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ADDRESSEE

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Fran A.D.

CORRESPONDENCE MANUAL

1. PURPOSE. This Transmittal issues a new version of the Correspondence Manual.
2. EXPLANATION. This Manual reflects minor changes in the formats for correspondence for the Administrator, Deputy Administrator and the special requirements for White House communications.
3. SUPERSESSION. 1983 Edition, EPA Correspondence Manual and Change 1.
4. FILING INSTRUCTIONS. Discard the old Manual and file the attached.

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CHAPTER 1 - CORRESPONDENCE POLICY AND PROCEDURESTable of Contents

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CHAPTER 1 - CORRESPONDENCE POLICY AND PROCEDURES

1. POLICY. This Manual specifies the procedures, standards and formats to be followed by all EPA employees in producing and managing EPA correspondence. It should be used by anyone who writes, edits, reviews, signs, types, files or controls correspondence. Proper use of this manual and the supplementary references mentioned in it should improve the quality of correspondence, produce timely replies at lower cost to the Agency and improve the management and control of correspondence.

2. DEFINITION OF CORRESPONDENCE. In this manual correspondence means written forms of communication such as: letters, form letters, all types of memorandums (action, information, briefing), telegrams, cablegrams, etc.

3. REFERENCES. This manual is not designed to present detailed information on established rules of English grammar, punctuation, capitalization, abbreviations, spelling etc. If any questions arise on these subjects, follow the standard rules in the Government Printing Office (GPO) Style Manual.

a. Essential aids to both writers and typists are:

(1) A good dictionary;

(2) The "U.S. Government Printing Office Style Manual" which includes information on footnotes, government reports, numerals, symbols, Foreign languages and plant and animal names in addition to the subjects listed above;

(3) "Word Division" which is issued as a supplement to the "GPO Style Manual".

b. Useful guides for writers are:

(1) A thesaurus or a dictionary of synonyms;

(2) "Be a Better Writer - A Manual for EPA Employees" written specifically for EPA by John R. Adams, Veda Charrow, and Frank B. Phillippi. This reference is an excellent aid for EPA writers because it addresses problems in technical, scientific and legal writing;

(3) "Plain Letters" issued by GSA (Federal Stock Number 7610205-1091). This is a good style reference for writing letters.

4. WRITING STYLE. No matter what form your correspondence takes, you should observe the following basic elements of style.

a. Write For Your Audience. Make certain that your reader will understand your message. Refer to the incoming correspondence, or if replying

to a telephone inquiry, refer to the date of the call. Don't take shortcuts in the belief that something is obvious or that the reader will understand. Use an example or an analogy if you feel a statement may puzzle the reader. Use an appropriate level of vocabulary and terminology. Explain scientific and technical terms if there is any possibility that the words may not be familiar to the reader. Limit the use of abbreviations or acronyms; if you must use them, give the complete term the first time and follow with the abbreviation or acronym in parentheses.

b. Keep It Short. Avoid needless words or information and focus on your key points. If you burden your reader with unnecessary information, the point of what you want to say may be lost.

c. Keep It Simple. Use short words, sentences and paragraphs; be compact, but tie your thoughts together. Know your subject, state the facts and answer direct questions in a straightforward manner.

d. Keep It Strong. Be positive in your writing, when possible tell people what they can do, not what they can't do. Readers are much more receptive when they have options offered to them rather than taken away. Use concrete words and active verbs which give a sense of strength, energy, vitality and motion.

e. Be Sincere. Examine the tone of your correspondence to avoid "writing down" to your reader or sounding evasive or servile. The pronouns "I" and "we" are not forbidden; readers like to know that the writer is a real person willing to accept responsibility for the correspondence. You may also address the reader by his or her name or use the word "you." Sincerity implies admitting mistakes, for example, "I'm sorry for taking so long to respond.."

f. Check The Logic of The Presentation. Some common ways to organize your material include progressing (1) from the known to the unknown, (2) from the general to the specific or (3) in chronological order.

g. Be Thorough. Read all of the incoming material carefully and check background materials to provide a correct response. Answer all questions.

h. Be Sensitive to Gender Specific Terms. Avoid gender specific terms unless you are certain of your reference. Consider alternatives and whenever possible choose a neutral term, for instance, use "work years" instead of "man years." Frequently you can avoid problems by using titles (employees, managers, analysts etc.) or plural forms such as they, their. If all else fails, you can use "he or she" or "he/she".

