House when they receive another inquiry on the same subject.

(2) Use plain bond paper for the original.

(3) Provide two extra white copies in accordance with White House requirements.

(4) Double space the draft and type a subject heading identifying the letter it answers. Omit the complimentary close and title. The draft should be complete insofar as content is concerned. Use the format shown in Figure 3-25.

c. Memorandum for Use as Enclosure. To be used as an enclosure in a response going to the White House.

- (1) Use the format shown in Figure 3-26.
- (2) Use Office of the Secretary bond letterhead for the original.
- (3) Single space the memorandum.

d. Routing. After preparing the response, send the White House Jacket (including transmittal sheet, the original, two courtesy copies on plain white paper, the tracking sheet, incoming document, and other pertinent file copies) to the ARS-CMU. ARS-CMU will forward to the Assistant Secretary, S&E, who will 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. A written response is required.

Figure 3-1 -Secretary Executive Correspondence (Pink Jacket)

**Figure 3-1
Secretary Executive Correspondence
(Pink Jacket)**

<p>AD-114(9-81)</p> <p style="text-align: center;">Executive Correspondence Jacket</p> <p style="text-align: center;"><u>INSTRUCTIONS</u></p> <p>This jacket is for use in covering a letter prepared by USDA agency for signature in the Office of the Secretary.</p> <p>Follow procedures outlined in the U.S. Governmental Correspondence Manual, as supplemented by USDA instructions.</p> <p>Answer all correspondence within prescribed time limits.</p> <p>If this jacket carries a number preceded by the designation "SEC," route it through or call the Executive Correspondence and Records Section, ext. 73337, when passing it to another agency.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">TO</td> <td style="width: 20%;">DATE</td> <td style="width: 30%;">JACKET NO.</td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="4">FILE DESIGNATION</td> </tr> <tr> <td colspan="4">SUMMARY</td> </tr> <tr> <td colspan="4" style="text-align: right; font-size: 2em;">1</td> </tr> <tr> <td>REF. (1)</td> <td>DATE</td> <td>REF. (4)</td> <td>DATE</td> </tr> <tr> <td>REF. (2)</td> <td>DATE</td> <td>REF. (5)</td> <td>DATE</td> </tr> <tr> <td>REF. (3)</td> <td>DATE</td> <td>REF. (6)</td> <td>DATE</td> </tr> <tr> <td colspan="2">AGENCY ACKNOWLEDGMENT (/)</td> <td colspan="2">INTERIM REPLY (/)</td> </tr> <tr> <td colspan="4" style="text-align: right;">FINAL REPLY (/)</td> </tr> </table>	TO	DATE	JACKET NO.		FILE DESIGNATION				SUMMARY				1				REF. (1)	DATE	REF. (4)	DATE	REF. (2)	DATE	REF. (5)	DATE	REF. (3)	DATE	REF. (6)	DATE	AGENCY ACKNOWLEDGMENT (/)		INTERIM REPLY (/)		FINAL REPLY (/)			
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AGENCY ACKNOWLEDGMENT (/)		INTERIM REPLY (/)																																			
FINAL REPLY (/)																																					

IF THE LETTER IS REWRITTEN IN OTHER THAN THE PREPARING AGENCY, THE REWRITING AGENCY SHALL

(a) Type on all copies of the redrafted letter the name of the originating agency and the initials of the original dictator

(b) Place the canceled salmon copy of the original draft beneath the salmon copy of the rewritten letter

(c) Furnish the following information

REWRITTEN IN (Agency)	DIVISION OR OFFICE	DICTATED BY	DATE
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REMARKS - SPECIAL INSTRUCTIONS:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">FROM</td> </tr> <tr> <td colspan="2">TO</td> <td>DATE</td> <td>NO</td> </tr> <tr> <td>RFRD (1)</td> <td>DATE</td> <td>RFRD (2)</td> <td>DATE</td> </tr> <tr> <td>RFRD (3)</td> <td>DATE</td> <td>RFRD (4)</td> <td>DATE</td> </tr> <tr> <td colspan="4">SUMMARY</td> </tr> <tr> <td>NO REPLY</td> <td>ANSWERED</td> <td>ACKNOWLEDGED</td> <td>REPLY DUE BY</td> </tr> </table>	FROM				TO		DATE	NO	RFRD (1)	DATE	RFRD (2)	DATE	RFRD (3)	DATE	RFRD (4)	DATE	SUMMARY				NO REPLY	ANSWERED	ACKNOWLEDGED	REPLY DUE BY	<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">D-1171-66 CORRESPONDENCE CONTROL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SENT TO</td> <td style="width: 50%;">DATE</td> </tr> </table>	SENT TO	DATE
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2	9
3	10
4	11
5	12
6	13
7	14

PRIORITY - HANDLE PROMPTLY

KEEP THIS JACKET ON TOP OF CORRESPONDENCE AT ALL TIMES

Figure 3-3 Priority Executive Cover Sheet (green Jacket)

Figure 3-3
Priority Executive Cover Sheet
(Green Jacket)

OFFICE OF THE SECRETARY
U.S. DEPARTMENT OF AGRICULTURE

PRIORITY
Executive Correspondence Cover Sheet

INSTRUCTIONS:

The attached correspondence is to be given priority status. A 10 work day turn-around time has been assigned to this letter and must be strictly adhered to. Call the Executive Secretariat at 447-8376 if the deadline cannot be met.

Your office is responsible for obtaining the recommended clearances below and returning this entire package to room 223-E by the assigned due date. A salmon copy must accompany your response.

Response to be prepared by	Control Number	Due Date
-----------------------------------	-----------------------	-----------------

Remarks - Special Instructions

Clearance By	Date In	Date Out	Clearance By	Date In	Date Out
1.			8.		
2.			9.		
3.			10.		
4.			11.		
5.			12.		
6.			13.		
7.			14.		

Form OSEC-01B (06/89)

Copy to: Secretary

Figure 3-4 Priority Congressional Cover Sheet (Orange Jacket)

**Figure 3-4
Priority Congressional Cover Sheet
(Orange Jacket)**

**OFFICE OF THE SECRETARY
U.S. DEPARTMENT OF AGRICULTURE**

**PRIORITY
Executive Correspondence Cover Sheet**

INSTRUCTIONS:

The attached correspondence is to be given priority status. A 10 work day turn-around time has been assigned to this letter and must be strictly adhered to. Call the Executive Secretariat at 447-8376 if the deadline cannot be met.

Your office is responsible for obtaining the recommended clearances below and returning this entire package to room 223-E by the assigned due date. A salmon copy must accompany your response.

Response to be prepared by	Control Number	Due Date
-----------------------------------	-----------------------	-----------------

Remarks - Special Instructions

Clearance By	Date In	Date Out	Clearance By	Date In	Date Out
1.			8.		
2.			9.		
3.			10.		
4.			11.		
5.			12.		
6.			13.		
7.			14.		

Copy to: Secretary

Form OSEC-01B (06/89)

Figure 3-5 Letter for Signature in the Office of the Secretary

**Figure 3-5
Letter for Signature in
the Office of the Secretary
(Signature Line Blank)**



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

The Honorable Cass Ballenger
Member, U.S. House of Representatives
P.O. Box 976
Gastonia, North Carolina 28053-0976

Dear Congressman Ballenger:

Thank you for your letter of October 18 on behalf of Mr. -----, who seeks information on the control of the aquatic weed, watermeal.

Watermeal, the smallest member of the duckweed family, generally mixes with populations of either giant or common duckweed. Watermeal reproduces mainly by vegetation and is usually found on or near the water surface. The plants may also lie dormant on rather dry soil surrounding a marsh or pond margin but will begin to grow again when the water becomes available.

Extensive research on aquatic weed control has been conducted over the years by Federal and State scientists, and technologies have been developed for controlling duckweed species. We are enclosing an excerpt from our handbook on weed control that offers suggested guidelines for controlling these plants. However, pest control recommendations--as well as the status of pesticides registered for control--can vary among the individual States. For this reason, we suggest that Mr. ----- consult with local experts for advice in dealing with the problem of watermeal control. For this purpose, he can contact Dr. Stratford Kay, Extension Weed Specialist (aquatic weeds), Weed Science Center, Department of Crop Science, North Carolina State University, Raleigh, North Carolina 27650.

Sincerely,

Enclosure

cc:
Washington Office

Figure 3-6 - Letter to Private Sector for Signature of Assistant Secretary, S&E

Figure 3-6
Letter to Private Sector for Signature of
Assistant Secretary, S&E



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

Mr. -----

Dear Mr. -----:

Thank you for your letter of November 26 to President Bush in support of farming methods that will reduce the reliance on agricultural chemicals.

The Department of Agriculture (USDA) shares the concern about the potential adverse effects of pesticides and other agricultural chemicals, committing millions of dollars yearly to research and extension programs aimed at reducing excessive reliance on these materials. This includes active participation in the Presidential Initiative to develop and adopt farming practices that will prevent contamination of ground water by pesticides and fertilizers. The enclosed USDA Research Plan for Water Quality describes this new initiative.

USDA has traditionally supported research relating to low-input, sustainable farming principles. The goal of our LISA (Low-Input/Sustainable Agriculture) grant program, administered by USDA's Cooperative State Research Service, is to reduce farmers' reliance on synthetic chemicals and other off-farm purchased inputs. Also enclosed are copies of "Early Results of the LISA Program," Research Progress in 1988: A Report of the Agricultural Research Service, and Agricultural Research (October 1989 issue)--all of which contain numerous examples of progress in this area.

The Environmental Protection Agency (EPA) is responsible for regulating and monitoring pesticides and for setting limits for pesticide residues in food. The Food and Drug Administration (FDA) enforces these limits on both domestic and imported produce. For detailed information about the activities of these agencies, or to apprise them of your views, you can contact Mr. Douglas Camp, Director, Office of Pesticide Programs, EPA, 401 M Street, SW, Washington, D.C. 20460, and Mr. James S. Benson, Interim Commissioner of Food and Drugs, FDA, Department of Health and Human Services, Rockville, Maryland 20857.

USDA has made a commitment to programs that will help mitigate the adverse impacts of pesticides and fertilizers, and we will continue to support these efforts to the fullest extent that resources permit.

Sincerely,

CHARLES E. HESS
Assistant Secretary
Science and Education

3-23

4 Enclosures

3-29

Figure 3-7 - Letter to Student for Signature of Assistant Secretary, S&E

Figure 3-7
Letter to Student for Signature of
Assistant Secretary, S&E



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

**NOTE: For elementary school students
the letter may be addressed to
"Jane Doe." Use "Dear Jane"
as the salutation.**

Jane Doe
1000 Main Street
Anywhere, USA 00000

Dear Jane:

Thank you for your letter of January 16 to President Bush concerning your interest in obtaining some of the tomato seeds that were recovered by the space shuttle Columbia from the Long Duration Exposure Facility.

Actually, this program was sponsored by the National Aeronautics and Space Administration (NASA) in cooperation with the Park Seed Company, which provided the seeds. Scientists want to see if the tomatoes grown from the seed will have any mutations because of exposure to cosmic radiation. Some of these possibilities include albino seedlings that lack chlorophyll, deformed leaves or elongated stems, fruit that loses redness, or skin with white spots.

The contact for students who wish to participate is NASA SEEDS Project, Code XEO, NASA, Washington, D.C. 20546. NASA started mailing the seeds in February, and the agency hopes to announce results in October 1990. However, since your letter was delayed (for which we are very sorry), we are sending your request directly to NASA for immediate action.

You should be hearing from NASA very shortly. In the meantime, we wish you every success with this project.

Sincerely,

CHARLES E. HESS
Assistant Secretary
Science and Education

cc:
NASA SEEDS Project

Figure 3-8 Congressional Letter for Signature of Assistant Secretary, S&E

**Figure 3-8
Congressional Letter for Signature of
Assistant Secretary, S&E**



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

The Honorable Rudy Boschwitz
United States Senator
215 Kellogg Square Building
111 East Kellogg Boulevard
St. Paul, Minnesota, 55101

Dear Senator Boschwitz:

Thank you for your letters of June 20 (File: 9170030043) to this Department and to the Department of the Interior concerning the use of steam for growing food crops.

Few plants will survive at temperatures above 35°C, and steam temperature is well in excess of this limit. Unless the steam can be cooled and recycled, it is not feasible for use in growing plants.

The Department of Energy (DOE) has investigated various applications for waste heat in conjunction with nuclear power plants. Information about this aspect of waste heat utilization, as well as such application in Iceland, may be available through contact with DOE's Operations Office, P. O. Box E, Oak Ridge, Tennessee 37831.

In terms of crop production, perhaps the most useful application for steam is to run it through pipes for heating greenhouses. Therefore, for a small-scale operation it may be more appropriate for your constituent to explore local sources of technical information and advice about potential applications for utilizing waste heat. For this purpose, I suggest that your constituent contact Mr. F. G. Bergsrud, Head, Department of Agricultural Engineering, University of Minnesota, St. Paul, Minnesota 55108. Also, the American Society of Heating, Refrigeration, and Air-Conditioning Engineers has published a number of materials on fundamentals and applications of waste heat. The organization is located at 1791 Tullie Circle, NE, Atlanta, Georgia 30329.

Sincerely,

CHARLES E. HESS
Assistant Secretary
Science and Education

cc:
Washington Office

Figure 3-9 - Letter to Private Citizen for Signature of the Secretary of Agriculture

Figure 3-9
Letter to Private Citizen for Signature of
the Secretary of Agriculture



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

Sr. _____

**NOTE: Refer to the GPO Style Manual,
Chapter 24, Foreign Languages,
when responding to individuals
in other countries.**

Dear Sr. -----:

Thank you for your letter of April 10 and the accompanying specimen of a bean that you have been growing for a number of years.

This bean is known as jackbean; its botanical name is Canavalia ensiformis, and it was first domesticated in the southwestern United States by prehistoric American Indians. The jackbean is now cultivated throughout our southern States and in the tropics and subtropics for soil improvement, erosion control, and forage. As you well know, the young pods and immature seeds also make a tasty vegetable.

Unfortunately, I think it is unlikely that this or any other tropical bean recovered from Incan ruins could be patented. The problem is that--in order to receive a plant patent--one must demonstrate that unique and distinguishing characteristics were developed through breeding or some other form of human manipulation. Nevertheless, if you still wish to pursue a patent on this or any other plant, I would recommend that you contact Mr. Robert Bagwill, Patent and Trademark Office, U.S. Department of Commerce, Washington, D.C. 20231.

In the meantime, I wish you well in your efforts to develop improved food crops. Thank you again for sharing this information with me.

Sincerely,

Clayton Yeutter
Secretary

Figure 3-10 Letter to Private Sector for Signature of the Secretary of Agriculture

Figure 3-10
Letter to Private Sector for Signature of
the Secretary of Agriculture



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

Mr. -----

Washington, D.C. 20002

Dear Mr. -----:

Your expression of "outrage and disappointment" over my recent letter to Commissioner ----- regarding bovine somatotropin is certainly an interesting reaction from someone who purports to represent the interests of American farmers. Nations do have the right to protect the health and safety of their citizens, but only when they engage in legitimate actions to do so. If and when they impose measures that do not have a sound scientific underpinning, we reserve the right to challenge them. I would be very surprised if one farmer in a thousand would disagree with that view. That applies to proposed ----- "moratoria" on BST or any other product, when such action would clearly be premature, and it applies to actions such as Korean and Taiwanese restrictions on American grapefruit that were alleged to have been treated with Alar.

You seem to suggest that we have no right to interfere in such cases, and I simply do not agree. If the Secretary of Agriculture is to be an advocate for American farmers, and this Secretary is and always has been such an advocate, he not only has the right but also the obligation to intervene on behalf of U. S. agriculture.

All the scientific evidence on BST is not yet in. The responsibility for making a scientific evaluation in this and other such cases lies with the Food and Drug Administration. I am prepared to await FDA's decision, and I'll support that decision whether it calls for BST to be approved or disapproved. But I do not believe that Commissioner ----- or anyone else, including the -----, should pre-judge the outcome.

Should there prove to be no health risk in the use of BST, or any other product, the marketplace will determine the extent of its use. And that is the way it should be. In our free enterprise society we should not permit government agencies to determine what is sold in the marketplace, except where health, safety, and such other concerns are the appropriate determinant. To do otherwise would be to adopt an economic system foreign to the way we have lived in this country for 200 years, and I do not believe American farmers wish to move in that direction. Most of those alternative systems are behind the Iron Curtain, and they have performed horribly for their people. I prefer our system!

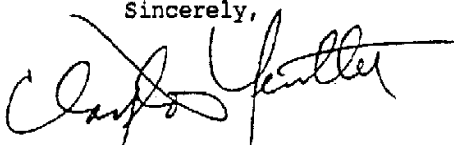
Should BST enter the marketplace, consumers everywhere will quickly express their opinion on its merits. Should they choose not to purchase dairy products coming from herds that are using BST, the product will fail quickly. If there is no health risk involved, that would not be a rational decision, but in democratic societies consumers have the privilege of being irrational if they wish. Time will provide the answer.

To suggest, however, that a product such as BST should be banned because it may increase dairy production is nonsensical. Should we also go back to open-pollinated corn? With milk being such an important product nutritionally to millions of people throughout the world, we should not discourage research or other advances that will permit it to be produced more efficiently.

Nor should one conclude that future increases in milk production here in the U.S. will lead to lower incomes for our dairy farmers. We've been exporting substantial amounts of non-fat dry milk in recent months. We will be able to export more in the future if the ----- trade negotiations succeed. Should that occur, the income of our dairy producers will rise as we expand export sales.

Commissioner ----- has commendably withdrawn his moratorium proposal, and replaced it with a scientific evaluation period. That evaluation is to culminate in a proposal, based on the best scientific evidence, that will be submitted to the ----- by October 1, 1990. He is proceeding prudently, as are we, and all of us will be the beneficiaries of an approach based on objectivity rather than emotion.

Sincerely,



Clayton Yeutter
Secretary

Figure 3-11 - Congressional Letter for Signature of the Secretary of Agriculture

**Figure 3-11
Congressional Letter for Signature of
the Secretary of Agriculture**



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

The Honorable Dan Quayle
President of the United
States Senate
Washington, D.C. 20510

Dear Mr. President:

I am pleased to provide, as required by Section 1410 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3125), the "1988 Annual Report on the Food and Agricultural Sciences from the Secretary of Agriculture to the President and Congress of the United States."

The report reviews the funding for these programs since 1981, and sets out some of the major activities and accomplishments of USDA-funded research and education programs in 1988.

We have identified emphasis of vital research and extension activities as one of the major goals for the Department of Agriculture. We believe you will agree that our country has benefited greatly, over many years, from the efficient agricultural sector served by the food and agricultural sciences.

Sincerely,

Clayton Yeutter
Secretary

Enclosure

Figure 3-13 - Letter to Private Sector for Signature of ARS Administrator

Figure 3-13
Letter to Private Sector for Signature
of ARS Administrator



United States
Department of
Agriculture

Agricultural
Research
Service

Office of the
Administrator

Washington, D.C.
20250

Mr. -----

Dear Mr. -----:

Thank you for your letter of February 24 to Secretary Yeutter in which you offer suggestions for addressing problems associated with Africanized bees.

The Agricultural Research Service (ARS) has a continuing interest in new or improved ways of addressing concerns about Africanized bees and their impact on public health and the beekeeping industry. In fact, ARS has conducted research on Africanized bees since the mid-1970's; much of this work has been carried out cooperatively with other Federal agencies and universities. The major thrust of our research is focused on the development of management and control technology, primarily through genetic approaches for modification of behavior.

Your suggestions will be made available to appropriate ARS officials for review and evaluation. They will contact you directly should they have need for more detailed information pertaining to your suggestion. In the meantime we are enclosing some additional materials that summarize research on these bees and their life cycle, biology, and behavior.

We appreciate your concern about the need to find ways of solving problems in today's agriculture. Thank you again for sharing this information.

