



U.S. DEPARTMENT OF
TRANSPORTATION

**Federal Highway
Administration**

Order

Subject: FHWA Correspondence Management

Classification Code	Date	OPI
1325.1E	February 7, 2011	HOA-3/ES


Par.

1. What is the purpose of this directive?
2. Does this directive cancel an existing FHWA directive?
3. What is the background of this directive?
4. What authority governs this directive?
5. What is the scope of this directive?
6. What is FHWA's policy concerning correspondence management?
7. What are FHWA's correspondence management responsibilities?
8. Where can I obtain additional guidance?

1. **What is the purpose of this directive?** This directive provides updated policy and procedures concerning Federal Highway Administration (FHWA) Correspondence Management, including requirements for the preparation of official FHWA correspondence.
2. **Does this directive cancel an existing FHWA directive?** Yes, this directive cancels FHWA Order 1325.1D, FHWA Correspondence Manual, dated July 19, 2004.
3. **What is the background of this directive?** Correspondence usage practices are periodically introduced or modified and become an accepted part of the correspondence process. The FHWA's correspondence management policy needs to be updated to maintain relevance to serve the Agency's correspondence management needs and reflect current best practices.



4. **What authority governs this directive?** The FHWA Order M 1100.1A, Change 52, FHWA Delegations and Organization Manual, Part II (Organization and Functions), Chapter 2 (Office of the Administrator), Paragraph 3d, issued May 7, 2007, provides the correspondence management functions of the FHWA Executive Secretariat.
5. **What is the scope of this directive?** The provisions of this directive apply to all FHWA Headquarters and field offices in the preparation and handling of all official FHWA correspondence.
6. **What is FHWA's policy concerning correspondence management?** All official FHWA correspondence is to be prepared following the standards and procedures specified in the updated FHWA Correspondence Manual associated with this directive.
7. **What are FHWA's correspondence management responsibilities?**
 - a. The FHWA Executive Secretariat is responsible for:
 - (1) Ensuring that the FHWA Correspondence Manual is maintained and revised, as appropriate;
 - (2) Ensuring that timely information concerning updates to the FHWA Correspondence Manual and procedures is provided to program offices; and
 - (3) Managing the electronic correspondence tracking system.
 - b. All FHWA employees and contractors are responsible for adhering to this directive and the FHWA Correspondence Manual.
8. **Where can I obtain additional guidance?** Additional guidance is provided in the FHWA Correspondence Manual or by contacting the FHWA Executive Secretariat.



Jeffrey F. Paniati
Executive Director