5. CUTTING CORRESPONDENCE COSTS. The cost of a normal letter or memorandum ranges between seven and twenty dollars. This estimate includes initial drafting of the letter, first typing, proofreading, second typing, one review

cycle, filing of copies, and mailing. As you can imagine, the cost multiplies when a letter goes through several rewrites and reviews. Because EPA generates thousands of pieces of correspondence a year, a great potential for cost savings exists. This section presents ways to help reduce some of the costs associated with producing correspondence.

a. The Telephone. If a written reply is not essential, a telephone call costs less, is faster and often more effective than writing. You may record the date and substance of call and attach it to the incoming correspondence.

b. The Direct Approach. If the person you wish to communicate with is nearby and a written record is not necessary, meet with the person.

c. Dictation. If a stenographer or recording device is available, dictation is usually faster than writing longhand.

d. Word Processors. Word processors can save time and money, especially for an office that produces lengthy pieces of correspondence which are periodically updated. EPA has a Word Processing Coordinator in the Management Information and Data Systems Division (PM-218) who can help you determine if a word processor is appropriate for your office.

e. Form and Guide Letters. If you regularly answer requests for similar information from several correspondents, turn to Chapter 3 for a detailed discussion of this form of communication. Some of the benefits of this alternative are: (1) Mail is answered faster; (2) The message is easier to read and understand because more time can be spent editing a predrafted letter than a hurriedly composed original; and (3) Public service is provided at a lower cost.

f. Mailing Lists. All mailing lists should be reviewed and revised yearly to insure that the lists are current and serve their intended purpose. For more information about mailing lists, see the EPA Communications Manual.

g. Forms. The GSA provides two forms which deserve a place on every desk. They are: "Memorandum of Call" (SF-63) to notify temporarily absent coworkers of calls or visits, see figure 1-1.; and "Routing and Transmittal Slip" (OF-41) used as a coverslip on correspondence that is passed on to one or more individuals, see figure 1-2. A routing slip is used to circulate drafts, messages and final packages. It is the final step in preparing a package. It tells where a package originated, where it has been and where it is going. Initialing and dating a routing slip means that the person signing the slip has actually seen the package, but does not indicate concurrence. Only a properly initialed and dated yellow concurrence file copy is acceptable for stating concurrence. Do not use either the SF-63 or the OF-41 as a record of any kind. Consult the EPA Forms Catalog for other forms relevant to correspondence.

h. Retyping. We spend a considerable amount of time producing letter-perfect correspondence. This is only necessary when writing for the signature of top managers of the Agency. It is not always necessary to produce perfectly typed internal memorandums or copies of documents below the Division level. If possible, "white-out" (opaque) the error and type in the correct character(s). You may also correct internal memorandums by handwriting the correction directly on them. Make corrections on all copies of the documents. However, never use opaque fluid to correct "typo's" on letters going outside the Agency, and avoid handwritten corrections. Consider that the time needed to completely retype correspondence for one or two typos might be better used on another task. In any case, follow your office guidelines.

i. Proofing and Editing. Proofread your work carefully. Pay particular attention to spelling, punctuation, grammar, format and word division. You are encouraged to use a standard method of editing so that typists will not have to learn a unique editing system for each writer. See figure 1-3 for a list of editing marks most commonly used. To save time and avoid confusion, write and edit legibly. Be certain that everything to be dispatched is included in the package and assembled properly when it leaves your office.

j. Responding to Routine Requests for Information. Respond to routine requests for information or publications by returning the requester's letter with the material. Do not maintain a file copy.