Sincerely,

R. D. PLOWMAN
Administrator

4 Enclosures:
PA-1425, Honey Bees Abroad
Africanized Bees--An Update on Research
Q's & A's about Africanized Honey Bees
Agricultural Research (January 1989)

Figure 3-15 - Congressional (Washington Office) Letter for Signature of ARS Administrator

Figure 3-15
Congressional (Washington Office) Letter
for Signature of ARS Administrator



United States
Department of
Agriculture

Agricultural
Research
Service

Office of the
Administrator

Washington, D.C.
20250

The Honorable Lee H. Hamilton
U.S. House of Representatives
Washington, D.C. 20515

Dear Congressman Hamilton:

Thank you for your letter of May 31 on behalf of Mr. _____, who seeks information on commercial production of mushrooms. While Mr. _____'s original request for this information was not received in this Agency, we do regret the inconvenience he has experienced.

We are pleased to enclose a copy of our publication entitled "Mushroom Growing in the United States," together with a mushroom reference list. The American Mushroom Institute, located at 907 East Baltimore Pike, Kennett Square, Pennsylvania 19348, may be the best source of information about the mushroom industry in the United States. The Institute publishes a monthly journal, Mushroom News, that reports significant developments in the field of mushroom production.

We appreciate your interest in contacting us on Mr. _____'s behalf.

Sincerely,

R. D. PLOWMAN
Administrator

2 Enclosures

Figure 3-16 - Congressional (State Office) Letter for Signature of ARS Administrator

Figure 3-16
Congressional (State Office) Letter
for Signature of ARS Administrator



United States
Department of
Agriculture

Agricultural
Research
Service

Office of the
Administrator

Washington, D. C.
20250

The Honorable Phil Gramm
United States Senator
712 Main Street, Suite 2400
Houston, Texas, 77002

Dear Senator Gramm:

Thank you for your letter of June 22 on behalf of Mr. -----, who seeks information about bamboo.

The Agricultural Research Service (ARS) has a clonal collection of bamboo at the Southeastern Fruit and Tree Nut Research Laboratory, P. O. Box 87, Byron, Georgia 31008. ARS distributes plant material (germplasm) only to qualified researchers for experimental purposes. However, if Mr. ----- would like to learn more about the ARS bamboo collection from a technical standpoint, we would encourage him to contact Mr. Michael W. Hotchkiss, who maintains the collection at Byron. In the meantime, we are enclosing a list of commercial sources of bamboo.

Mr. ----- also inquires about a source of conservation publications. Much of this kind of information is available through the Texas Agricultural Extension Service, which has published a wealth of materials for Texas residents. Some examples include the following publications:

B-1189	Water Resource Uses and Issues in Texas
MP-585	Texas Plants -- A Checklist and Ecological Summary
B-1234	Solar Energy for Texas Homeowners

Mr. ----- can learn about the availability of these and numerous other Texas publications by contacting the Orange County Extension Office, Box 1574, Orange, Texas 77631.

We appreciate your interest in contacting us on Mr. -----'s behalf.

Sincerely,

R. D. Plowman
Administrator

Enclosure

cc:
Washington Office

Figure 3-17 - OA Controlled Correspondence Slip (Blue Control Slip)

Figure 3-17
OA Controlled Correspondence Slip
(Blue Control Slip)

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
OFFICE OF ADMINISTRATOR

CONTROLLED CORRESPONDENCE

DATE: _____

TO: _____

PLEASE REPLY FOR SIGNATURE OF:

OA: _____

DIRECT: _____

OTHER: _____

ACTION AS APPROPRIATE/PLEASE ADVISE
OF DISPOSITION: _____

DUE DATE: _____

RM. 3, BLDG. 005
BARC-WEST, BELTSVILLE
344-3090

LOG NUMBER _____

DO NOT REMOVE FROM DOCUMENT

Figure 3-18 - Congressional Correspondence for Signature of the Secretary of Agriculture

Figure 3-18
Congressional Correspondence for Signature
of the Secretary of Agriculture



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

The Honorable E (Kika) de la Garza
Chairman, Committee on Agriculture
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

I am pleased to provide, as required by Section 1410 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3125), the "1988 Annual Report on the Food and Agricultural Sciences from the Secretary of Agriculture to the President and Congress of the United States."

The report reviews the funding for these programs since 1981, and sets out some of the major activities and accomplishments of USDA-funded research and education programs in 1988.

Under separate cover, we are providing you 50 copies of the report for distribution at your direction.

Sincerely,

Clayton Yeutter
Secretary

Enclosure

Figure 3-19 - Congressional Correspondence for Signature of the Secretary of Agriculture

Figure 3-19
Congressional Correspondence for Signature
of the Secretary of Agriculture



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

The Honorable Thomas S. Foley
Speaker of the U.S. House
of Representatives
Washington, D.C. 20515

Dear Mr. Speaker:

I am pleased to provide, as required by Section 1410 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3125), the "1988 Annual Report on the Food and Agricultural Sciences from the Secretary of Agriculture to the President and Congress of the United States."

The report reviews the funding for these programs since 1981, and sets out some of the major activities and accomplishments of USDA-funded research and education programs in 1988.

We have identified emphasis of vital research and extension activities as one of the major goals for the Department of Agriculture. We believe you will agree that our country has benefited greatly, over many years, from the efficient agricultural sector served by the food and agricultural sciences.

Sincerely,

Clayton Yeutter
Secretary

Enclosure

Figure 3-21 - Report of Congressional Conversation

Figure 3-21
Report of Congressional Conversation

REPORT OF CONGRESSIONAL CONVERSATION		DATE OF CONVERSATION
		TIME OF CONVERSATION
INSTRUCTIONS: As soon as possible after completing an official conversation, prepare ARS-213 and distribute as follows: • Original – Administrator, Agricultural Research Service <i>Copies to</i> – • Legislative Staff • Director, Budget and Program Management Staff • File • Area Director – <i>Field Offices ONLY.</i>		
CONVERSED WITH – Name and Title of Individual; Congressional Representative's Name, State, and Office Phone Number.		
EMPLOYEE'S NAME, TITLE, AND LOCATION		PHONE NO.
SUBJECT OF THE CONVERSATION		
INFORMATION GIVEN		
ACTION RECOMMENDED (<i>If further action is required</i>)		
Form ARS-213 (5/85)		USDA-ARS

Figure 3-23 - Sample Transmittal Draft Letter for Use of the White House

**Figure 3-23
Sample Transmittal
Draft Letter for Use at
the White House**



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,

(signature)

Enclosure

Figure 3-24 - Sample Transmittal Letter memorandum for Use as Enclosure

Figure 3-24
Sample Transmittal Letter
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 Quayle 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,

(Signature)

Enclosure

Figure 3-25 - Sample Draft letter For Use at the White House

**Figure 3-25
Sample Draft Letter
For Use at the White House**

**DRAFT REPLY FOR JOHN DOE - JANE SMITH
RESOLUTION OPPOSING REMOVAL OF ACREAGE CONTROLS
OF 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.

Figure 3-26 - Sample Memorandum For Use as Enclosure

**Figure 3-26
Sample Memorandum
For Use as Enclosure**



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, 19XX. 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 19XX, Mr. Jones planned to operate a tavern.

He sought and received permission from FmHA to rent his farm to his son Rodney for the 19XX and 19XX crop years. When the FmHA lease agreement was approved in 19XX, Mr. Jones was advised that his loan would have to be settled in full in 19XX 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.

(signature)

Figure 3-27 - Controlled Correspondence Copy Preparation

**Figure 3-27
Controlled Correspondence
Copy Preparation**

Color and Purpose		Office of the Administrator	Office of the Secretary 02	White House 24	Congressional 25	The Secretary Priority 35
Letterhead (or letterhead photocopy)	Courtesy	*	*	*	*	*
Letterhead (or letterhead photocopy)	Information copy(ies)	*	*	*	*	*
Salmon/White Subject File (with enclosure(s) & incoming)	Office of the Secretary		x	x	x	x
White (2 Copies) (plus enclosure(s) & incoming)	Office of the Secretary alphabetical file		x	x	x	x
White Signer's file	Office of the Secretary		x	x	x	x
White Congressional/Priority	Office of the Secretary				x	x
Yellow/White Official subject file (plus enclosures & incoming)	Originating Office	x	x	x	x	x
Pink/White Alphabetical name file	Originating Office	*	*	*	*	*
Green/White Reading file**	Originating Office	*	*	*	*	*
White Chronological file	Originating Office	*	*	*	*	*
Blue/White Central File - Subject File (plus enclosures & incoming) Required for all offices except NPS.	Office of the Administrator	x	x	x	x	x
Pink/White	Office of the Administrator	x	x	x	x	x
White	ARS-CMU copy	x	x	x	x	x
Letterhead (or letterhead photocopy)	Budget & Program Management Staff	*	*	*	*	*

* = If applicable

x = Required

** Omit this copy for proposed or pending personnel actions, reprimands, recommendation for employee recognition, etc.

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CHAPTER 4 - FOREIGN CORRESPONDENCE

Section 1 - General

The procedure for handling foreign correspondence is different from that for handling domestic correspondence. In most cases, foreign correspondence requires clearance before dispatch. Use the instructions in this chapter only when preparing foreign correspondence. This chapter covers the following:

<i>Type of Foreign Correspondence</i>	<i>Section</i>	<i>Contact Point</i>
Correspondence Requiring FAS Clearance	2	S&E-CMU
Special Foreign Currency (SFC) Research Program (P.L. 480)	3	OICD-IRD
Accepting Foreign Nationals	4	S&E-IMS
Telegrams and Airgrams to Overseas Posts	5	S&E-CMU

ABBREVIATIONS'

FAS	Foreign Agricultural Service
S&E-CMU	Science and Education - Correspondence Management Unit
S&E-IMS	Science and Education - International Management Staff
OICD-IRD	Office of International Cooperation and Development, International Research Division
OICD-STE	Office of International Cooperation and Development, Scientific and Technical Exchange

Section 2 - Correspondence Requiring FAS Clearance

1. BACKGROUND

FAS provides official liaison for USDA with the Department of State and its missions abroad. It has primary responsibility for matters pertaining to agricultural trade and relationships with foreign areas.

2. GENERAL

This section identifies categories of foreign correspondence which must be cleared through FAS before leaving the Department and provides preparation instructions.

The S&E-CMU is the S&E contact for foreign correspondence that requires FAS clearance. All foreign correspondence that must be cleared through FAS is routed through the S&E-CMU before being forwarded to FAS.

3. CORRESPONDENCE REQUIRING FAS CLEARANCE

- a. Foreign Governments (including diplomatic representatives resident in V.S.).
- b. The Agricultural Attache Service.
- c. The United States Diplomatic Missions abroad.
- d. Department of State.
- e. Intergovernmental International Organizations.
- f. Individuals, firms, and institutions in foreign countries when it relates to the following:
 - (1) Policy matters
 - (2) Trade and products promotion
- g. Addressee in a country or area under Communist control. (See DIRECTIVE 263.2.)

EXCEPTIONS:

Notification (letters/cables) to agricultural attaches, counselors, or officers informing them of unplanned emergency foreign travel may be cleared by phone with the appropriate FAS Area Officer. A copy of the letter/cable must be sent to the FAS clearing office. (See DIRECTIVE 352.6.)

Reprints (publications). Publications and literature going to any country, including those under Communist control. (See paragraph 7.)

Routine transmittal letters of reprints (publications).

Unclassified correspondence addressed to individuals or offices in the Department of State relating to scientific and technical information (e.g., exchange of scientific information with peer).

4. PREPARATION INSTRUCTIONS

a. SIGNATURE LEVEL

Offices shall prepare and sign foreign correspondence when the subject matter falls entirely within the scope of its functions and responsibilities. When it is determined that a letter should be signed at a higher level, the letter is forwarded through established channels for review and signature before forwarding to the S&E-CMU.

EXCEPTION:

Controlled correspondence is cleared through the S&E-CMU before being forwarded to Agency and Staff Heads for signature.

b. LETTER PREPARATION

Prepare correspondence in accordance with chapters 2 and 3 of this manual. Exceptions to those instructions are contained in this chapter.

d. COPY PREPARATION

Prepare the copies shown in figure 4-1 in addition to those in chapters 2 and 3.

d. DATE

Do not date the letter at the time of preparation. Leave enough room for dating the letter after it is signed. The actual date of dispatch will be stamped on the letter by the Mail Unit, FAS, after the FAS reviewing official countersigns the correspondence

(See 4e, Subscript). Type the preparation date after the identification of office writer, and typist on all S&E file copies and FAS copies.

e. SUBSCRIPT

The subscript is the phrase "Forwarded, Foreign Agricultural Service" and the signature of an FAS clearing official. The subscript indicates the correspondence has been cleared through FAS. The S&E-CMU will add the phrase "Forwarded, Foreign Agricultural Service" at the time the material is cleared by that office. Leave 14 blank lines between the last line of the signature element and the next typed notation.

f. CARBON COPY NOTATION/IDENTIFICATION OF OFFICE, WRITER, AND TYPIST (DICTATOR'S LEGEND)

Begin the "cc:" notation/dictator's legend 15 lines below the signature element or enclosure notation. If there is not enough room, type the "cc:" notation/dictator's legend across from the signature element at the center of the page.

g. ASSEMBLY

Assemble letters as shown in figure 4-2.

h. CLEARANCE PROCEDURE

Forward the assembled package through established channels to the S&E-CMU.(See 4a, Signature Level). The S&'-CMU forwards the package to FAS for clearance.

ADDRESS

S&E-Correspondence Management Unit
Administrative Management, S&E, USDA
Room 360A, Administration Building
14th and Independence Avenue, SW.
Washington, DC 20250

5. MAIL

a. DIPLOMATIC POUCH Diplomatic pouch is provided for the international transmission of official communications of the United States. Material for transmission through diplomatic pouch facilities must be routed through the S&E-CMU to FAS. Specific questions should be addressed to the S&E-CMU. Every communication sent via diplomatic pouch must have the security classification indicated on it. (See DIRECTIVE 253.1.)

(1) **ENVELOPES** Via Air Pouch. Plain envelopes are used for UNCLASSIFIED correspondence dispatched to foreign destinations by diplomatic pouch. Use envelopes which have the return address of the signature office printed in the upper left corner. Type name, title and full address of the addressee. Where necessary, FAS will provide a second envelope addressed to the diplomatic mission, embassy, or counselor office abroad through which the correspondence is being forwarded.

(a) No envelope is required for letters addressed to an agricultural counselor, attache, or officer.

(b) An envelope is required for letters addressed to an agricultural counselor, attache, or officer for forwarding to another addressee.

(c) Use plain envelopes for letters sent through diplomatic pouch.

(d) Use Postage and Fees Paid envelopes for letters sent through APO and FPO facilities. (See paragraph 5c, International Mail or U.S. Military Postal Service.)

Do not type VIA DIPLOMATIC POUCH or VIA AIR PORCH on envelopes. The appropriate marking will be stamped on the envelopes in the Mail Unit, FAS.

(2) **PACKAGES** Packages for transmittal by diplomatic pouch must be securely wrapped and clearly addressed to the particular diplomatic mission involved. When forwarding unclassified material by diplomatic pouch, mark the word "UNCLASSIFIED" above the address on the package.

(a) **SURFACE POUCH** Maximum weight is 40 pounds; maximum size is 25 inches in length, with a maximum of 62 inches in length and girth.

(b) **AIR POUCH** Packages must be limited to urgently required material weighing not more than 5 pounds. For each parcel weighing over 2 pounds the sender must give (1) date required at destination and (2) general description of the content. Maximum size is same as surface pouch.

(c) **ITEMS REQUIRING PHYTOSANITARY CERTIFICATE** Plant and unprocessed plant products must be routed through Plant Protection and Quarantine Programs, Animal and Plant Health Inspection Service. The plant quarantine inspector will attach the phytosanitary certificate.

(d) **PROHIBITED ITEMS** Under no circumstances will explosives, firearms, poison, liquids, perishables, fragile items and flammable materials, including nitrate films, be sent by pouch. Sixteen mm film is nonflammable.

b CLASSIFIED MAIL TO OVERSEAS POSTS (EMBASSIES, etc.) Documents classified under Executive Order 12065 and implementing instructions thereto and "Limited Official Use" (LOU) documents must be registered and can only be mailed to overseas posts through the Department of State diplomatic pouch system.

Limited Official Use and Confidential material within USDA may be sent through the regular USDA mail system in a sealed single opaque envelope bearing the stamp "TO BE OPENED BY ADDRESSEE ONLY." Address the envelope to the S&E-CMU.

Secret material must be handcarried to the S&E-CMU.

For additional information, contact the S&E-CMU.

c. INTERNATIONAL MAIL OR U.S. MILITARY POSTAL SERVICE (APO/FPO) Postage and Fees Paid envelopes should be used on unclassified official mailings sent through the international mail service, when appropriate, to foreign destinations. Use the Postage and Fees Paid envelope designated for the office that signed the letter. This will facilitate the return of mail that cannot be delivered.

Mail sent by Military Postal Service (APO/FPO) can only be sent to diplomatic missions, embassies, or counselor offices abroad having such facilities. For current APO/FPO numbers, contact the Mail Unit, FAS, telephone number (202) 447-7425.

MOTE: Mail sent through FAS does not go via international mail or APO/FPO.

6. CORRESPONDENCE WITH THE DEPARTMENT OF STATE

Correspondence with the Department of State must be cleared through FAS. Send correspondence to the S&E-CMU. The S&E-CMU forwards the correspondence to FAS.

EXCEPTION:

Unclassified correspondence addressed directly to individuals or offices relating to scientific and technical information. This correspondence does not need to be cleared through FAS.

Use the following guidelines to determine who should sign correspondence addressed to the Department of State:

a. Letters to the Secretary of State are prepared for the signature of the Secretary of Agriculture.

b. Third-person letters from the Department of State are routine transmittal letters to a Cabinet officer or to the head of an agency written in the third person. These formal letters begin with the phrase "The Secretary of State (informs, transmits to, etc.) the Secretary of Agriculture." They are neither addressed nor signed, but they are initialed in the lower right corner of the last page. Prepare replies to this type of communication in formal letter format. In replying, make reference to the State Department's division symbol and file number. The reply may be prepared for signature in the Office of the Secretary or S&E.

(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, check with the S&E-CMU.

c. When foreign travel on official business is required, it is necessary to request the issuance of an Official Passport. See DIRECTIVE 352.5 for processing procedure.

7 PUBLICATIONS AND LITERATURE

The National Agricultural Library must clear the names of foreign organizations for additions to the Department's mailing lists. This requirement assures a mutual exchange of information on a continuing basis. Library clearance is not required when furnishing single issues of publications or reprints.

Bulk mail, books, scientific and technical journals, publications and printed material exchanged with persons and scientific or technical institutions in Communist-controlled countries should not be forwarded via diplomatic pouch. This mail should be transmitted through the open international mail channels. An exception to this rule may be made for small quantities of such printed materials exchanged between U.S. Government scientific agencies and their counterparts in foreign government institutions.

Section, 3 - Special Foreign Currency SFC Research Program P.L. 480

OICD-IRD handles all Special Foreign Currency (SFC) Research Program correspondence between cooperating S&E scientists and foreign investigators. OICD-IRD is the S&E contact for SFC correspondence.

1. LETTER PREPARATION

Prepare letters as shown in chapters 1 and 2 of this manual.

2. COPY PREPARATION

Prepare 3 letterhead tissues (or photocopies) for OICD-IRD in addition to those shown in chapters 1 and 2.

3. LETTER ASSEMBLY

Assemble letters as shown below.

- Original + envelope
- Information copy(ies) + envelope(s)
- 3 Letterhead tissues (or photocopies) for OICD-IRD
- Yellow + incoming + envelope (addressed to the originating office)

4. CLEARANCE PROCEDURE

Send the undated, signed letter package through established channels to:

International Research Division, OICD, USDA
Room 467, Federal Building
6505 Belcrest Road
Hyattsville, MD 20782

IRD-OICD will:

- a. Date the letter (and information copy(ies))

- b. Mail the letter (and information copy(ies))
- c. Return dated yellow to the originating office

Section 4 - Accepting Foreign Nationals

S&E-IMS requires one letterhead tissue of correspondence accepting foreign nationals as Foreign Research Associates. Send this copy to:

International Management Staff
Science and Education, USO;
Room 540, Federal Building
6505 Belcrest Road
Hyattsville, MD 20782

Section 5 - Telegrams and Airgrams to Overseas Posts

Prepare telegrams and airgrams to agricultural attaches and diplomatic missions abroad in final form before forwarding to the S&E-CMU. The S&E-CMU forwards the telegram/airgram to FAS for transmission.

Telegrams are used only when the time element is of primary consideration. They should be as short as practicable. Nonurgent messages should be sent as airgrams or letters through air pouch channels. Omit all unnecessary words, phrases, prepositions, pronouns, parts of the verb "to be," and expressions of courtesy. Reduce punctuation to the minimum consistent with clarity. Refer to previously numbered telegrams of the current fiscal year by serial number only, omitting the date.

1. TOFAS/FASTO SYSTEM

The TOFAS (incoming to Washington)/FASTO (outgoing from Washington) system is used for telegrams that are authorized for official UNCLASSIFIED Agriculture messages that do not require Department of State clearance. Messages transmitted by this system are relayed via Department of State facilities directly between FAS and overseas posts.

Figure 4-4 shows how to prepare "FASTO" telegrams. Use FAS Form 432 "FASTO" for the first page of all outgoing telegrams sent via the "FASTO" system and white bond paper for the second and succeeding pages.

Prepare an original for FAS and one yellow official file copy for the originating office and other copies required under Copy Preparation, chapter 1.

2. DEPARTMENT OF STATE TELEGRAMS (STATE'S MESSAGE REFERENCE NUMBER [MRN] SYSTEM)

Department of State telegrams are used for CLASSIFIED and UNCLASSIFIED official messages, requiring Department of State clearance. Messages transmitted by this system are transmitted electrically to overseas posts through Department of State's communication facilities.

Figures 4-5 and 4-6 show how to prepare Department of State telegrams. Use Optional Form 185 and its continuation sheet, Optional Form 185A, for all outgoing telegrams sent via Department of State.

Prepare an original and all copies of Optional Form 185 for FAS and one yellow tissue copy (or photocopy) for the originating office and other copies required under Copy Preparation, chapter 1.

3. AIRGRAMS

Airgrams are nontelegraphic communications sent to Foreign Service Posts which are transmitted by airmail or courier service. They are given priority at both the transmitting office in the Department of State and at the receiving office of posts abroad.

Figure 4-7 shows how to prepare airgrams. Use Department of State Form DS-323 (green) for the first page of the airgram. Type second and succeeding pages on plain green paper.

Prepare an original, two white tissues, and one pink tissue for FAS and one yellow official file copy for the originating office and other copies required under Copy Preparation, chapter 1.

Figure 4-1 - COPY PREPARATION

<u>Correspondence Addressed to:</u>	<u>Type of Paper Used:</u>	<u>Copies Prepared for:</u>
(1) Foreign governments (including diplomatic representatives resident in the U.S.)	1 letterhead tissue 1 white tissue 1 white tissue 1 letterhead tissue	Courtesy Copy FAS files Appropriate agricultural counselor, attache, or officer OICD-STE*
(2) Agricultural Attache Service (overseas)	1 letterhead tissue 2 white tissues 1 letterhead tissue	Courtesy Copy FAS files OICD-STE*
(3) U.S. diplomatic missions abroad where <u>no</u> agricultural counselor, attache, or officer is assigned.	1 letterhead tissue 1 white tissue 1 letterhead tissue	Department of State FAS files OICD-STE*
(4) Department of State	1 letterhead tissue 1 white tissue	Courtesy Copy FAS files
(5) Intergovernmental international Organizations	1 white tissue 1 white tissue	Appropriate agricultural counselor, attache, or officer OICD-IOA
(6) Individuals, firms, and institutions in foreign countries	1 letterhead tissue 1 white tissue 1 letterhead tissue	Appropriate agricultural counselor, attache, or officer FAS files OICD-STE*
(7) Addressee in countries and areas under Communist control **	1 letterhead tissue 1 letterhead tissue 1 white tissue 1 letterhead tissue	Pertinent post Department of State FAS files OICD-STE*

*Correspondence on scientific and technical activities only. Attach envelope addressed to: Deputy Director, Scientific and Technical Exchange, OICD, Room 3104, Auditors Building, Washington, DC 20250.

**Correspondence addressed to addressees in countries and areas under Communist control must be forwarded by diplomatic pouch to the pertinent post for screening. The post, at its discretion, will forward the communication to the addressee.

Figure 4-2 - LETTER ASSEMBLY

1. Outgoing Letter

- a. Original
- b. Courtesy Copy (if required)
- c. Enclosure(s)
- d. Envelope (if required)

2. Copies required in Figure 4-1

- a. Information copy
- b. Enclosure(s)
- c. Envelope (if required)

3. Official File Copy

- a. Yellow
- b. Enclosure(s)
- c. Envelope (addressed to originating office)

Figure 4-3

FIGURE 4-3

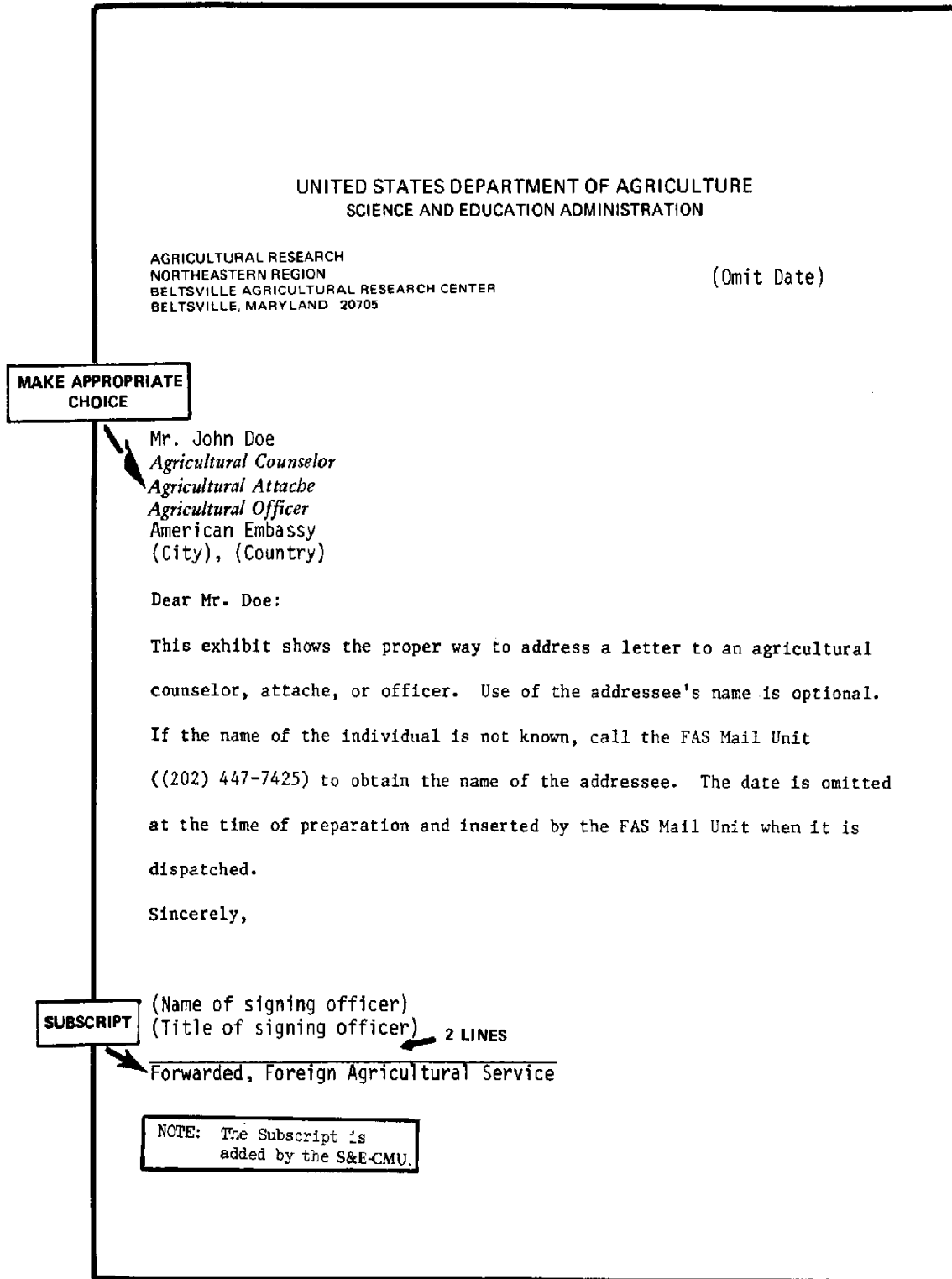


Figure 4-4

FIGURE 4-4

 * FOREIGN AGRICULTURAL SERVICE *

OUTGOING TELEGRAM
FASTO

ADDRESS AND CAPTION

UNCLASSIFIED

DO NOT TYPE DATE

Amembassy BONN FOR AG COUNSELOR
 OR
 TO : Amembassy BRASILIA FOR AG ATTACHE
 FROM : SEYMOUR FSQS
 FASTO _____
 REF : TOFAS 16

LEAVE BLANK

REFERENCE PREVIOUS COMMUNICATION IF NECESSARY

- This is the proper format for a FAS/W "FASTO" unclassified single address telegram. Use Form FAS 432 (Rev. 6-76) for first page and white bond paper for second or succeeding pages. An original only is required by the Cable Unit, FAS. After transmission, two copies of the outgoing FASTO will be dated and returned to the drafter as confirmation copies.
- Begin typing text 5 lines below the word "FASTO" or two lines below "REF" or "CAPTION", if any. Align the left margin of the first page with the first letter of the printed "FASTO." Leave approximately one-half inch margin on the right side.
- Confirmation copies will only be sent to the clearance officials when they indicate need by checking the box next to their name.
- Originating office is responsible for securing all clearances before sending to SEA-CMU. All FASTO messages must be cleared with appropriate FAS Area Officer.

DRAFTED BY		CLEARANCES			
FSQS:MPI: JABrown:bs 1/10/80 X 7-4567	Check if confirmation copy needed	MPI: Rseymour	FAS:A0: JDavis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INCLUDE DATE AND TELEPHONE EXTENSION

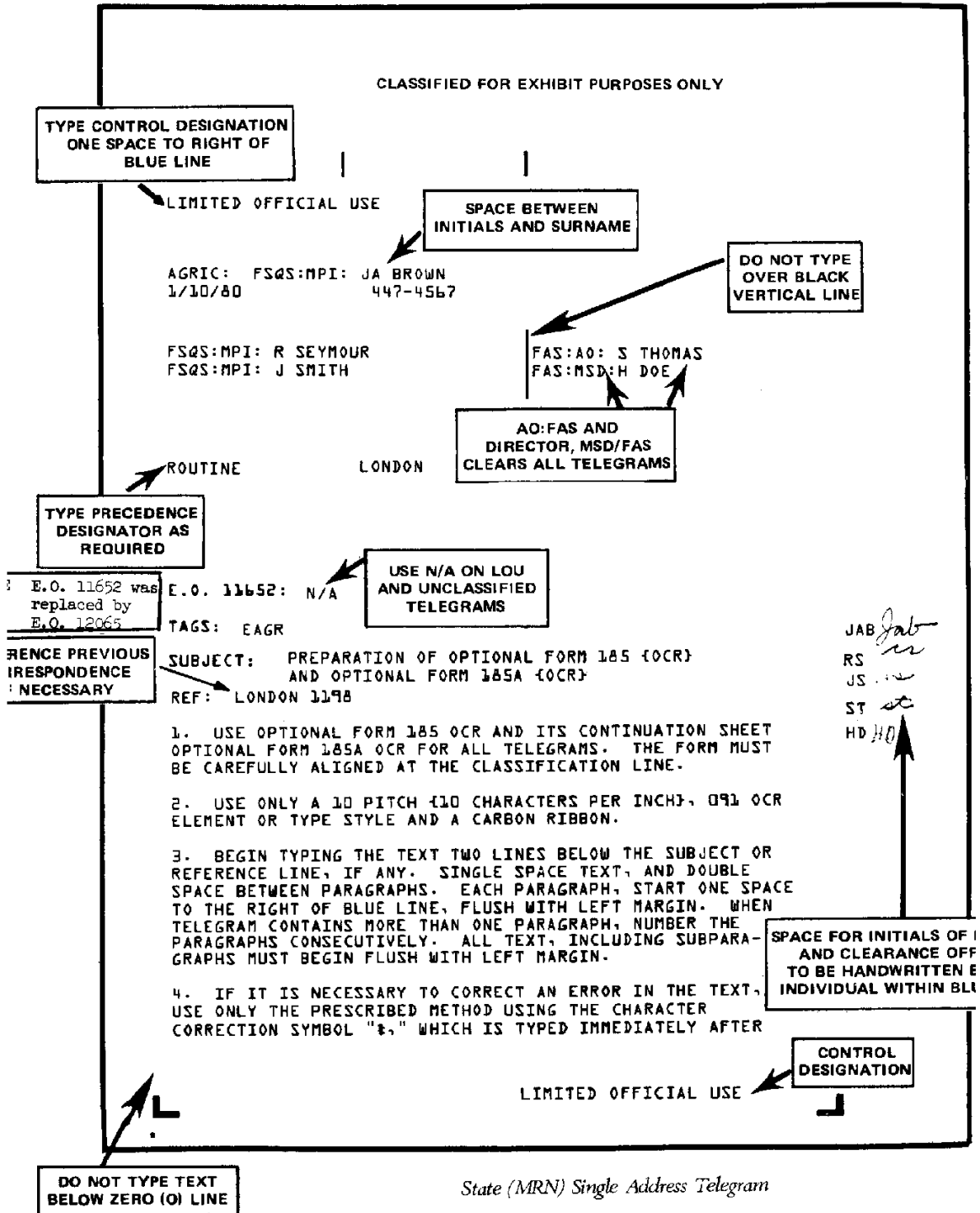
UNCLASSIFIED

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

DRAFTING AND CLEARING OFFICERS MUST INITIAL BY THEIR NAMES

Figure 4-5

FIGURE 4-5



State (MRN) Single Address Telegram

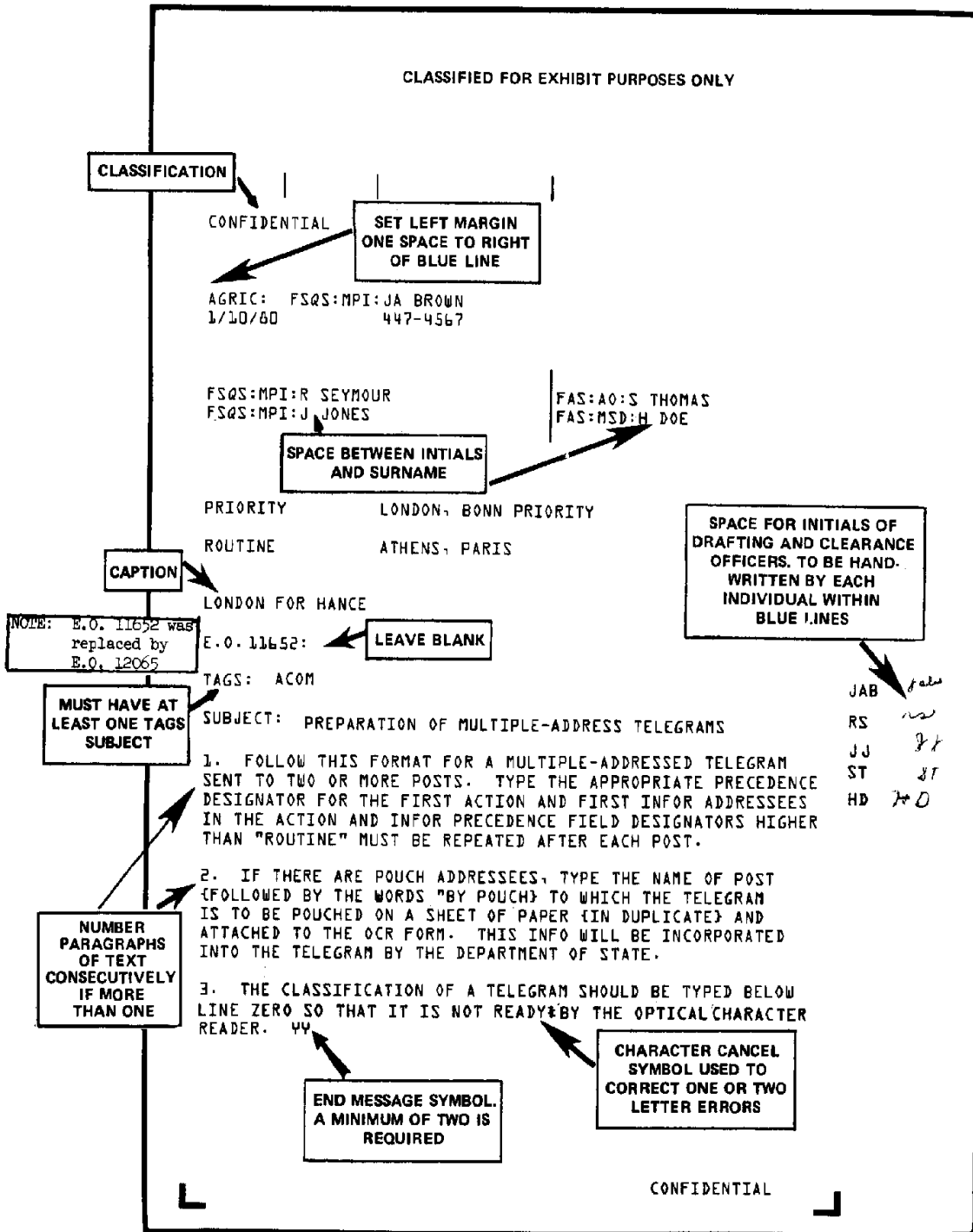
FIGURE 4-5 (Continued)

LINE CANCEL SYMBOL USED TO CORRECT ERRORS OF THREE OR MORE LETTERS	TYPE CONTROL DESIGNATOR ONE SPACE TO RIGHT OF BLUE LINE	USE ARABIC NUMBERS PLACED AT LEAST TWO SPACES TO RIGHT OF BLACK LINE
LIMITED OFFICIAL USE 2		
THE CHARACTER TO BE CANCELED. THE LINE CANCEL SYMBOL {———} IS USED IF A LINE OF TEXT IS TO BE CANCELED.		
NOTE: *—LINE OF THIS TYPE APPEARING.....		
A LINE OF THIS TYPE APPEARING AT ANY PLACE ON A LINE OF TEXT WILL AUTOMATICALLY CANCEL THE LINE. OVER- TYPE THIS SYMBOL THROUGH THE FIRST FIVE CHARACTERS IN THE LINE TO BE DELETED. THEN RETYPE THE LINE CORRECTLY ON THE NEXT LINE. DO NOT USE ANY OF THE FOLLOWING TO MAKE CORRECTIONS. THE MESSAGE WILL BE REJECTED BY THE OCR IF ANY OF THESE TYPES OF CORRECTIONS ARE MADE.		
ERASERS OF ANY TYPE SNO-PAKE	CORRECTION TAPE DO NOT USE "X" OUT OR OVERTYPE PEN AND INK CHANGES	
KO-REC-TYPE		
5. THE ORIGINATING OFFICE IS RESPONSIBLE FOR THE ACCURACY, APPROVAL AND CLEARANCE OF A TELEGRAM BEFORE FORWARDING TO THE SEA-CMU.		
6. THE FORM MUST BE FORWARDED, INTACT, TO THE SEA-CMU. DO NOT REMOVE ANY COPIES. UPON THE TELEGRAM BEING TRANSMITTED TO THE POST, CONFIRMATION COPIES OF THE OUTGOING TELEGRAM WILL BE RETURN TO THE DRAFTER AND CLEARING OFFICIALS.		
7. TYPE THE SPECIAL SYMBOL "Y" TWICE, TWO SPACES AFTER THE LAST PERIOD IN THE MESSAGE.		
8. 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.		
9. THE COMMUNICATIONS CENTER (OCT) WILL ADD THE SURNAME OF THE SECRETARY OR ACTING SECRETARY OF STATE TO ALL TELEGRAMS TO POSTS.		
DECONTROLLED {DATE} OR EVENT AFTER WHICH THE MARKING IS NO LONGER APPLICABLE. YY		
DO NOT TYPE TEXT BELOW ZERO (0) LINE	DECONTROL NOTATION MUST APPEAR AS FINAL PARAGRAPH ON LIMITED OFFICIAL USE TELEGRAM	TYPE CONTROL DESIGNATOR BELOW LINE ZERO
LIMITED OFFICIAL USE <small>CLASSIFICATION</small>		