6. SENSITIVE INFORMATION.

a. Security Classified Information. EPA employees are individually responsible for exercising vigilance and discretion in handling security classified documents. Perform the preparation, transmittal, maintenance, and disposition of security classified correspondence in accordance with instructions issued in the "EPA Security Manual." Refer all questions regarding security classified correspondence to the Security Office, EPA Headquarters, or to the local security liaison officer.

b. For Official Use Only. Some EPA correspondence contains nonclassified information of a sensitive nature that requires protection from disclosure to unauthorized persons without an official "need-to-know." For such correspondence, type the administrative control designation "FOR OFFICIAL USE ONLY" in all capital letters centered at the top and bottom of each page. See the "EPA Security Manual" for more detail. Safeguard all correspondence containing the "FOR OFFICIAL USE ONLY" (FOUO) designation in a locked cabinet when not in use and transmit in a sealed manila envelope. Write the addressee information on outside of the envelope, NOT the FOUO designation.

CORRESPONDENCE

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**MEMORANDUM
OF CALL**

TO: _____

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization) _____

☐ PLEASE CALL → PHONE NO. _____ ☐ FTS
CODE/EXT. _____
☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE _____

RECEIVED BY	DATE	TIME
63-109 * U.S. G. P.O. '980-311-156/13		

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

Figure 1-1 Memorandum of Call

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials
1.		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

GPO 1981 O - 341-529 (25)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

Figure 1-2 Routing and Transmittal Slip

⊙	Insert period	lc	Lowercase—used in margin
^	Insert comma	/	Used in text to show deletion or substitution
:	Insert colon	w.f.	Wrong font
;	Insert semicolon	⊙	Close up
?	Insert question mark	⋈	Delete
!	Insert exclamation mark	(S)	Close up and delete
=/	Insert hyphen	g)	Correct the position
∨	Insert apostrophe	⌋	Move right
↔	Insert quotation marks	⌈	Move left
⋈	Insert 1-en dash	⌈	Move up
⋈	Insert 1-em dash	⌋	Move down
#	Insert space		Aline vertically
ℓ>	Insert lead (<i>underline</i>)	=	Aline horizontally
(/)	Parentheses	⌋⌈	Center horizontally
[/]	Brackets	⌈⌋	Center vertically
□	Indent 1 em	⌋	Push down space
□	Indent 2 ems	eg. #	Equalize space—used in margin
¶	Paragraph	✓✓	Equalize space—used in text
no ¶	No paragraph	stat.	Let it stand—used in margin
tr	Transpose—used in margin	Let it stand—used in text
~	Transpose—used in text	⊗	Dirty or broken letter
Sp	Spell out	run over	Carry over to next line
Caps.	Caps—used in margin	run back	Carry back to preceding line
≡	Caps—used in text	out, no copy	Something omitted—see copy
c + lc	Caps & lowercase—used in margin	3/?	Question to author to delete
≡	Caps & lowercase—used in text	^	Caret—General indicator used to mark exact position of error in text.

Figure 1-3 Proofreader's Marks

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Figure 2-1. Format for Letters

Figure 2-2. Format for Official File Copy

Figure 2-3. Instructions for Paragraphing

Figure 2-4. Assembly of Folder for Correspondence

CHAPTER 2 - LETTERS

1. GENERAL. Prepare as letters all EPA correspondence addressed to members of the Cabinet, the Congress, foreign and other dignitaries, and to the general public. The correct format for letters is illustrated in figure 2-1. To prepare letters for the signature of the Administrator or Deputy Administrator refer to Chapter 8.

2. STATIONERY. Use the appropriate letterhead stationery for the individual who will sign the correspondence. Use "The Administrator" letterhead when the correspondence is to be signed by the Administrator. Use the "Office of the Administrator" letterhead for correspondence signed by the Deputy Administrator, personnel in the immediate office of the Deputy Administrator, or personnel in staff offices of the Administrator. Use appropriate printed letterhead if it is approved for your office. Other activities should use plain EPA letterhead. Refer to the Facilities and Support Services Manual" for additional information on stationery.