State (MRN) Single Address Telegram (Page 2)

Figure 4-6

FIGURE 4-6



State (MRN) Multiple Address Telegram

Figure 4-7

FIGURE 4-7

AIRGRAM

USE ONLY WHEN NECESSARY	POST DISTRIBUTION ORIGIN/ACTION	HANDLING PRIORITY	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO.
--------------------------------	------------------------------------	-------------------	--------------------------------	-----------------------

AF	ARA	RF/OB	CIU	TO: AmEmbassy London FROM: Department of State 12065 E.O. 12065: N/A TAGS: AREG SUBJECT: Preparation of a Single-Address Airgram REF: Your A-547, December 28, 1979 CAPTION (if any) JOINT MESSAGE (if any) 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. 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. E.O. 12065 Line. "E.O. 12065" is followed by "N/A" in UNCLASSIFIED and LIMITED OFFICIAL USE airgrams. Only on Enclosures: 1. FAS Form 154 (50 copies) 2. FAS Notice 742
D/HA	D/LOS	EA	EB	
EUR	FAORC/DR	FADHC/LR	FBO	
IGA	INR	IO	L	
M/MO	MC	NEA	OES	
PER	PM	PPT	S/IL	
S/NM	S/P	S/PWS	S/S	
SCA	SCS	SY	VO	
Suggested Distribution				

POST ROUTING		
TO	ACTION	INFO
AMB		
DCM		
POL		
ECON		
COMML		
USIS		
AGR		
AID		
DAO		
CONS		

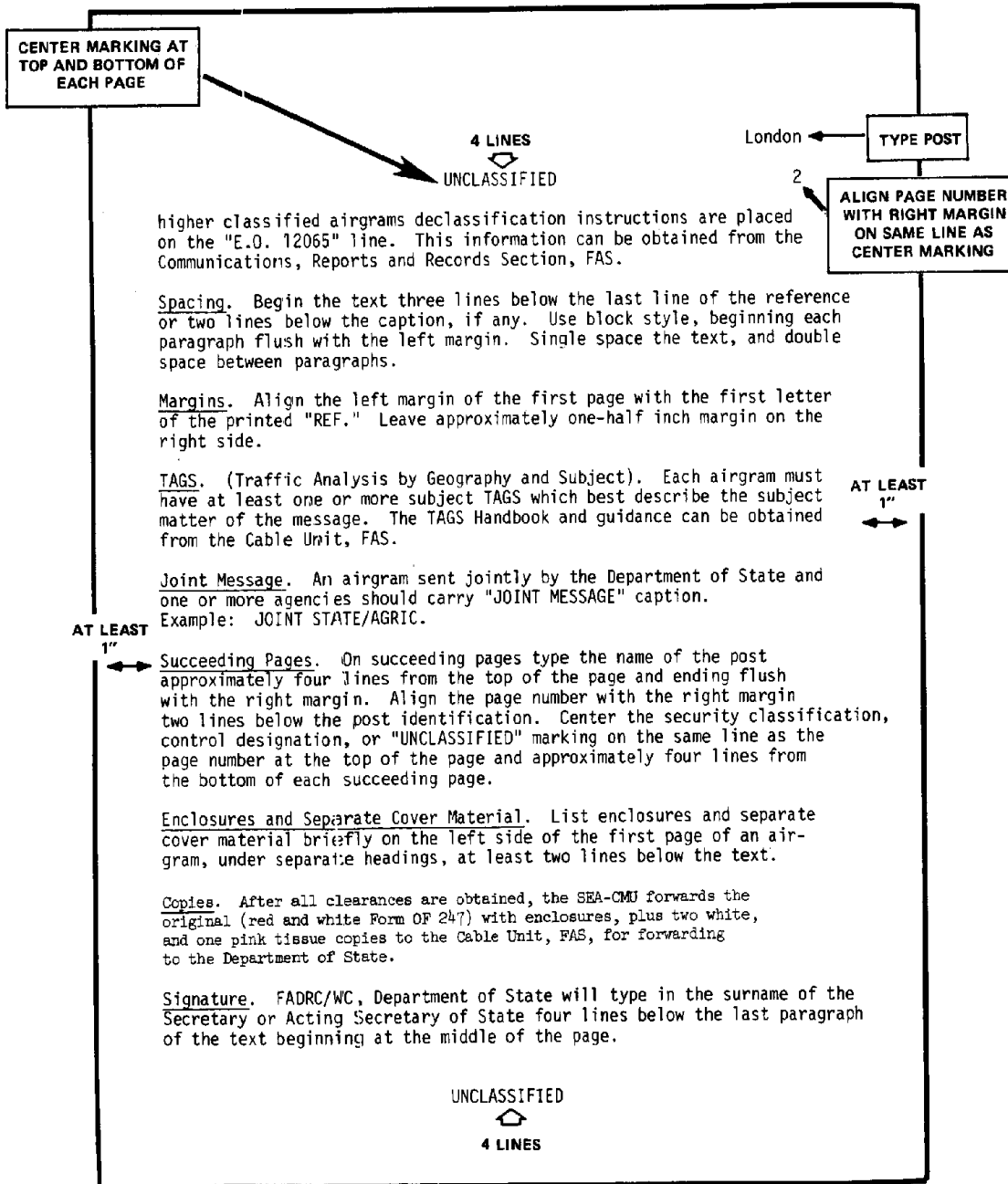
DRAFTED BY: Agric: FAS:BAD/S. Jones:zh	DRAFTING DATE 12/28/79	PHONE NO. 447-2631	CONTENTS AND CLASSIFICATION APPROVED BY:
---	---------------------------	-----------------------	--

UNCLASSIFIED
CLASSIFICATION

OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102
GPO: 1974 O-313-836100-11

Single Address Airgram

FIGURE 4-7 (Continued)



Single Address Airgram (Page 2)

Section 5 - Foreign Correspondence

1. GENERAL

Use instructions relating to preparation of formal letters (including format and copy requirements) when preparing foreign correspondence. The procedure for handling foreign correspondence, including correspondence with the Department of State, is different from that for handling domestic correspondence. In most cases, foreign correspondence requires clearance before dispatch. Item 2 below lists various categories of correspondence which must be routed through the Assistant to the Administrator, Legislation and Special Assignments, Room 317-A, Washington, D.C., or through the International Programs Division (IPD), Room 340-A, Washington, D.C.

2. FOREIGN CORRESPONDENCE REQUIRING CLEARANCE

a. Through Legislation and Special Assignments Staff.

- (1) Foreign Governments (including diplomatic representatives resident in the U.S.)
- (2) The Agricultural Attache Service
- (3) The United States Diplomatic Missions abroad
- (4) International organizations, e.g., "Governmental, such as units of the UN and not foundations or other private international institutions."
- (5) The Department of State
- (6) Addressee in a country under Communist control. See Figure 7 for current listing of countries under Communist control. (For the exchange of Agricultural Research plant and animal material see AM 120.5.)
- (7) Individuals, firms, and institutions in foreign countries when it relates to the following:
 - (a) Policy matters
Example: Any matter that relates to an agreement between governments.
 - (b) Trade and products promotion
Example: Trade fairs; promotion of commercial products for export.

b. Through International Programs Division.

(1) Correspondence between the sponsoring ARS scientist and the principal investigator on technical aspects of the research of *executed PL 480 grants* in foreign countries *under Communist control* (see Figure 7).

(2) Correspondence relating to *administrative or policy* considerations of PL 480 research activities.

3. FOREIGN CORRESPONDENCE WHICH DOES NOT REQUIRE CLEARANCE

The following foreign correspondence requires no clearance *provided it is not addressed to Communist countries* (see Figure 7).

- a. Reprints (publications)
- b. Routine transmittal letters of reprints (publications)
- c. Letters on procurement of equipment and supplies.
- d. Letters to an individual using a foreign government agency as his mailing address, if the contents do not conflict with Item 2a(6) and (7) above.
- e. Correspondence between sponsoring ARS scientist and principal investigators, on technical aspects of executed PL 480 grants in foreign countries *not* under Communist control.
- f. Correspondence accepting foreign nationals as Foreign Research/Regulatory Associates.

4. STATIONERY

Use the appropriate ARS or Department letterhead. If the correspondence is to be sent VIA airmail, use letterhead tissue and airmail envelopes.

5. COPY REQUIREMENTS

a. The Legislation and Special Assignments Staff is required to furnish the Foreign Agricultural Service (FAS) copies of correspondence when the addressee falls within specific categories outlined below. Prepare these information copies in *addition* to those needed by the preparing office as outlined in Chapter 1, Item 2a, b, and c.

(1) Correspondence with foreign governments (including diplomatic representatives resident in the U.S.). Prepare one courtesy copy on letterhead tissue, one plain white tissue for FAS files, and one letterhead tissue for the appropriate agricultural attache.

(2) Correspondence with Agricultural Attache Service. Prepare one courtesy copy on letterhead tissue and two plain white tissues for FAS files.

(3) Correspondence with U.S. diplomatic missions abroad where no agricultural attache is assigned. Prepare one letterhead tissue for the Department of State and one plain white tissue for FAS files. Forward all communications to diplomatic and consular posts where no agricultural attache' is assigned to the Legislation and Special Assignments Staff for clearance.

(4) Correspondence with international organizations. Prepare one appropriate letterhead white tissue for appropriate agricultural attache and one for FAS.

(5) Correspondence with individuals, firms, and institutions in foreign countries. Prepare one plain white tissue for FAS files and one letterhead tissue for the appropriate agricultural attache.

(6) Correspondence with addressee in countries and areas under Communist control. Prepare one letterhead tissue for the Department of State, one appropriate letterhead tissue for the American Embassy, and one plain white tissue for FAS files. Incoming original communication must be attached when transmitted to the Foreign Agricultural Service for review and clearance.

Divisions shall prepare and sign foreign correspondence when the subject matter falls entirely within the scope of their functions and responsibilities. The signed correspondence is then forwarded for clearance. When the Divisions determine that a letter should be signed at a higher level the reply is forwarded for clearance and signature.

The Legislation and Special Assignments Staff will forward all carbon copies of outgoing correspondence to FAS with the original. After clearance, the copies will be returned to ARS mailroom for distribution. In addition, signed file copies will be returned to the originating office.

b. The International Programs Division requires the following additional information copies on subject matter correspondence of interest to that division:

(1) Three white letterhead tissues on all correspondence relating to P.L. 480 activities.

(2) One white letterhead tissue of correspondence accepting foreign nationals as Foreign Research/Regulatory Associates.

(3) One white letterhead tissue of correspondence on the subject of transmitting plant and animal materials.

Figure 7 - Restriction on Mail to Foreign Countries

Part I

1. COUNTRIES UNDER COMMUNIST CONTROL

a. Send no mail to these countries:

Cambodia	East Germany
China (RED)	North Korea
Cuba	North Vietnam

b. Mail may be sent to these countries: 1/

Albania	Latvia
Bulgaria	Lithuania
Czechoslovakia	Poland
Hungary	Romania
Soviet Union (USSR)	

2. COUNTRIES NOT UNDER COMMUNIST CONTROL: 1/

Algeria	Sudan
Egypt (UAR)	Syria
Iraq	Yemen

1/ Requires special handling through Legislation & Special Assignments Staff on general subject matters; through International Programs Division on P.L. 480 matters.

Figure 7.—Restrictions on mail to Foreign Countries.

6. DATE

Do not date the letter at the time of preparation. Type the preparation date after the identification of the preparing office, the writer and typist on the FAS file(s) and on all other copies except:

- a. Original
- b. Courtesy copy
- c. Information copy

7. CONCURRENCES

a. Clearance initialing. Each person who originates and/or reviews communications for signature in ARS or in the Office of the Secretary should initial and date the yellow record copy in lower left corner. No initials or names shall appear on the salmon copy of such correspondence except the final reviewing official in ARS.

b. Subscript. A subscript is the signature of an FAS official which indicates that the material has cleared (see Figure 8). Omit the adding of a subscript on foreign correspondence. The Legislation and Special Assignments Staff will add the necessary subscript at the time the material is cleared by that office.

8. DIPLOMATIC POUCH

Foreign mail which is cleared through Legislation and Special Assignments Staff and transmitted through State Department Diplomatic Pouch Service must meet State Department requirements.

When addressing envelopes and mailing labels, type the name, title and full address of the recipient. Do not type *VIA DIPLOMATIC POUCH* on the envelope or mailing label since any special markings required, including the word UNCLASSIFIED, will be added by the Legislation and Special Assignments Staff.

Mail and packages transmitted by the Diplomatic Pouch Service may be sent either by Air Pouch or by Surface Pouch. Letter mail is usually sent by air due to the time factor involved. The following limitations apply to package mail:

a. Air Pouch Service. Packages for the "air pouch" will be limited to urgently required materials weighing not more than 5 pounds. The maximum size is 18 inches in length, with a maximum of 42 inches in length and girth. For packages weighing over 2 pounds, the sender is required to furnish:

- (1) Date required at destination
- (2) General description of the content

b. Surface Pouch Service. The maximum weight for packages is 24 pounds. The maximum size is same as air pouch listed above.

c. Restrictions. The following restrictions apply to both types of Pouch services:

(1) **Items Requiring Phytosanitary Certificate.** Live insects, seeds, plant disease cultures and all plant materials must be routed through the ARS Plant Inspection Station. The plant quarantine inspector will attach inspection certificate (reference 7 CFR 319.37-13).

(2) **Prohibited items.** Under no circumstances will explosives, firearms, poisons, liquids, perishables, fragile items, and inflammable materials, including nitrate films, be sent by pouch (16 mm film is nonflammable).

9. ASSEMBLY FOR SIGNATURE

- a. For signature in ARS see Chapter 1, Item 19.
- b. For signature in the Office of the Secretary see Chapter I, Section 4, Item 7.

For the copies described in Item 4a thru f of this Chapter, paper clip the courtesy copy immediately after the original and the other FAS required copies behind the envelope.

10. CORRESPONDENCE WITH THE DEPARTMENT OF STATE

All correspondence with the Department of State originating in ARS, must clear through the Legislation and Special Assignments Staff.

- a. Letters to the Secretary of State are prepared for the signature of the Secretary of Agriculture.
- b. Third-person letters from the Department of State are routine transmittal letters to a Cabinet officer or to the head of an agency, written in the third person. These formal letters begin with the formula "The Secretary of State (informs, transmits to, etc.) the Secretary of Agriculture." They are neither addressed nor signed, but they are initialed in the lower right corner of the last page. Prepare replies to this type of communication in regular letter form. In replying, make reference

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.

(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.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
WASHINGTON, D.C. 20250

OFFICE OF ADMINISTRATOR

(Omit Date)

Mr. John Doe
Agricultural Attache
American Embassy
Paris, France

Dear Mr. Doe:

This exhibit shows the proper way to address a letter to an agricultural attache. The letter is to be addressed to the attache by name. The date is omitted at the time of preparation and inserted by the FAS Mailroom when it is dispatched.

Sincerely,

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

Forwarded, Foreign Agricultural Service

(Do not type this line,
rubber-stamped by the Legislation
and Special Assignments Staff.)

Figure 8.-Subscript.

(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.

c. Passport requests. See AM 352.1 for processing procedure.

CHAPTER 5 OF 261.2 MANUAL

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CHAPTER 5 - ENVELOPES AND MAILING

1. GENERAL

When correspondence is ready to send to the addressee, an envelope or address label must be prepared. The only exception is internal mail that will be delivered by an agency messenger or consolidated in the mailroom for forwarding to another agency office. If such mail contains sufficient address information after the "TO:" caption, it can be sent without further addressing. If it does not, put the necessary address on a routing slip, and attach it to the correspondence. See chapter 1, section 2, for instructions on use of the routing slip.

All outgoing U.S. Postal Service (USPS) mail in ARS is processed via commercial postal meters, regular stamps, or reimbursable agreements with universities or Federal or State agencies. See Figure 5-1 for an example of the type envelope used in ARS. A mailing label bears the same markings as the envelope. Use labels on packages or oversized plain envelopes. Additional guidance is found in the following ARS Directives:

DIRECTIVE 263.1 - Mail Management Program

DIRECTIVE 263.3 - Payment for Metered Mail, Postage Stamps,
and Small Package Courier Service

2. ADDRESSING ENVELOPES AND MAILING LABELS

a. USPS mail. The USPS 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 Figure 5-2 of this chapter 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 addressee, if known.

(2) When addressing mail to a post office box, use 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 line should contain the street address, P.O. box, rural route number (followed by the apartment, suite, office or multi-dwelling number, if applicable).

- (c) The last line must contain city, state and ZIP code.
- (4) Center the address with 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
 - (d) 1 ½ inches from the top edge
- (5) Italic, artistic, circling 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 a maximum of 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 address (or address label) on large size envelopes (flats) is to be centered on the envelope.
- (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 above 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 items being sent. Do not overstuff envelopes. Overstuffed envelopes could tear (or blow out) in postal processing.
- (13) Up to five sheets of bond paper can be mailed in a single letter size envelope for the cost of one ounce. Fold documents to fit into letter size envelopes, whenever possible. Flats (envelopes larger than 6 1/8" x 11 ½") which weigh less than one ounce are subject to a surcharge.
- (14) Remember to include your COMPLETE return address.

NOTES: ZIP+4 for ARS offices in the USDA Washington, D.C., Complex is 20250-0300. This Zip+4 must also be shown in the return address, when preparing correspondence for the OFFICE OF THE SECRETARY.

ARS offices in Greenbelt, Beltsville, and Hyattsville must show the appropriate two digit mail code below the return address on all outgoing USPS mail.

b. 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.

(1) 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:

(a) LC (Letters Et Cartes) - letters, post cards, or letter packages.

(b) AO (Autres Objects) - other articles consisting of parcel post, regular printed matter, books and sheet music and small packets.

(2) Do's and Don'ts of International Mailing.

(a) Do:

- Mark airmail items with the words "AIR MAIL" to the left of the destination address. A second "AIR MAIL" marking should be placed on the back of the envelope or package.
- Place the country name on the last line of the address.
- Separate and identify international mailings from U.S. mail. Add the letters "LC" on the address side of envelopes 2 ½ inches below the upper right corner, and letter packages, which because of their size, may be mistaken for matter of another class.

(b) Do Not:

- Abbreviate country names.
- Use "Certified Mail." There is no Certified Mail service in International Mail.
- Use "Special Delivery" except for Canada and Mexico.
- Use "Business Reply Mail" because it is prohibited for International Mail.

3. COMMON USE

The following common use envelopes are available from the Consolidated Forms and Publications Distribution Center, Landover, Maryland. Order using the CFPDC-1, Request for Forms and Publications, or the on-line electronic system.

<u>Stock Number</u>	<u>Description</u>
53E-2984-451	Envelope, Brown Kraft, 6 ½" x 10 ½" USDA, Agricultural Research Service, Official Use Only printed in the upper left corner.
53E-2984-452	Envelope, Brown Kraft, 9 ½" x 12" USDA, Agricultural Research Service, Official Use Only printed in the upper left corner.
53E-2984-453	Envelope, White with Window USDA, Agricultural Research Service Official Use Only printed in the upper left corner.
53E-6010	Envelope, White 4 1/8" x 9 ½" USDA printed in the upper left corner.

Figure 5-1 - ARS Commercial Postage Meter Envelope

Figure 5-1 - ARS Commercial Postage Meter Envelope

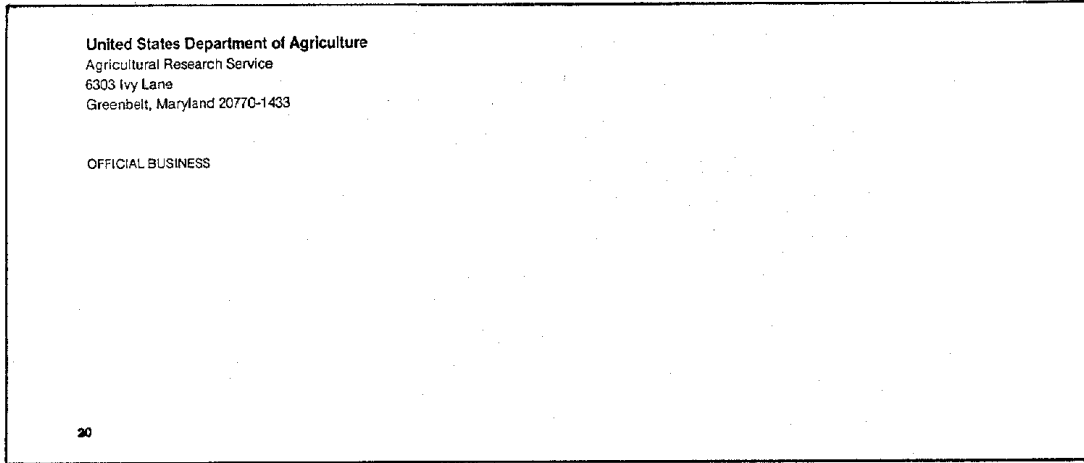
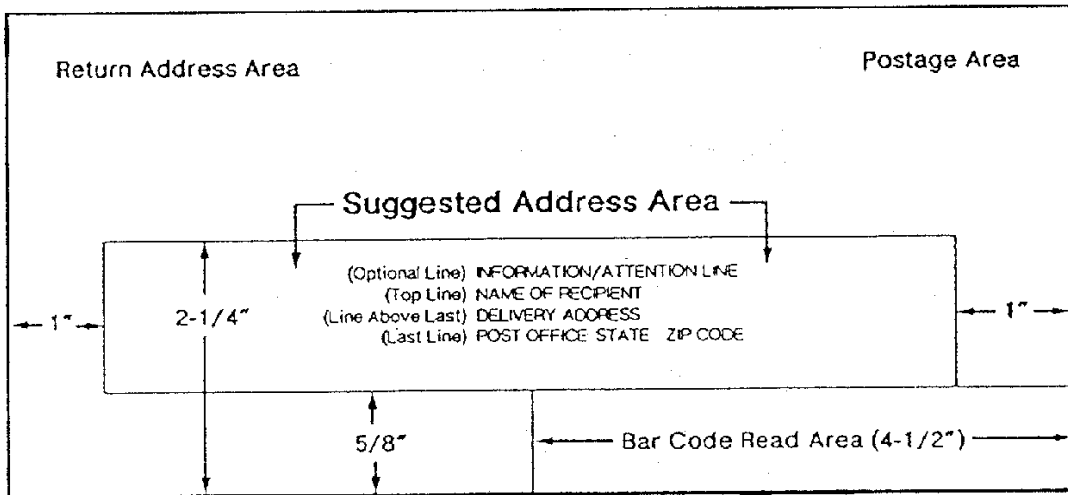


Figure 5-2 OCR Readable Boundaries and Address Placement (Not Drawn to Scale)

Figure 5-2 - OCR Readable Boundaries and Address Placement (Not Drawn To Scale)



CHAPTER 6 AND 7 OF 261.2 MANUAL

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CHAPTER 6 - ELECTRONIC COMMUNICATIONS

1. GENERAL

Electronic communications are used for transmitting correspondence when speed is important and a written record is required. While costs may be measurable in terms of on-line and services costs--and while those costs might be construed to be comparatively higher than a paper message--value is immeasurable in terms of benefits gained when timeliness is a critical factor, e.g., the "cost of waiting."

2. RECORDS MANAGEMENT REQUIREMENTS

Information transmitted electronically is subject to the records and information management requirements prescribed in Directives 251.3, Official Records and Personal Papers and 251.8, Records Control Schedule. The information transmitted must be created, maintained, used, and disposed of in accordance with these regulations.

a. Transitory materials usually have a records retention period of less than 6 months. Program and general administrative records are nontransitory and have a longer retention period. Examples of transitory materials are meeting attendance, hotel reservations, routine requests for publications or information, designation of "acting" official, etc.

b. Nontransitory materials usually have a retention period of longer than 6 months. To preserve the integrity of the files and provide for an "audit trail," a hard copy of the message should be made when needed as part of the official file. All copies should be legible and clearly marked as the "official file copy." Electronic documents should be identified sufficiently to retrieve, protect, and carry out the disposition of the document. The originating office should include the dictator's legend on their paper copy.

NOTE: It is not necessary to keep a paper copy of an electronic document if the information does not pertain directly to the receiving office.

c. The following types of material must not be transmitted electronically:

- (1) Defense classified material (Directive 253.1).
- (2) Other material specifically designated not to be transmitted via electronic mail, designated by written or stamped comment.

d. The following types of materials should only be transmitted via electronic mail if proper precautions have been taken to ensure that access to the information is limited to the appropriate individuals:

- (1) "For Official Use Only" material (Directive 253.2).
- (2) Records subject to the provisions of the Privacy Act.

3. TYPES OF ELECTRONICALLY GENERATED COMMUNICATIONS

a. **Electronic Mail.** The official electronic mail system of USDA is Sprintmail a registered trademark of U.S. Sprint Electronic mail should be used when there is an immediate need for information and the use of regular mail or messenger channels will not suffice.

Modifications to the Sprint contract provide for Sprintmail Offnet Services. These include TELEX, TWX, DOMESTIC HARD COPY DELIVERY, INTERNATIONAL TELEGRAM/NIGHTLETTERS, and TELEMAL FAX. To obtain information on these services, type compose multilink at the Sprintmail command prompt.

(1) Sprintmail FAX allows you to send electronic messages to any FAX machine worldwide. FAX messages are delivered with a FAX cover sheet. The first delivery attempt is usually made within 3-15 minutes of posting the message. FAX messages are retried up to 10 times in 2 hours. If delivery attempt cannot be made after 2 hours, an UNDEL message is sent to the senders telemail box. FAX messages are delivered on 8-1/2 x 11 paper.

(2) Telex. Telex is an electronic message that can be sent internationally from a personal computer to a teletype machine. The message is printed out from the teletype machine and delivered to the addressee.

(3) International Telegrams (also known as cables) and Nightletters. Cables are messages that are transmitted via teletype to international locations with 24 hour delivery of important hard copy correspondence. Nightletters are a more economical means of international hard copy message transmissions. Messages are transmitted during off-peak hours and delivered usually within 24 hours.

IMPORTANT!! When sending electronic messages internationally, use the same clearance procedures that you would follow for preparing letters. If in doubt about clearance requirements, you should contact the FAS Area Officer, Foreign Agricultural Affairs Office, on 202-447-6138.

b. **FAX.** The output copy from a FAX machine is an exact image of the original. FAX is the most effective way to transmit hard copy documents quickly to other locations with FAX

equipment. It can transmit typewritten material, graphics, charts, drawings, photographs, etc. Documents transmitted by FAX machines should have a FAX cover sheet. The cover sheet should show to whom the FAX was sent, brief subject line, number of pages (including the cover sheet), time, date, and return FAX telephone number. The cost of a fax message is cost of the phone call. Based on averages, a one-page letter takes 30 seconds to fax at a cost of 22 cents per minute.

Most of the modern FAX machines use regular plain paper that can be retained as file copies. However, some older FAX models use a special treated paper that will fade and disintegrate in about 6 months. Photocopies should be made of documents transmitted or received on this paper.

c. Domestic Telegrams. Telegrams are used for correspondence when speed is important and a written record is required. The use of domestic telegrams are to be used only when there is no other means of transmitting information electronically. For sending a telegram internationally, see Chapter 4, Foreign Correspondence. Since telegrams are more expensive than letters, they should be used only when necessary. A sample of a telegram is shown in Figure 6-1.

Always allow for time zone differences when sending telegrams. Do not send a telegram on Friday or the day before a holiday if it is too late for delivery on the same day unless it is certain that the receiving office will be open or that the individual addressed will be on duty during the weekend or holiday. Area Codes and Time Zones are shown in Figure 6-2.

When a telegram is sent to one or more addressees for action and to others for information, use the mail for the information copies. Also action copies may be mailed to nearby addressees.

Do not use a telegram at Government expense for such purposes as hotel reservations for personal use and expressions of condolence unless the message relates primarily to official business.

For offices that have need to send a domestic telegram, contact the local Western Union Office for additional information.

Figure 6-1 -Telegraphic Message

NAME OF AGENCY

Type the name of agency, your office or organizational unit, and your location.

PRECEDENCE

Type the proper precedence indicators for the action copy and for any information copies.

TYPE OF MESSAGE

Indicate whether the message is single, book, or multiple-address.

SECURITY CLASSIFICATION

If the message is classified, stamp the proper classification in the space provided at the bottom and top of the form.

ACCOUNTING CLASSIFICATION

Type the appropriate symbol or identification for internal accounting. If the telegram is to be sent collect, type "collect."

DATE PREPARED

Type the date you prepare the form.

FOR INFORMATION CALL

Type the name, office symbol, and telephone number of the person the communications unit can contact for additional information.

TYPING GUIDELINE

Type no further than this line if using a typewriter with elite type.

PAGE NUMBER AND NUMBER OF PAGES

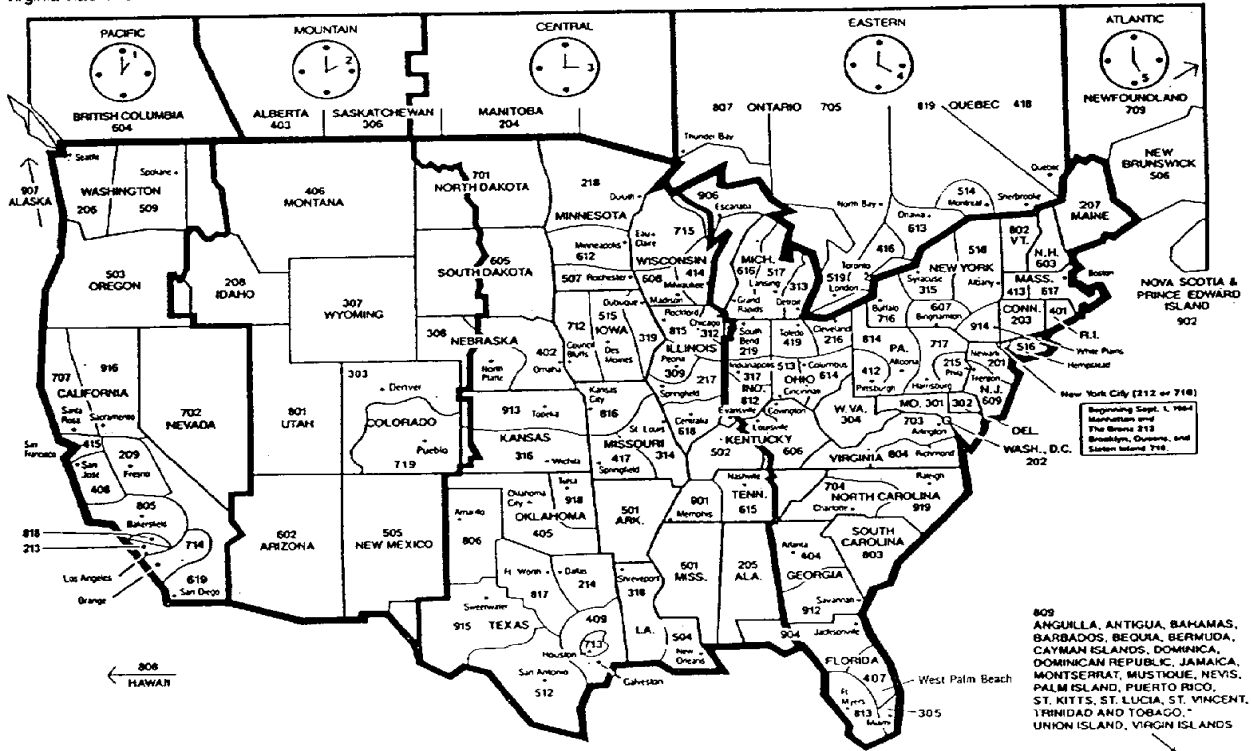
Show the individual page number and the total number of pages.

TELEGRAPHIC MESSAGE		
<small>NAME OF AGENCY</small> General Services Administration Automated Data & Telecommunications Service Washington, DC	<small>PRECEDENCE</small> ACTION R <small>INFO.</small>	<small>SECURITY CLASSIFICATION</small> UNCLAS
<small>ACCOUNTING CLASSIFICATION</small> XYZ-1234/O/X.123	<small>DATE PREPARED</small> 3-6-85	<small>TYPE OF MESSAGE</small> <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
<small>FOR INFORMATION CALL</small>		
<small>NAME</small> John Smith, TPID	<small>PHONE NUMBER</small> 343-1234	
<small>THIS SPACE FOR USE OF COMMUNICATION UNIT</small>		
<small>MESSAGE TO BE TRANSMITTED (Use double spacing, and all capital letters)</small>		
<p>TO: MIDWESTERN MANAGEMENT CENTER ATTENTION: JOHN DOE FEDERAL SERVICE AGENCY 4271 OAK STREET KANSAS CITY, MO 64131</p> <p>URTEL 3-6-85. USE OF SF 14 "TELEGRAPHIC MESSAGE" FOR ORIGINAL OF EACH PAGE OF A TELEGRAM. TYPE CARBON COPIES ON PLAIN TISSUE* FOR MULTIPLE PAGE TELEGRAMS. FILL IN ALL APPLICABLE SPACES ON FIRST PAGE. ON SUCCEEDING PAGES FILL IN SPACES FOR SECURITY CLASSIFICATION, PAGE NUMBER, AND NUMBER OF PAGES.</p> <p>SHOW DISTRIBUTION OF CARBON COPIES ON TISSUE*COPIES ONLY. SKIP A LINE AFTER SIGNATURE ELEMENT AND TYPE "CC" FLUSH WITH LEFT MARGIN. ON NEXT LINE BEGIN LISTING NAMES, TITLES, OR SYMBOLS OF INDIVIDUALS OR ORGANIZATIONAL UNITS RECEIVING COPIES. CHECK A COPY FOR EACH ADDRESSEE. TYPE IDENTIFICATION OF OFFICE, WRITER, AND TYPIST ON TISSUE*COPIES ONLY. SKIP A LINE AFTER LAST LINE OF DISTRIBUTION LISTING AND TYPE OFFICE SYMBOL, IF ANY, WRITER'S INITIALS AND SURNAME, TYPIST'S INITIALS, AND DATE OF TYPING.</p> <p>JAMES DOWNS, TPOD CHIEF, RECORDS MANAGEMENT BRANCH</p>		
*Bond or Photocopy may be used		<small>SECURITY CLASSIFICATION</small> UNCLAS
<small>PAGE NO.</small> 1	<small>NO. OF PGS.</small> 1	
<small>STANDARD FORM 14</small> <small>REVISED AUGUST 1967</small> <small>GSA FPMR (41 CFR) 101-33.304</small>		

Figure 6-2 - Area Codes and Time Zones

Area Codes and Time Zones

Virginia has two area codes—703 and 804.



CHAPTER 7 - MODELS OF ADDRESSES

1. GENERAL

The forms of address in this chapter are the conventional forms of address as determined by social and official custom. The style of salutation and complimentary close is informal. Because address forms may vary in certain instances, it is important to consult the following rules together with the relevant address form in the appendix, rather than independently. That way the existing address forms can be used as patterns for other addresses.

2. TITLES OF ADDRESSES

There is flexibility in the use of titles. For example, "The Honorable" may be replaced by a title such as "General," or "Dr.," but is not used in combination with another title.

A title need not be given a separate line. Depending upon the length of the names of the individual and organization and of the address, the title could be placed after the last name or on a line by itself, either preceding the name or the organization.

A person once entitled to "Judge," "General," "The Honorable," or a similar distinctive title may retain it throughout the person's lifetime. The personal preference of those no longer holding distinctive positions is the guide to using titles in such cases.

a. The Honorable

(1) Written in full, "The Honorable" is used to address, by name, current and former high officials--Presidential appointees, Federal and State elected officials, and mayors. As a general rule, other county and city officials are not so addressed. "Honorable" is not used by itself. Examples:

Correct:

The Honorable May L. Smith
Attorney General

Incorrect:

Honorable May L. Smith
Attorney General

(2) "The Honorable" is a courtesy title and may be used in certain instances with an official title without a name. Cabinet officers and Governors of States may be so addressed. Examples:

The Honorable or The Honorable
The Secretary of State The Governor of Illinois

(3) The Honorable is not used before a last name only. When appearing in the text of a letter or other communication, "the" is not capitalized (for example, ". . . the speech given by the Honorable John H. Doe").

(4) This title is also used in the United States in addressing ministers of foreign embassies in Washington (including a career minister serving as charge d'affaires). Example:

The Honorable (full name)
Charge d'Affaires ad interim
of Italy

(5) Use "The Honorable" to address the heads of international organizations by name, unless the officials are entitled to "His (Her) Excellency" by reason of a previous position. Example:

The Honorable (full name)
World Health Organization
Geneva, Switzerland

b. His (Her) Excellency

(1) U.S. custom does not use the title "His (Her) Excellency" in addressing high officials of the U.S. Government.

(2) The title is used, as appropriate, in addressing, by name, officers, foreign ambassadors, foreign high officials, and former foreign high officials. Example:

Her Excellency (full name)
Ambassador of Canada

(3) It is customary to omit "His (Her) Excellency" when addressing the British Prime Minister or cabinet officers of certain countries within the British Commonwealth.

(4) A person once entitled to the title "His (Her) Excellency" may retain it throughout the person's lifetime.

c. Dr. (Doctor). This abbreviated title is used before the names of persons who have acquired entitling degrees. It is not used in combination with the abbreviation indicating such degrees. Examples:

Dr. Jane Evans or
Jane Evans, M.D.

not Dr. Richard Roe, Ph.D.

d. Reverend, Right Reverent, etc. Written in full and preceded by "The" these titles are used in addressing members of the clergy. They are not abbreviated. Example:

The Reverend Paul Carter
(clergyman)

The Reverend Dr. Paul Carter
(clergyman with doctorate)

The Right Reverend Paul Carter
(bishop)

e. Spouse of Distinguished Individual. An individual does not share a spouse's official title and, therefore, is addressed as "Mrs., Mr., or other appropriate title (last name)". Example:

The American Ambassador and
Mrs., Mr. Doe

f. U.S. Citizens. In addressing U.S. citizens, complimentary titles, such as "Mr.," "Mrs.," "Miss," "Ms.," and "Dr.," should not appear in combination with any other title or with abbreviations indicating scholastic degrees (except "The Reverend"). Examples:

John Smith, A.B., Ph.D.,
not
Mr. John Smith, A.B., Ph.D.

The Reverend Dr. Geoffrey Ownye

g. Gender Unknown. Address an individual whose gender is unknown by the first and last name. Do not use a complimentary title.

3. ABBREVIATIONS OF TITLES, DEGREES

a. Before Name. Do not abbreviate titles preceding full names in an address, with the exception of "Mr.," "Mrs.," "Miss," and "Dr.," "Ms.," is used in the same manner.

Long titles ("Lieutenant Colonel," "Brigadier General," etc.) may be abbreviated in the address for the sake of balance and appearance. Example:

Lt. Colonel John L. G. Smithson

The basic rank is not abbreviated. As in the example above, the salutation would read:

Dear Colonel Smithson:

b. After Name. Abbreviate designations of degrees, religious and fraternal orders, fellowships, and military service branch titles after a name. Write the initials of an individual degree or order with periods but no spaces between them; write military service designations in capital letters without periods.

Do not use scholastic degrees in combination with complimentary titles of address or a military service rank, except "The Reverend." When a name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of the bestowal. Using more than two degrees is unnecessary. Examples:

John Doe, D.D., D.Lit.
Patricia L. Smith, M.D.
Henry Brown, LL.D., Ph.D.
Lt. Colonel Mary Hill, USAF
The Reverend George Green, D.D.