	<u>First Page</u>	<u>Succeeding Pages</u>
<u>Original</u>	EPA letterhead bond	Plain bond
<u>Copies</u>		
Official File	Yellow tissue (EPA Form 1320-1)	Plain yellow tissue
Courtesy (outside EPA)	EPA letterhead tissue Use the same heading as the bond.	Plain white tissue
Information copies: Outside EPA	EPA letterhead tissue Use the same heading as the bond.	Plain white tissue
Inside EPA	Plain white tissue	Plain white tissue
Reading or Chrono- logical File (if required)	Plain tissue	Plain tissue

3. COPIES. When typing a routine letter, always prepare an original, a yellow official file copy, and one tissue copy for the reading or chronological file of the originating office. Prepare additional tissue copies only when a definite "need-to-know" is expressed by the requester.

a. Yellow Official File Copy.

(1) Preparation. Prepare a yellow official file copy for each letter. Use EPA Form 1320-1, "Concurrence Sheet" for the first page and plain yellow tissue for all succeeding pages. Insert the yellow official file copy as the first carbon to insure readability. The originator of the letter should complete the first column in the concurrence section on this form. Office symbols, surnames, and dates must be legibly handwritten. See figure 2-2, "Format for Official File Copy." (Exception: See paragraph 15, "Identical Letters Sent to Multiple Addresses.")

(2) Concurrence. EPA Form 1320-1 acts as the first page, official file copy and as a clearance document (in some cases, only the originator needs to concur). Do not use this clearance technique to inform other offices of a particular matter merely because it may be of interest to them; use information copies for that purpose. Remember, when you enter your surname on the concurrence sheet you are agreeing to the content of the letter, not simply indicating that you have read it. To indicate nonconcurrence, write "NONCONCUR - SEE MEMO" (if a memo is written) in the block with your surname and date. Either verbally or in a memorandum (see Chapter 4) explain the reason for nonconcurrence to the originator.

b. Courtesy Copy. Prepare a courtesy copy on EPA letterhead tissue (or photocopy the original) and enclose with the original letter when the letter is addressed to:

- The President, Vice President, and White House staff members
- Cabinet Members
- Supreme Court Justices and other Federal Court Officers
- Members of Congress
- International Dignitaries
- State and Municipal Officials
- National and International Organizations
- Others as specifically directed.

c. Reading or Chronological File. Prepare one copy of each letter for the office reading file. It is not necessary to make a copy for your personal use; the office file copy is available for ready reference.

4. MARGINS. Always center the letter on the stationery, using the same width for the left and right margins. The length of the letter will determine the margins, but always allow 9 typing lines for the bottom margin (use the stop typing mark as a guide). To provide a left margin slightly over one inch,

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space 14 characters (elite type) or 12 characters (pica type). (Pica type equals 10 characters per inch; elite type equals 12 characters per inch.)

5. DATE.

a. Date Included. When you know the date of signing, type in the date. Show the month in full, and the date and year in numerals. Example: October 20, 1980. Do not use endings such as "th" and "st." Except as indicated in paragraph 8a below, type or stamp the date nine lines above the fold mark (13 lines below the top edge of the stationery).

b. Date Omitted. Omit the date on correspondence that will be signed in another office, or that may not be signed on the day it is typed. The office in which the letter is signed is responsible for adding the date to the original and all copies of the letter, dispatching it, and returning the yellow official file copy with background material to the originating office.

6. ADDRESS. Single space and type the address in block style flush with the left margin, two lines below the date (seven lines above the fold mark or 15 lines below the top edge of the stationery). If a window envelope is to be used, the address should not exceed 3-1/2 inches in width and 4 lines vertically. See figure 2-1, "Format for Letters."

7. SALUTATION. Type the salutation, followed by a colon, two lines below the last line of the address and flush with the left margin. For general usage, the salutation, Dear Mr. Brown: is correct. Take particular care when preparing correspondence to prominent officials. Refer to Chapter 10, "Forms of Address."