4. SALUTATION AND CLOSE

a. Salutations. When a woman occupies a position substitute the title "Madam" for "Mr." before such formal titles as "President," "Vice President," "Chairman," "Secretary," and "Ambassador." Substitute the appropriate title of "Miss," "Mrs.," or "Ms." for "Mr." when the surname rather than a formal title follows. Examples:

Dear Madam Secretary:
(Cabinet officer)
Dear Madam Ambassador:
Dear Mrs. Smith
(Member of the House of Representatives)

but
Dear Senator Smith:
(Member of U.S. Senate)
Dear Ms. Jones:

When it is not known if the addressee is a man or woman, use the name as given. Example:

Dear R.C. Roe:

(1) **Informal Salutation.** This form is the most common used. The salutation is usually "Dear Mr., Miss, Mrs., or Ms. last name" unless the person holds a title. Examples:

Dear Mr., Miss, Mrs., Ms. Jones:

Dear Senator Doe:

Dear General Smith:

Dear Mr. Brown:

but not

Dear Reverend Brown: (see address forms)

Examples of salutations to letters or petitions having multiple signers are in the list of forms of address.

In official correspondence, the titles of top-ranking Government officials (for example, the President, Vice President, Chief Justice, Secretary, Ambassador) are never used with the individual's last name. Use the salutation:

Dear Mr. President: or

Dear Madam Ambassador:

In some correspondence the signing officer may direct the use of a salutation on a first-name basis, where appropriate, such as when the addressee is personally known (for example, "Dear Bill;" "Dear Mary:"). "My dear:" is generally not used.

(2) **Formal Salutation.** Sir: or Madam: is sometimes used as a formal salutation in addressing high-ranking Federal, State, or local officials. Letters to court officers often carry the salutation "Sir:" or "Madam:" when they are addressed to the officer by title rather than by name. Likewise, letters to business firms or private organizations may bear the formal salutation "Sirs or Madams:" or "Sirs and Madams:" when the identity of the specific addressees is not known. See (3) below.

(3) **Modified or No Salutation.** When the gender is unknown or an informal tone is desired for multiple addressees, omit the "Dear" or the entire salutation.

b. Complimentary Close. Generally, the complimentary close should be as formal or informal as the salutation. Common practice is to use the informal complimentary close "Sincerely," unless otherwise specified in the following list. Where the salutation is omitted, the complimentary close is not used.

FORMS OF ADDRESS ¹

The following list shows the address element, salutation, and complimentary close, when used, for certain addresses.

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
<u>THE WHITE HOUSE</u>		
The President	The President The White House Washington, D.C. 20500	Dear Mr., Madam President: Respectfully, or The President Respectfully submitted,
Spouse of the President	Mrs. (full name) The White House Washington, D.C. 20500	Dear Mrs., Mr. (surname) ² Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, D.C. 20500	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Former President ³	The Honorable (full name) (local address) (ZIP code)	Dear President (surname): Sincerely,
The Vice President	Formal: The Vice President United States Senate Washington, D.C. 20510 Informal: The Honorable (full name) The Vice President of the United States Washington, D.C. 20501	Dear Mr., Madam Vice President: Sincerely, Dear Mr., Madam Vice President: Sincerely,
Former Vice President	The Honorable (full name) (no title) (local address) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

¹All examples should be taken in context with the rules given in Chapter 7. Titles and names of individuals can be found in the "United States Government Manual."

² i.e., last name.

³Use The Honorable unless the former President is enticed to another distinctive title (for example, military) and prefers to be addressed by it. For example, General (full name); Dear General (surname).

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
-----------	--	---------------------------------------

Director, Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, D.C. 20503	Dear Mr., Mrs., Miss, Ms. (surname):
---	--	--------------------------------------

THE FEDERAL JUDICIARY

The Chief Justice	The Chief Justice The Supreme Court Washington, D.C. 20543	Dear Chief Justice: Sincerely,
-------------------	--	-----------------------------------

Associate Justice	Justice (surname) The Supreme Court Washington, D.C. 20543	Dear Justice (surname): Sincerely,
-------------------	--	---------------------------------------

The Clerk of the Supreme Court	The Clerk of the Supreme Court The Supreme Court Washington, D.C. 20543	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
--------------------------------	---	--

THE CONGRESS

President of the Senate	The Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr., Madam President: Sincerely,
-------------------------	--	--

President of the Senate pro tempore	The Honorable (full name) President Pro Tempore United States Senate Washington, D.C. 20510	Dear Mr., Madam President: Sincerely,
-------------------------------------	--	--

Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr., Madam Speaker: Sincerely,
---	--	--

United States Senator	The Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely,
	or The Honorable (full name) United States Senator (Congressional District office address) (City) (State) (ZIP Code)	

United States Representative	The Honorable (full name) House of Representatives Washington, D.C. 20515 or	Dear Mr., Mrs., Miss, Ms. (surname): or Dear Congressman,
------------------------------	---	---

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
	The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Congresswoman (surname): Sincerely,
Committee Chairman Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: ⁴ Madam Chairwoman: Chair: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Committee on (name) (name of parent Committee) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, D.C. 20515	Dear Senator (surname): Sincerely, Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Joint Committee Chairman ⁵	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, D.C. (ZIP Code)	Dear Mr., Madam Chairman: Sincerely,
Senator-elect Representative-elect	The Honorable (full name) United States Senator-elect or Representative-elect (address, if given) or Care of the United States Senate or House of Representatives	Dear Senator-elect (surname): Sincerely, Dear Congressman-elect: Sincerely,

⁴Dear Mr. Chairman is most commonly used; however, Madam Chairwoman and Chair are options. Consult your agency guidelines or the "Congressional Directory."

⁵The names of the Standing Committees of the Senate and the House of Representatives, as well as those of the Joint Congressional Committees, are listed in the "Congressional Directory."

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
Office of a Deceased Senator or Representative	Office of the late Senator ⁶ (full name) United States Senate Washington, D.C. 20510 or Office of the late Representative (full name) House of Representatives Washington, D.C. 20510	Sir: or Madam: Sincerely,
Chaplain of the United States Senate or House of Representatives	The Reverend (full name) Chaplain of the United States Senate Washington, D.C. 20510 or The Reverend (full name) Chaplain of the House of Representatives Washington, D.C. 20510	Dear Mr., Mrs., Miss, Ms. (surname): ⁷ Sincerely,
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, D.C. 20510	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Clerk of the House	The Honorable (full name) Clerk of the House of Representatives House of Representatives Washington, D.C. 20515	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from Puerto Rico United States House of Representatives Washington, D.C. 20515	Dear Mt., Mrs., Miss, Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (name) United States House of Representatives Washington, D.C. 20515	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

⁶If the name of the late Senator's secretary or administrative assistant is known, the letter may be addressed to that person by name.

⁷The title is Mr., Dr. as appropriate. Reverend is not used with the surname alone.

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
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LEGISLATIVE AGENCIES

Comptroller General	The Honorable (full name) Comptroller General of the United States Washington, D.C. 20515	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
---------------------	--	---

Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
--------------------------	---	---

Public Printer	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
----------------	--	---

EXECUTIVE DEPARTMENTS AND INDEPENDENT AGENCIES

Cabinet Members	The Honorable (full name) Secretary of (Department) Washington, D.C. (ZIP Code)	Dear Mr., Madam Secretary: Sincerely,
	or The Honorable (full name) Attorney General Washington, D.C. 20530	Dear Mr., Madam Attorney General: Sincerely,

Deputy Secretaries, Assistant Secretaries Under Secretaries	The Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C. (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
	or The Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C. (ZIP Code)	
	or The Honorable (full name) Under Secretary of (name of Department) Washington, D.C. (ZIP Code)	

Postmaster General	The Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Mr., Madam Postmaster General:
--------------------	---	--

Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title) (agency name) (address)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
---	--	---

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
-----------	--	---------------------------------------

(City)(State) (ZIP Code)

Head of a major organization within an agency, if a Presidential appointee	The Honorable (full name) (title), (organization name) (agency name) (address) (City)(State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
--	---	---

Chairman of a Commission (or Board)	The Honorable (full name) Chairman, (commission name) (address) (City)(State) (ZIP Code)	Dear Mr., Madam Chairman: Sincerely,
-------------------------------------	---	---

Chairman of a Permanently Chartered Inter-agency Committee or Council	Chairman (full name) (commission name) (address) (City) (State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
---	---	---

AMERICAN MISSIONS

American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Sir: Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
---------------------	--	---

Personal (Special) Representative of the President	The Honorable (full name) Personal Representative of the President of the United States of America to (country) (address) (City) (State/Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
--	--	---

American Consul General or American Consul	Mr. (full name) American Consul General (or American Consul) (City) (Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
--	--	---

FOREIGN DIPLOMATIC MISSIONS TO THE UNITED STATES

Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (Country) Washington, D.C. (ZIP Code)	Excellency: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
---	--	---

Foreign Minister in the United States	The Honorable (full name) Minister of (Country)	Dear Mr., Madam Minister Sincerely,
---------------------------------------	--	--

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
-----------	--	---------------------------------------

(head of a Legation)	Washington, D.C. (ZIP Code)	
----------------------	-----------------------------	--

Foreign Minister Counselor in the United States	The Honorable (full name) Minister Counselor Embassy of (Country) Washington, D.C. (ZIP Code)	Dear Mr., Madam Minister: Sincerely,
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INTERNATIONAL ORGANIZATIONS

United States Representative to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organ- ization of American States) (City)(State) (Z~Code)	Sir: or Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
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STATE AND LOCAL GOVERNMENTS

Governor of State	The Honorable (full name) Governor of (State) (City)(State) (ZIP Code)	Dear Governor (surname): Sincerely,
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Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City) (State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
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State Senator	The Honorable (full name) (State) Senate (City)(State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
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State Representative Assemblyman Delegate	The Honorable (full name) (State) House of Representatives (or Assembly or House of Delegates) (City)(State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
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Mayor	The Honorable (full name) Mayor of (City) (City)(State) (ZIP Code)	Dear Mayor (surname): Sincerely,
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CHURCH OFFICIALS

Minister Pastor Rector (with doctoral degree)	The Reverend (full name, degrees) (name of church) (address) (City) (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
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Minister Pastor	The Reverend (full name) (name of church)	Dear Mr., Mrs., Miss, Ms. (surname):
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Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
Rector (no doctoral degree)	(address) (City) (State) (ZIP Code)	Sincerely,
Presiding Episcopal Bishop	The Most Reverend (full name, degrees) Presiding Bishop of the Episcopal Church (address) (City) (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Bishop	The Right Reverend (full name, degrees) Bishop of (diocese) (address) (City) (State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Episcopal Dean	The Very Reverend (full name, degrees) Dean of (church) (address) (City)(State) (ZIP Code)	Dear Dean (surname): Sincerely,
Methodist Bishop	The Reverend (full name, degrees) Methodist Bishop (address) (City) (State) (ZIP Code)	Dear Bishop: Sincerely,
Mormon Bishop	Mr. (full name) The Church of Jesus Christ of Latter-day Saints (address) (City) (State) (ZIP Code)	Dear Mr. (surname): Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name, degrees) (Synagogue) (address) (City)(State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name) (Synagogue) (address) (City)(State) (ZIP Code)	Dear Rabbi (surname): Sincerely,
Catholic Cardinal	His Eminence (first name) Cardinal (surname) (address) (City)(State) (ZIP Code)	Dear Cardinal (surname): Sincerely,

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
Catholic Archbishop	The Most Reverend (full name) Archbishop of (archdiocese) (address) (City)(State) (ZIP Code)	Dear Archbishop (surname): Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (diocese) (address) (City)(State) (ZIP Code)	Dear Bishop (surname): Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend (full name) (address) (City) (State) (Zip Code)	Dear Monsignor (surname): Sincerely,
Catholic Monsignor (lower rank)	The Very Reverend (full name) (address) Sincerely, (City)(State) (ZIP Code)	Dear Monsignor (surname):
Catholic Priest	The Reverend (full name, initial of order, if any) (address) (City)(State) (ZIP Code)	Dear Father (surname): Sincerely,
Catholic Mother Superior of an institution	The Reverend Mother Superior, (initials of order, if used) (name of institution) (address) (City) (State) (ZIP Code)	Dear Reverend Mother: Sincerely,
Orthodox Archbishop	His Eminence Archbishop (full name) 8-10 East 79th Street New York, NY 10021	Your Eminence: Sincerely,
Orthodox Bishop	His Grade (full name) Bishop of (name of diocese) (address) (City) (State) (ZIP Code)	Your Grace: Sincerely,
Orthodox Priest	The Reverend (full name) (name of church) (address) (City) (State) (ZIP Code)	Dear Father: Sincerely,
Chaplain (military services)	Chaplain (full name) (rank, service designation) (address) (City) (State) (ZIP Code)	Dear Chaplain (surname): Sincerely,

MILITARY SERVICES

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
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Army. Air Force. Marine Corps

General Lieutenant General Major General Brigadier General	(full rank, full name, abbreviation of service) (address) (City) (State) (ZIP Code)	Dear General (surname): Sincerely,
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Colonel Lieutenant Colonel	(same as above)	Dear Colonel (surname): Sincerely,
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Major	(same as above)	Dear Major (surname): Sincerely,
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Captain	(same as above)	Dear Captain (surname): Sincerely,
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First Lieutenant Second Lieutenant	(same as above)	Dear Lieutenant (surname): Sincerely,
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Chief Warrant Officer Warrant Officer	(same as above)	Dear Mr., Mrs., Miss, Ms. (surname): Dear Warrant Officer (surname): Sincerely,
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Sergeant Major Master Sergeant Sergeant First Class Technical Sergeant Staff Sergeant Sergeant	(same as above)	Dear Sergeant (surname): Sincerely,
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Corporal	(same as above)	Dear Corporal (surname): Sincerely,
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Specialist, classes 4 through 9	(same as above)	Dear Specialist (surname) Sincerely,
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Private First Class or Private	(same as above)	Dear Private (surname): Sincerely,
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Airman First Class Airman Second Class Airman Third Class Basic Airman	(same as above)	Dear Airman (surname): Sincerely,
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Navy. Coast Guard

Admiral Vice Admiral	(full rank, full name, abbreviation of service)	Dear Admiral (surname): Sincerely,
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Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
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Rear Admiral	(City) (State) (ZIP Code)	
Captain	(same as above)	Dear Captain (surname): Sincerely,
Commander	(same as above)	Dear Commander (surname): Sincerely,
Lieutenant Commander	(same as above)	Dear Mr., Mrs., Miss, Ms. (surname):
Lieutenant		Dear (Commander) (surname):
Lieutenant (jg)		Sincerely,
Ensign		
Chief Warrant Officer		
Enlistee		

All Services

Retired Officer	(full rank, full name, abbreviation of service), Retired (address) (City)(State) (ZIP Code)	Dear (rank, surname): Sincerely,
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SERVICE ACADEMY MEMBERS

Army or Coast Guard Cadet	Cadet (full name) (address) (City)(State) (ZIP Code)	Dear Cadet (surname): Sincerely,
Navy Midshipman	Midshipman (full name) (address) (City)(State) (ZIP Code)	Dear Midshipman (surname): Sincerely,
Air Force Air Cadet	Air Cadet (full name) (address) (City) (State) (ZIP Code)	Dear Air Cadet (surname): Sincerely,

EDUCATION OFFICIALS

President of a College or University (with doctoral degree)	Dr. (full name) President, (name of institution) (address) (City) (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
President of a	Mr., Mrs., Miss, Ms. (full name)	Dear Mr., Mrs., Miss, Ms.

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
College or University (without doctoral degree)	President, (name of institution) (address) (City) (State) (ZIP Code)	(surname): Sincerely,
Dean of a School	Dean (full name) School of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Dean (surname): Sincerely,
Professor	Professor (full name) Department of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Professor (surname): Sincerely,
Associate Professor Assistant Professor	Mr. (full name) Associate (or Assistant Professor) Department of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Professor (surname): Sincerely,

PHYSICIANS AND LAWYERS

Physician	(full name), M.D. (address) (City) (State) (ZIP Code)	Dear Dr. (surname): Sincerely,
Lawyer	Mr., Mrs., Miss, Ms. (full name) Attorney at Law (address) (City) (State) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

MULTIPLE ADDRESSEES

One Woman and One Man	Mrs., Miss, Ms. (full name) and Mr. (full name) ⁸ (address) (City)(State) (ZIP Code)	Dear Mrs., Miss, Ms. (surname) and Mr. (surname): Sincerely,
Two or More Men	Mr. (full name) and Mr. (full name) (address)	Dear Mr. (surname) and Mr. (surname): or Dear Messrs. (surname)

⁸A letter to two or more persons may be addressed as illustrated or to only one of them when the other is mentioned by name in the opening paragraph.

Addressee	Address on Letter (NOTE: Use DC (no periods) on the Envelope)	Salutation and Complimentary Close
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(City)(State) (ZIP Code)

and(surname):
Sincerely,

Two or More Women	Mrs., Miss, Ms. (full name) and Mrs., Miss, Ms. (full name) (address) (City) (State) (ZIP Code)	Dear Mrs. (surname) and Ms. (surname): or Dear Mmes. (surname) (if married): and Mlles. (surnames) (if unmarried) Sincerely,
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OTHER

Unknown Gender	(full name) (address) (City) (State) (Zip Code)	Dear (full name): Sincerely,
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CHAPTERS 8 THRU 10 OF 261.2 MANUAL

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CHAPTER 8 - CAPITALIZATION SPELLING, AND COMPOUND WORDS

Section 1 - Capitalization

1. GENERAL

Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated and supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating such words to the principles that are given. For other points, see the "U.S. Government Printing Office Style Manual."

Two main rules govern use of capitals: (1) Proper nouns, titles, and first words are capitalized, and (2) common nouns are not capitalized unless they have gained the status of proper nouns. Consistency in capitalizing is important.

2. PROPER NOUNS

a. Names of persons, places, and things. (See also paragraphs c-g.)

Capitalize names of persons, places, and things and their derivatives which retain proper noun meanings.

John Macadam, Macadam family
Paris, Parisian
Italy, Italian
Rome, Roman

Do not capitalize names which have become common or their derivatives which have general meanings.

macadamized
plaster of paris
italics, italicize
roman (type style)

b. Common nouns used as proper nouns.

Capitalize common nouns used as parts of proper names and titles.

Massachusetts Avenue
Federal Express
Cape of Good Hope
Union Station
Budget and Accounting Procedures Act

Do not capitalize when used as a substitute for a name or to denote time, sequence, or reference.

the avenue
the express to Boston
the southernmost cape
the station
act of 1951

Appendix C - State Structures
Exhibit D7: Historic Background
Treaty of Versailles

located in appendix C
a reprint of exhibit D7
treaty of 1919

Capitalize common nouns when they are used alone as well-known short forms of proper names.

British Commonwealth: the Commonwealth
Cherokee Nation: the Nation

United States: the States

Do not capitalize when used in a general sense.

a commonwealth of nations
a nation of warlike people
state's evidence

Capitalize plural forms of common nouns when they are used as part of proper names.

Lakes Erie and Ontario
State and Treasury Departments: the Departments

Do not capitalize when they are used in a general sense.

the lakes
other departments

c. Names of organized bodies.

(1) Federal Government units.

Capitalize titles of the Federal Government, its units, and their shortened forms. Capitalize other substitutes only to show distinction.

The U.S. Government: the Federal Government, the National Government, the Government
U.S. Congress: 101st Congress
the Senate, the House

Do not capitalize when used in a general sense or when referring to other than a Federal Government unit.

democratic government, a federal union, two national governments, city government
a congress of citizens
a senate or house unit in Iowa
committees of the Senate, a PTA committee
a committee to consider ways and means
any department of the Government
formation of a bureau

a survey of minerals
a commission on trade rights, interstate

Committee of the Whole: the Committee
House Ways and Means Committee: the committee
Department of Agriculture: the Department
Bureau of the Census: the Census Bureau, the Bureau
Geological Survey: the Survey
Interstate Commerce Commission: the Commission

American Embassy: the Embassy

Department of Defense: Military
Establishment, Armed Forces

U.S. Army: the Army, Regular
Army, the Infantry, 81st
Regiment, Army Band
U.S. Navy: the Navy, Navy (Naval)
Establishment, Marine Corps

(2) International organizations.

Capitalize names of international organizations.

United Nations: the Council, the
Assembly, the Secretariat

the World Health Organization

(3) Names of other organized bodies. (For names of Federal Government units and international organizations, see paragraphs (1) and (2), preceding.)

Capitalize names of other organized bodies when used as titles.

Virginia Assembly, West Virginia
House of Delegates

California State Highway Commission:
Highway Commission of California

Dutchland Railroad Company: the
Dutchland Railroad

d. Names of members of organized bodies.

Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense.

a Representative (U.S.)

commissions
a foreign embassy:
also the consulate,
consulate general
a defense establishment,
armed forces exploring
the area, also armed
services
an army, Grant's army,
soldiers, the regiment,
the March King's band
naval shipyard, naval
station, a marine

Do not capitalize when used in a general sense.

nations united in the
Middle East, a council of
citizens, a town
assembly, a secretariat
for the director
funds for a world
health organization

Do not capitalize when used in a general sense.

the assembly, the State
senate, the house of
delegates
the highway commission
the commission for
highway construction
the railroad company, the
railroad in Pennsylvania

Do not capitalize when used in a general sense.

a representative of a

Congress)
a Republican (member of a political party)
a Catholic (member of the Catholic Church)
a Member of Congress

group
a republican form of government
catholic (universal)
interests
member of congressional committee

e. Official designations of countries, domains, and their divisions.

Capitalize names of countries and their divisions when used as proper names.

Do not capitalize when used in a general sense.

United States: the Republic, the Nation, the Union

a republic, both nations, national debt, union of States (U.S.)

State of Ohio, New York State, the Empire State, the State

church and state, statewide, multistate, upstate.

Dominion of Canada: the Dominion

a dominion of the Western Hemisphere

Providence of Quebec: the Providence

farming provinces of Canada

U.S.S.R. (Union of Soviet Socialist Republics): Cominform (Communist Information Bureau)

a socialist form of government, communism

f. Names of regions, localities, and geographic features.

Capitalize names of regions, localities, and geographic features when used as proper names.

Do not capitalize terms used to denote mere direction or position.

the North Atlantic States

north, south, east, west, northerly, northern, northward road to the west, a midwest direction road to the west, a midwest direction equatorial countries middle east of the State a land of promise continental boundaries

the West, the Midwest

Equatorial Africa
the Middle East (Asia)
the Promised Land
the Continent

g. Names of calendar divisions, holidays, historic events, and periods of time.

Capitalize names of months of the year and days of the week.

Do not capitalize names of the seasons or the

January, February, March

Monday, Tuesday, Wednesday

Capitalize names of events and of holidays.

Battles of First and
Second Manassas
War of 1812, World War II

Feast of the Passover
Fourth of July (a national
holiday): the Fourth

**words year and century
when used with numbers.**

spring, summer, autumn,
fall, winter
the year 2000, the
21st century

**Do not capitalize when
used in a general sense.**

the battles also known
as Bull Run
the war years, Vietnam
war (undeclared), world
war II
a religious feast
on July the fourth

3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS

a. Titles preceding names.

Capitalize titles preceding proper names.

President Lincoln
King George
Chairman McDowell

Ambassador Page

**Do not capitalize when
used in a general sense.**

a president of a club
a king of spades
a chairman of the
committee
ambassador at large

b. Titles following names or titles used alone.

Capitalize titles following proper names or used alone as substitutes for names when they indicate preeminence.

George Bush, President of the
United States; the President;
the President-elect; the
Executive; the Commander in
Chief; Ex-President Ronald
Reagan; a former President

**Do not capitalize when
used in a general sense,
or when not indicating
preeminence.**

Burns Mason, President of
the Potomac Railway;
president-elect of the
union; the executive's
suite; a young commander
in chief; ex-president of
Cullen Institute; a
former president of the
university
Caleb Johnson, vice
president of the

Dan Quayle, Vice President of the
United States; the Vice President.

B.A. Roland, Secretary of State;
the Secretary; the Acting
Secretary; the Under Secretary;
the Assistant Secretary; the
Director; the Chief; the Assistant
Chief

exchange; the vice
president of SDA
secretaries of the
military departments
(part of the clerical
staff), but Secretaries
of the military
departments (heads of
Army, Navy, Air Force);
the director, chief, or
assistant chief of the
laboratory

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

**Capitalize all words in titles of
publications and documents, except
a, an, the, at, by, for, in, of,
on, to, up, and, as, but, if, or,
and nor.**

**Do not capitalize when
used apart from titles
or in a general sense.**

Statutes at Large, Revised
Statutes
District Code
Bancroft's History
Journal (House of Senate)

American Journal of Science
Monograph 55, Research
Paper 123
Senate Document 70, but
Senate bill 416
House Resolution 68, but
House bill 20
Kellogg Pact, North Atlantic
Pact
Treaty of Ghent
Social Security Amendments of 1954

the applicable statutes

the code of the District
history books
a journal of legislative
action
a professional journal
any monograph, a research
paper by Sales
a historical document
from the Senate
a committee resolution

a pact between nations

the treaty signed at Ghent
the Baker amendment

5. THE DEFINITE ARTICLE

**Capitalize the word the when used
as part of a name or title.**

**Do not capitalize when the
is used adjectively or
with titles of newspapers,**

The Dalles (Oregon)
The Weirs (New Hampshire)
The Hague (city)

The Attorney General (U.S.)

The Mall (Washington, DC)

**periodicals, vessels,
air-ships, or firm names.**

the Dalles region
the Weirs streets
the Hague Court; also
the Netherlands
the attorney general
of Texas
the shopping mall
the Times, the Atlantic
Monthly
the Mermaid, the U-3
the National Photo Co.

6. PARTICLES IN NAMES OF PERSONS

Capitalize particles in foreign names or titles--d, da, della, du, van, and von unless individual preference is known.

Da Ponte
Du Pont

Do not capitalize in foreign names when preceded by a forename, initial(s), or title.

Cardinal da Ponte
E.I. du Pont de Nemours
& Co.
Alcide d'Orbigny;
d'Orbigny

Capitalize particles in anglicized names, even if preceded by a forename or title.

Justive Van Devanter
Samuel F. Du Pong
Reginald De Koven

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (his usage)
Irene du Pont (his usage)

7. FIRST WORDS

Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon.

The question is, Shall the bill pass?

Do not capitalize a fragmentary quotation or supplementary remark following a colon.

He objected "to the phraseology, not to the ideas."

He asked, "And where are you going?"

Lives of great men all remind us
We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Revolutions are not made:
they come.

Section 2 - Spelling

1. GENERAL

The Government Printing Office recognizes "Webster's Third New International Dictionary" as its guide to spelling. To achieve further standardization, the "U.S. Government Printing Office Style Manual" lists preferred forms of many words that are spelled more than one way in Webster's. Users of this manual are encouraged to refer to GPO's manual for specific spelling guidance.

This chapter gives instructions on the formation of plurals, the doubling of final consonants when suffixes are added, and the use of indefinite articles. Methods of forming possessives are covered in chapter 4, paragraph 2, of this part.

The spelling of geographic names should conform to the decisions of the U.S. Board on Geographic Names. In the absence of a decision by the Board, the U.S. Directory of Post Offices is used for names in the United States and its possessions.

2. PLURAL FORMS

a. In forming the plurals of compound terms, make the significant work plural.

Significant word first

adjutants general
ambassadors at large
attorneys at law

attorneys general
brothers-in-law
commanders in chief

reductions in force
rights-of-way
secretaries general

Significant word last

assistant attorneys
assistant commissioners
assistant secretaries
deputy sheriffs
lieutenant colonels
trade unions
vice chairmen, vice chairs

Significant word in middle

assistant attorneys general
assistant chiefs of staff

assistant comptrollers general
deputy chiefs of staff

Both words of equal significance

Bulletins Nos. 27 and 28;
but Bulletin No. 27 or 28

men buyers
women supervisors
secretaries-treasurers

No word significant in itself

fly-by-nights
hand-me-downs
Johnnies-come-lately

vice presidents

b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on
hangers-on

listeners-in
lookers-on

makers-up
passers-by

c. When neither word is a noun, make the last word plural.

also-rans
come-ons

go-betweens
higher-ups

run-ins
tie-ins

d. To form the plural of nouns ending with ful, add s at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the
mixture (one bucket filled
five times)

three cupfuls of flour
(one cup filled three
times)
three cups full
of coffee (separate cups)
three cupfuls of flour
(one cup filled three
times)
three cups full of coffee
(separate cups)

five buckets full of earth
(separate buckets)

e. The plurals of these words may cause difficulty.

appendix, appendixes
basis, bases
crisis, crises
curriculum, curriculums
datum, data
formula, formulas
index, indexes
maximum, maximums
medium, mediums or media
memorandum, memorandums

minimum, minimums
minutia, minutiae
parenthesis, parentheses
phenomenon, phenomena
stimulus, stimuli
synopsis, synopses

But the two Germanys,
both Kansas Citys,
several Marys

3. DOUBLED CONSONANTS

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable, or (b) it ends an accented syllable.

bag, bagging
get, getting
input, inputting
red, reddish

rob, robbing
transfer, transferred
but total, totaled
travel, traveled

4. INDEFINITE ARTICLES

a. Use a before words beginning with consonants, except words beginning with a silent h. Also use a before words spelled with initial vowels that combine consonant and vowel sounds.

a procedure
a historic event
a hotel
a humble man

a union
a European atlas
a one-sided argument
a HUD directive

but an hour
an H-U-D directive
an onion

b. Use an before words beginning with vowels, and words beginning with a silent h.

an order
an electric light
an initial

an herdseller
an honor
an oyster

an FCC ruling
an AEC report
an NIMH decision

Section 3 - Compound Words

1. GENERAL

A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words and thus aids readability and correct pronunciation. Consistency remains the paramount goal.

In this chapter, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on creating combining forms.

Word forms are constantly changing. The correct forms for use in Government are to be found in the "U.S. Government Printing Office Style Manual."

2. BASIC RULES

- a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours	day laborer	palm oil	training ship
blood pressure	eye opener	patent right	violin teacher
book value	fellow citizen	real estate	
census taker	living costs	rock candy	

- b. Print solid two nouns that form a third when the compound has one primary accent, especially when the prefixed noun consists of one syllable or when one of the elements loses its original accent.

afterglow	cupboard	gentlemen	right-of-way
bookkeeping	forget-me-not	newsprint	whitewash

- c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness	footnoting	outlawry	x-rayer
creditworthiness	ill-advisedly	praiseworthiness	Y-shaped

3. SOLID COMPOUNDS

- a. When any, every, no, and some are combined with body, thing, and where, type as one word. Type as separate words some one, every one, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type "no one" as two words at all times.

anybody	anywhere	anybody	nowhere
anyone, <u>but</u>	everybody	nobody	somewhere
any one of	everything	no one	someone
the staff everywhere	nothing	something	
anything			

b. Type as one word compound personal pronouns.

herself	myself	ourselves	yourself
himself	oneself	themselves	yourselves
itself			

c. Type compass directions consisting of two points as one word, but use a hyphen after the first point when three points are combined.

northeast	north-northeast
-----------	-----------------

4. UNIT MODIFIERS

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent cost-of-living increase	Federal-State-local cooperation	the long-term loans
Baltimore-Washington road	guided-missile program	lump-sum payment
drought-stricken area	large-scale project	multiple-purpose uses
our English-speaking Nation	law-abiding citizen	U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power	life insurance company	Social Security pension
civil service examination	parcel post delivery	soil conservation measures
ground water levels	per capita expenditure	special delivery mail
income tax form	real estate tax	land bank loan

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in ly; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment	<u>but</u> ever-normal granary
heavily laden ship	ever-rising flood
unusually well preserved specimen	still-new car
very well defined usage	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	well-kept farm

most often heard phrase

- d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

Celtic-Pictish period

Red Cross nurse

Spanish-American descent

Winston-Salem
regional office

Latin American

Minneapolis-St. Paul region

- e. Do not confuse a modifier with the word it modifies.

average taxpayer

but income-tax payer

well-trained schoolteacher

but high school teacher

abandoned wastesite

but hazardous waste site

American flagship (naval)

but American-flag ship (commerce)

- f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10, and 16-foot
boards

2- by 4-inch boards

but boards 2 to 6

inches wide

moss- and ivy-
covered walls

not moss and ivy-

covered walls

intrastate and

intracity

not intra-state and-city

- g. Do not use a hyphen in a foreign phrase used as a unit modifier.

ex officio member

bona fide transaction

per diem employee

prima facie evidence

- h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

article 3 provisions

grade A milk

point 4 program

ward D patients

class II railroad

- i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

"blue sky" law

"good neighbor" policy

"tie-in" sale

5. PREFIXES, SUFFIXES, AND COMBINING FORMS

a. Type compounds which contain prefixes or suffixes as one word without a hyphen, except as shown in paragraphs b, c, and d following. Use a hyphen to avoid doubling (repeating) a vowel or tripling a consonant, except after the prefixes co, de, pre, pro, and re.

antedate	extracurricular	northward	semiofficial
anti-inflation	homestead	offset	shell-like
biweekly	Inverness-shire	preexisting	thimble-eye
brass-smith	micro-organisms	reenact	twofold
cooperation	misstate	semi-independent	ultra-atomic
deemphasis	nationwide		

b. Use a hyphen to avoid confusion.

anti-hog-chlorea serum	re-treat (treat again)
co-op	re-sort (sort again)
mid-decade	un-ionized
non-civil-service position	<u>but</u> rereferred
pre-position	

c. Type with a hyphen the prefixes ex, self, and quasi.

ex-Governor	self-control	quasi-academic
ex-serviceperson	self-educated	quasi-governmental
ex-trader	<u>but</u> self-same	quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab	post-World War II	<u>but</u> nongovernmental
non-Federal	pro-British	transatlantic
	un-American	

6. NUMERICAL COMPOUNDS

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

8-hour day	3-week vacation	thirty- (30-) day period
6-footer	24-inch ruler	<u>but</u> one hundred and twenty-one
10-minute delay	twenty-one	100-odd

6-foot-11-inch
depth

twenty-first

foursome

- b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or both.

one-thousandth

twenty-one thirty-seconds

two one-thousandths

three-fourths of an
inch

twenty-three thirtieths

two-thirds

7. IMPROVISED COMPOUNDS

- a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

first-come-first-served basis

let-George-do-it attitude

hard-and-fast rule

one-man-one-vote principle

how-to-be-more-efficient course

penny-wise and pound-

know-how

foolish policy

know-it-all

stick-in-the-mud

- b. When the noun form is printed in separate words, always hyphenate the corresponding verb form.

blue-pencil

cold-shoulder

cross-brace

red-line

CHAPTER 9 - PUNCTUATION

1. GENERAL

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The "U.S. Government Printing Office Style Manual" treats punctuation in detail.

2. APOSTROPHE

a. Use the apostrophe:

- (1) To indicate contractions or omitted letters.

I've it's (it is) (it has) PC's

- (2) To indicate the coined plurals of letters, figures, and symbols.

three R's 5's and 7's +'s RIF's ABC's dots her i's

- (3) In the singular possessive case, add 's when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound.

man's Co.'s Jones' child's

men's Cos. Joneses' children's

officer's hostess' Schmitz' lady's

officers' hostesses' Jesus' ladies'

- (a) To show possession in compound nouns, add the apostrophe or 's to the final word.

brother-in-law's secretary-treasurer's

attorneys general's appointments

- (b) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.

soldiers and sailors' home

- (c) To show separate possession in nouns in a series, add the apostrophe or 's to each noun.

John's, Thomas', and Henry's ratings
Soldiers' and Airmen's Home (District of Columbia)
Jan's and Cyndy's uncle

(d) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.

someone's desk somebody else's books others' homes
each other's books

b. Do not use the apostrophe:

(1) To form the possessive of personal pronouns.

theirs yours hers its ours

(2) To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.

twos and threes ifs, ands, and buts ins and outs
do's and don'ts which's and that's

(3) After names of countries and organized bodies ending in s, or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s.

United States control United Nations meeting
writers handbook children's hospital

3. BRACKETS

Brackets are commonly used to enclose comments, insertions, corrections [and errors], etc., made by a person other than the author of the quoted material.

a. Use brackets in pairs:

(1) To enclose a correction.

He arrived at 13 [12] o'clock.

(2) To supply something omitted.

Mr. Adams [arrived] late.

(3) To explain or to identify.

The president pro tem [Arnold] spoke briefly.

(4) To instruct or to add comment.

The report is as follows [read first paragraph]:

(5) To enclose the abbreviation sic when it is used to show that an error in a quotation has been recognized but not changed.

(6) It's [sic] counterpart is missing.

(7) To enclose parenthetical material appearing within parentheses to avoid the confusion of double parentheses.

The Voyages of the English Nation to America Before the Year 1600, from Hakly's Collection of Voyages (1598-1600 [III, 121-128]). Edited by Edmund Goldsmid.

b. Use a single bracket:

At the beginning of each paragraph, but only at the close of the last paragraph, when extensive material is enclosed.

4. COLON

Use the colon:

a. To separate an introductory statement from explanatory or summarizing material that follows.

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

b. To introduce formal statements, questions, or quotations.

The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.

The following question came up for discussion: What policy should be adopted?

He said: [If the quotation is not more than one sentence, use a comma instead of a colon.]

c. To follow a formal salutation.

Dear Mr. Franklin:
Sirs or Madams:

Ladies and Gentlemen:
To whom It May Concern:

d. To separate the hour and the minutes in clock time.

8:15 a.m.

11:59 p.m.

e. To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.

I recommend that we:

Accept the rules;
Submit them for review; and
Publish them.

f. To indicate proportion. (Use double colon as ratio sign.)

1:2::3:6

5. COMMA

a. Use the comma:

(1) To separate words or figures that might otherwise be misunderstood or misread.

Instead of hundreds, thousands came.
In 1988, 89 managers were promoted.
What the difficulty is, is not known.

To John, Smith was very helpful.
Out of each 20, 10 are rejected.
but She suggested that that be changed.

(2) To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter.

I said, "Don't you understand the question?"
"I understand it," she replied, "but I disagree with the answer."
"Why?" he said.
"It's unreasonable!" she exclaimed.

(3) To indicate the omission of an understood word or words.

Then he was enthusiastic; now, indifferent.

(4) To separate a series of modifiers of equal rank.

It is a young, eager, and intelligent group.
but He is a clever young man. (No comma. Final modifier considered part of the noun modified.)

(5) To follow each of the members within a series of three or more, when the last two members are joined by and, or, or nor.

horses, mules, and cattle
by the bolt, by the yard,
in remnants

neither snow, rain, nor heat
or by 5, 10, or 20

(6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

(7) Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities or other geographic location, within a sentence, except where possession is indicated.

Henry Smith, Jr., chairman	Smith, Henry, Ph.D.
Washington, DC, schools	<u>but</u> Al Smith III
Alexandria, VA's waterfront	

(8) To set off parenthetical words, phrases, or clauses.

The atom bomb, developed by the Manhattan Project, was first used in World War II.

The situation in the Middle East, he reported, might erupt.

but The person who started that fire is undoubtedly an arsonist.
(No comma necessary, since the clause "who started that fire" is essential to identify the person.)

(9) To set off words or phrases which further describe or identify expressions that provide additional, but nonessential, information about a noun or pronoun immediately preceding in apposition or in contrast.

Mr. Jay, attorney for the plaintiff, asked for a delay.

You will need work, not words.

(10) To set off words or phrases used in contrast or apposition.

Ms. Geesay, not Mr. Geesay, authored the book.

Mr. Barfield, the librarian, edited the newsletter.

(11) To separate the clauses of a compound sentence if they are joined by a simple conjunction such as or, nor, and, or but.

The manual's rules have been reviewed and updated, and they reflect current usage.

(12) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

(13) To separate the titles of officials and the names of organizations in the absence of the words of or of the.

Chief, Insurance Branch
Chair, Committee on Appropriations

(14) To separate thousands, millions, etc., in numbers of four or more digits.

4,230 50,491 1,000,000 but 1450 Hertz, 1100 meters
(no comma unless more than
four digits, radio only)

(15) To set off the year when it follows the day of the month in a specific date within a sentence.

(16) To separate a city and State.

Cleveland, Ohio Washington, DC

b. Do not use the comma:

(1) To separate the month and year in a date.

Production for June 1955 On 5 July 1956 we dedicated the
arsenal. (Military form of date.)

(2) To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers, telephone numbers, and street addresses.

1/2500 Motor No. 189463
1.9047 1-202-555-1212
page 2632 1727-1731 Broad Street

(3) To separate two nouns one of which identifies the other.

The booklet "Infant Care" Wilson's boat "The Maria"

6. DASH

Use the dash (two hyphens without space before, between, or after):

a. To mark a sudden break or abrupt change in thought.

He said--and no one contradicted him--"The battle is lost."

If the bill should pass--which Heaven forbid!--the service will be wrecked.

b. To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib--" Q. Did you see-- A. No, sir.

c. To serve instead of commas or parentheses, if the meaning is clarified by the dash.

These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

d. To introduce a final clause that summarizes a series of ideas. (See also paragraph 4a for use of the colon.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear--these are the fundamentals of moral world order.

7. EXCLAMATION POINT

Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

How beautiful!
"Great!" he exclaimed.
O Lord, save Thy people!

Who shouted, "All aboard!"
(question mark omitted)

8. HYPHEN

Use the hyphen:

- a. To connect the elements of certain compound words. (See also chapter 8, section 3.)

mother-in-law
ex-Governor

self-control
H-bomb

walkie-talkie
quasi-academic

- b. To indicate continuation of a word divided at the end of a line. (See also chapter 10, section 3.)

- c. To separate the letters of a word which is spelled out for emphasis.

d-o-l-l-a-r-s

my name is S-m-y-t-h

It is M-c not M-a-c.

9. PARENTHESES

Use parentheses:

- a. To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included, and to minimize repetitive use of long and awkward terms or names.

The result (see figure 2) is most surprising.
General Services Administration (GSA)

- b. To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

Three old destroyers (all now out of commission) will be scrapped.

- c. To enclose an explanatory word that is not part of the statement.

The Erie (PA.) News, but the News of Erie, PA.
The Washington (DC) Post but the Post of Washington, DC

- d. To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

We must set forth (1) our long-term goals, (2) our immediate objectives, and (3) the means at our disposal to accomplish both.

- e. To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (plate 14, A, B). They vary greatly. (See plate 4.)

Note that the word "confirm" is set in italic in the recommendation line. (See sample 6, page 246.)

- f. When a figure is followed by a letter in parentheses. No space is used between the figure and the opening parenthesis. If the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a) Classes, grades, and sizes. 15a. Classes, grades, and sizes.

10. PERIOD

Use the period:

- a. To end a declarative sentence that is not exclamatory and to end an imperative sentence.

He works for Johnson & Sons, Inc.
Do not be late.

- b. To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.
May we hear from you soon.

- c. To indicate omission of a word or words within a sentence by typing three spaced periods. At the end of a sentence use four periods spaced to indicate which period ends the sentence. Use spaced periods on a separate line to show omission of one or more paragraphs.

He called (the office) and left. (That was Monday.) He returned Tuesday.

He called . . . and left . . . He returned Tuesday.

"I'd like to . . . that is . . . if you don't mind . . ." He faltered and then stopped speaking.

11. QUESTION MARK

Use the question mark:

- a. To indicate a direct query, even if not in the form of a question.

Did he do it?	Can the money be raised? is the question.
She did what?	Who asked, "Why?" (Note single question mark.)

- b. To express more than one query in the same sentence. Can she do it? or you? or anyone?

- c. To express doubt.

He said the boy was 8(?) feet tall.

12. QUOTATION MARKS

Use quotation marks:

- a. To enclose a direct quotation. Single quotation marks are used to enclose a quotation appearing within a quotation.

The answer is "No."	"John," said Henry, "why do you go?"
"Your order has been received," they wrote"	The equipment will be forwarded promptly."

- b. To enclose any matter following the terms called, so-called, known as, entitled, the word, the term, marked, endorsed, or signed. Use them to enclose expressions that are misnomers or slang or when ordinary words are used in an arbitrary way.

Congress passed the act entitled "An act . . ."	After the word "treaty" insert a coma.
It was signed "John."	The so-called "investigating" body.

- c. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, studies, subheadings, subjects, and themes. All principal words are to be capitalized.

An address on "Uranium-235 in the Atomic Age"
The article "Germany Revisited" appeared in the last issue.
Under the caption "Long-Term Treasurys Rise"
The subject was discussed in "Courtwork." (chapter heading)
It will be found in "Part XI: Early Thought."
"Compensation," by Emerson (essay)
"United States To Appoint Representative to U.N." (heading or headline)

In "Search for Paradise" (motion picture); "South Pacific" (play)
A paper on "Constant-Pressure Combustion" was read.
"O Captain! My Captain!" (short poem)
The report "Atomic Energy: What It Means to the Nation";
but annual report of the Secretary of the Interior.
Under the subhead "Sixty Days of Turmoil will be found
The subject (or theme) of the conference is "Peaceful
Uses of Atomic Energy."
also Account 5, "Management fees."
Under the appropriation "Building of ships, Navy."

Limit quotation marks, if possible, to three sets (double, single, double) .

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?' "

Place punctuation inside or outside quotation marks, as follows:

Type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside only if they are a part of the quoted matter.

"The President," he said, "will veto the bill."

Who asked, "Why?"

"Have you an application form?"

Is this what we call a "fax"?

The trainman shouted, "All aboard!"

Why call it a "gentlemen's agreement"?

but Change "the following examples:" to "the following example:".

13. SEMICOLON

Use the semicolon:

a. To separate independent clauses not joined by a conjunction, or those joined by a conjunctive adverb such as consequently, therefore, however, moreover, etc.

The report is not ready today; it may be completed by Friday.
The allotment has been transferred to the Production Division; consequently construction of the partitions must be delayed.

b. To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the board, will travel in most of southern Europe; in all of the Near East; and, in the event there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

- c. To separate statements that are too closely related in meaning to be written as separate sentences.

No; we receive one-third.

War is destructive; peace, constructive

- d. To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

CHAPTER 10 - ABBREVIATIONS, NUMERALS, AND WORD DIVISION

Section 1 - Abbreviations

1. GENERAL

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, spell out the word or phrase followed by its abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

This chapter lists abbreviations for names of States, for civil and military titles, and for a few other selected groups of words. More complete lists are given in the "U.S. Government Printing Office Style Manual."

2. CAPITALS, HYPHENS, PERIODS, AND SPACING

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods except when they follow the initials in names of persons.

EST or e.s.t. (eastern standard time)

B.A. (bachelor of arts)

AM or a.m. (ante meridiem)

J.M. Jones

e.g. (for example)

i.e. (that is)

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

NIH TVA DOD ARC AFL-CIO USAF

3. GEOGRAPHIC TERMS

a. You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing such as proclamations, Executive Orders, etc. Spell out United States when it is used as a noun or when it is used in association with names of other countries as an adjective.

U.S. Government

U.S.S. Brooklyn (note abbreviation for ship)

U.S. Congress	<u>but</u> The climate of the United States is moderate.
U.S. Department of Agriculture	British, French, and United States Governments

b. With the exceptions noted in paragraph a, preceding; the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy	<u>but</u> foreign policy of the United States
U.S. economy	the economy of the United States
U.S. attorney	United States Code (official title)
U.S. attitude	United States Steel Corp. (legal title)

In other than formal writing, you may abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of States of the United States when following any capitalized geographic term.

AL Alabama	IA Iowa	NH New Hampshire	TX Texas
AK Alaska	KA Kansas	NJ New Jersey	UT Utah
AZ Arizona	KY Kentucky	NM New Mexico	VT Vermont
AR Arkansas	LA Louisiana	NY New York	VA Virginia
CA California	ME Maine	NC North Carolina	WA Washington
CO Colorado	MD Maryland	ND North Dakota	WV West Virginia
CT Connecticut	MA Massachusetts	OH Ohio	WI Wisconsin
DE Delaware	MI Michigan	OK Oklahoma	WY Wyoming
FL Florida	MN Minnesota	OR Oregon	CZ Canal Zone
GA Georgia	MS Mississippi	PA Pennsylvania	DC District of
HI Hawaii	MO Missouri	RI Rhode Island	Columbia
ID Idaho	MT Montana	SC South Carolina	GU Guam
IL Illinois	NE Nebraska	SD South Dakota	PR Puerto Rico
IN Indiana	NV Nevada	TN Tennessee	VI Virgin Islands

When following any capitalized geographic term.

Ala.	Del.	Mass.	N.Dak.	Oreg.	Va.
Ariz.	Fla.	Md.	Nebr.	Pa.	V.I.
Ark.	Ga.	Mich.	Nev.	P.R.	Vt.
Calif.	Ill.	Minn.	N.H.	R.I.	Wash.
Colo.	Ind.	Miss.	N.J.	S.C.	Wis.
Conn.	Kans.	MO.	N.Mex.	S.Dak.	W.Va.
C.Z	Ky.	Mont.	N.Y.	Tenn.	Wyo.
D.C.	La.	N.C.	Okla.	Tex.	

4. ADDRESSES

a. Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name or a number may be used:

Cir.-Circle	Sq. - Square	Dr.-Drive	NW.-Northwest
St.-Street	Blvd.-Boulevard	Ct.-Court	SW.-Southwest
Ave.-Avenue	Ter.-Terrace	Pl.-Place	SE.-Southeast
Bldg.-Building		NE.-Northeast	

- b. Do not abbreviate county, fort, mount, point, and port.
- c. Other commonly accepted abbreviations appearing before numbers are:

FPO - Fleet Post Office
 RR - Rural Route
 RFD - Rural Free Delivery

5. NAMES AND TITLES

- a. Use abbreviations in firm names as they are shown on the firm's letterhead.

J. Dillard & Sons, Inc.

- b. Where brevity in company names is required, the following abbreviations may be used:

Bro.-Brother	Co.-Company	Inc.-Incorporated	&-and
Bros.-Brothers	Corp.-Corporation	Ltd.-Limited	

- c. Do not abbreviate Company and Corporation in names of Federal Government units.

Saint Lawrence Seaway Development Corporation
 Metals Reserve Company
 Panama Railroad Company
 Commodity Credit Corporation

- d. In other than formal usage, you may abbreviate a civil or a military title preceding a name if followed by a given name or initial; but abbreviate Mr., Mrs., M., MM., Messers., Mlle., Mme., and Dr., with or without a given name or initial.

Adj.--Adjutant	Gov.--Governor	Prof.--Professor
Adm.--Admiral	Lt.--Lieutenant	Maj.--Major
Gen.--General	PO--Petty Officer	Supt.--Superintendent
Pvt.--Private	WO--Warrant Officer	Col.--Colonel

- e. Use the following abbreviations after a name:

Jr., Sr.	Degrees: M.A., Ph.D., LL.D.
2d, 3d, II, III	Fellowships, orders, etc.: F.R.S., K.C.B.
<u>(not preceded by a comma)</u>	

- f. Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title.

President J.B. Jones, Sr. A.B. Jones, Jr.; not Jones, Jr., or Mr. Jones, Jr.

- g. Do not use titles, such as Mr., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees.

John Jones, A.B., Ph.D.; not Mr. John Jones, A.B., Ph.D.
Dick Roe, M.D.; not Dr. Dick Roe, M.D., or Mr. Dick Roe, M.D.

h. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

John J. Jones, D.D., M.A., D.Lit.
Richard R. Row, C.E.C., Ph.D., LL.D

6. PARTS OF PUBLICATIONS

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

app., apps. (appendix, appendixes)
art., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
No., Nos. (number, numbers)
p., pp. (page, pages)
par., pars. (paragraph, paragraphs)
pl., pls. (plate, plates)
pt., pts. (part, parts)
sec., secs. (section, sections)
subch., subchs. (subsection, subsections)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol. vols. (volume, volumes)

7. TERMS RELATING TO CONGRESS

You may use the following abbreviations for the words Congress and session when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

93d Cong., 1st sess. 1st sess, 93d Cong. Public Law 84, 92 Cong.

8. CALENDAR DIVISIONS

a. When brevity is required, you may abbreviate the names of months, except May, June, and July, when used with day, or year, or both.

Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.

b. The names of days of the week are preferably not abbreviated. If they are, use the following forms:

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Section 2 - Numerals

1. GENERAL

Whether to express a number in figures or to spell it out is often a troublesome choice. This chapter covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the "U.S. Government Printing Office Style Manual."

The following suggestions offer overall guidance in choosing the best method of expressing a number:

- a. Spell out numbers at the beginning of a sentence. Numbers under 10 are to be spelled out, except when expressing time, money, and measurement. These are always typed as numerals.
- b. Arabic numerals are preferred to Roman numerals.
- c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT

- a. Single numbers of less than 10 within a sentence.

six golden objectives	five recommendations
three times as large	seven agencies

- b. Numbers of less than 100 preceding a compound modifier containing a figure.

two 3/4-inch boards	<u>but</u>	5-by-8-inch writing pads
twelve 6-inch rulers		

- c. Round numbers and indefinite expressions.

a hundred cows, dollars, men; but 100-Odd pupils, 250 fold
the early-seventies; but the 1870's not the 70's
in the nineties; but the 1890's not the 90's
midsixties; but mid-1961
a thousand and one reasons
less than a million dollars

- d. Numbers used with serious and dignified subjects and in formal writing.

the Thirteen Original States
millions for defense but not one cent for tribute
in the year twenty hundred

- e. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred and twenty
eight thousand and ninety-two
fifty-two thousand one hundred and ninety-five
nine hundred and seventy-three thousand eight hundred and eighty-two

f. Fractions standing alone or followed by "of a" or "of an."

half inch
half of an allotment
not 1/2 of an allotment
but 1/2 to 1 3/4 pages
three-fourths of an inch,
not 3/4 inch or 3/4 of an inch

g. Original numbers less than 10th. (See also paragraph 3d following.)

First Congress	ninth century	eighth parallel
Second Street	Ninth Street Bridge	
	<u>but</u> 14th Street Bridge	

3. NUMBERS EXPRESSED IN FIGURES

a. Single numbers of 10 or more within a sentence.

50 ballots	25 computers	nearly 10 miles
about 40 employees		

b. Serial numbers. (Commas are not used in serial numbers.)

Bulletin 725	pages 352-357 963-6427	1900 19th Street
290 U.S.C. 325		

c. Quantities, measures, and time.

(1) Ages.

6 years old	a 6-year old	at the age of 6
52 years 10 months 6 days		(years implied)

(2) Dates.

June 1990; June 20, 1990
not June, 1990, or June 20th 1990
March 6, 2000 to April 15, 2000
15 March 2026
4th of July, but Fourth of July, meaning the holiday
the 1st (day) of the month, but the last of April or

the first of May, not referring to specific days

(3) Decimals. Place a zero before a decimal where there is no unit, except in market quotations. Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement.

0.25 1.23 inches gage height 10.0 approximately 10 feet
sugar, .03; not 0.03 (market quotation)

(4) Degrees.

longitude 77°08'06" E. (spaces omitted)

latitude 49°26'14" N.

140° temperature

an angle of 57°

but two degrees of justice

(5) Market quotations.

4 1/2 percent bonds Treasury bonds sell at 95
Metropolitan Railroad, 109 gold, 420

(6) Mathematical expressions.

multiplied by 3 divided by 6 a factor of 2

(7) Measurements.

7 meters, yards, miles, acres, bushels, ems, gallons
8 by 12 inches
2 feet by 1 foot 8 inches by 1 foot 3 inches
20/20 vision 2,500 horsepower 6-pounder
but tenpenny fourfold; three-ply; five votes; six bales
two dozen; one gross; zero miles; seven-story building

(8) Money. (See also paragraph 2d and 4)

\$0.75 or 75 cents \$3 per 200 pounds (not \$3.00)
\$0.5 cents \$3.65 but \$3.00 to \$3.65
but two pennies, three quarters,
one half, six bits, etc.

(9) Percentages

a salary increase of 5.5 percent 0.5 percent or one-half
a 5.5 percent salary increase of 1 percent

5.5 percentage points

50-50 (colloquial expression)

(10) Proportion.

1 to 4

1:62.500

1-3-5

(11) Time.

6 hours 8 minutes 20 seconds

half past 4 or 4:30 a.m.

10 years 3 months 29 days

12 noon; 12:01 p.m.

400 years; 30 years

12 midnight; 12:01 a.m.

but four centuries, three decades

1300 (military time) not

1300 hours

10 o'clock or 10 p.m.

not 10 o'clock p.m. or 10:00 p.m.

(12) Unit modifiers.

5-day week

8-hour day

but a two-story house

8-year old wine

10-foot pole

a five-member board

\$20 million airfield

d. Ordinal numbers of 10th or more. (See also para. 2g. preceding.)

20th century

23rd Congress

20th Congressional District

17th region

171st Street

200th place

4. LARGE NUMBERS

Large numbers are usually expressed in figures; however, numbers from a million up which end in four or more zeros may be expressed in test by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading.

Amount expressed.

Figures Text

Preferable in text

Acceptable in text

299,789,665

299,789,665

\$1,200,390,180

\$1,200,390,180

\$12,000,000*

\$12 million

12 million dollars

\$1,000,000,000*

\$1 billion

1 billion dollars or

one billion dollars

3,250,000*

3.25 million

3 1/4 million or three

and one-quarter million

750,000,000*

750 million

3/4 billion or three-

fourths of a billion or

three-quarters of a billion

9,000,000 to

9 million to

nine million to one

1,000,000,000*

to 1 billion

billion

* Correct for tabular work and for text when used with other numbers ordinarily written in figures, as \$12,000,000 and \$9,250,000.

10-10

10-10

Section 3 - Word Division

1. GENERAL

It is preferable that correspondence not contain hyphenated words, but when words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the "U.S. Government Printing Office Style Manual" supplement "Word Division" and in Webster's dictionary.

2. DIVIDE WORDS

- a. So that the part of the word at the end of the line suggests to the reader the whole word.

capac-ity not capa-city
extraor-dinary not extra-ordinary

- b. After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical particu-lar not particular
sepa-rate not sep-arate criti-cism not crit-icism

- c. Between the members of solid compounds.

rail-road proof-reader

- d. At the hyphen in hyphenated compounds.

- e. Between adjoining vowels in separate syllables.

estu-ary gene-alogy cre-ation

- f. After prefixes of three or more letters.

ante-date tri-color inter-leaving trans-portation

- g. Before suffixes of three or more letters.

port-able handwrit-ing correspond-ing

- h. After the second consonant of double consonants ending a root word, when followed by a suffix.

access-ing express-ing

- i. Between double consonants that are doubled because a suffix is added.

remit-ted thin-ning program-ming

- j. According to their grammatical function.

pro-gress (verb)	in-valid (noun)	<u>but</u> pro-cess (noun, verb)
prog-ress (noun)	in-valid (adjective)	
pro-ject (verb) re-cord (verb)	pro-test (noun, verb)	
proj-ect (noun) rec-ord (noun)		
stenog-rapher (noun)	pro-duce (verb)	
sten-ographic prod-uce (noun)		
(adjective)		

3. DO NOT DIVIDE WORDS

- a. At the ends of more than two consecutive lines.

- b. Of five or fewer letters, even though containing more than one syllable.

avoid begin into also every area

- c. Between a one- or a two-letter terminal syllable and the rest of the word.

ammonia proceeded perios

- d. Between a one- or two-letter initial syllable and the rest of the word.

identify around behavior

- e. At the end of a page.

- f. So that the last word of a paragraph is hyphenated.

4. DO NOT SEPARATE CLOSELY RELATED WORD UNITS

- a. 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 absolutely unavoidable -

(1) Dates containing month, day, and year may be divided by carrying the year over to the next line.

(2) Proper names may be divided by placing the last name on the next line.

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

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