8. BODY OF LETTER.

a. Vertical Spacing. The instructions above provide an attractive format for the great majority of EPA letters and the proper spacing if you wish to use a window envelope. However, for short letters you may wish to modify the spacing so that the letter will be centered vertically on the stationery.

b. Body of the Letter and Paragraphs. Begin the body of the letter two lines below the salutation. Do not divide the last word on the first line. Single space the body of the letter; double space between paragraphs. For single paragraph letters of less than 10 lines, use double spacing. Indent the first line of each paragraph five spaces. Do not number the paragraphs. If the subject matter is complex and requires subparagraph indentations, use the instructions shown in figure 2-3, "Instructions for Paragraphing." Use the stop typing mark on the bottom left margin to determine where to break or close the letter. Do not end the letter by typing fewer than two lines on the last page, or by typing only the complimentary close and the signature on the last page. Avoid dividing words at the end of more than two consecutive lines, or words of five or fewer letters.

c. Long Quotations. When a quotation is more than two lines long, block it 10 spaces in from the left-hand and right-hand margins of the text; do not enclose it in quotation marks.

9. SUCCEEDING PAGES. Type the second and succeeding pages of correspondence on plain bond paper. Center the page number (numerals only - no parentheses) 7 lines from the top. Continue the body of the correspondence two lines below the page number (9 lines from the top). Maintain the same margin used on the first page. Do not type the addressee's name or other identification on succeeding pages.

10. COMPLIMENTARY CLOSE. Type the complimentary close two lines below the last line of the body of the letter to the right of the center of the page, placed so that it will not extend beyond the right hand margin. Type a comma directly following the complimentary close. The person who signs the correspondence should choose which words to use, e.g., Sincerely, Sincerely yours, etc.

11. SIGNATURE ELEMENT.

a. Written and Stamped Signatures. If the signing official is known, type the name four lines below and flush with the left margin of the complimentary close. Type the signer's title on the next line, flush with the left margin of the complimentary close. If more than one line is needed for the title, indent the succeeding lines two spaces. The entire signature element should not exceed four lines. You may stamp the name and title below the written signature. Be sure all copies of the letter are stamped. See figure 3-1, "Format for Formal Letters."

b. Signing Official Unknown. If the signing official is unknown, leave the space blank. The office of signature will type or stamp the date, name, and title after the official has signed the document. The same information must appear on any copies of the correspondence held in the office suspense file.

c. Acting Official's Signature. Unless instructed otherwise an acting official signs his own name and writes the word "for" after the typed name of the regular signing official.

Example:

Sincerely yours,



John M. Johnson *for*
Director, Citizens Support Division
Office of Public Affairs

12. ENCLOSURES AND ATTACHMENTS. Enclosures and attachments are separate sheets of information included with correspondence such as: tables, forms, reference letters, etc. An enclosure is included with a letter; an attachment is affixed (stapled or clipped) to a memorandum.

a. Identified Enclosures. When an enclosure is identified in the text, type the word "Enclosure" two lines below the last line of the signature element and flush with the left margin. For more than one enclosure, use the plural form and indicate the number of enclosures, such as "3 Enclosures."

b. Unidentified Enclosures. When an enclosure(s) is not identified in the text, type the notation as shown in the example below, listing each enclosure on a separate line. If more than one line is required, indent two spaces for succeeding lines. Describe enclosure(s) by title or in as few words as needed to identify it.

Example:

Two Enclosures
Draft Opinion, Proper Legal Activities of
the Stockholders Advisory Committee
Legal Forensics, GTG position paper

c. Official Copies of Enclosures. With the exception of official EPA issuances, make a copy of all enclosures for the official file if the volume of material makes this practical. If handbooks, pamphlets, technical reports, or similar publications contain over eight pages, reproduce the cover and mark it to show where a full copy may be located.

d. Material 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 signature element, or the enclosure notation if there is one. List the material to be sent even if it is identified in the text. When the letter has been dated and signed, include a copy of it with the material forwarded under separate cover.

Example:

Separate Cover
Forms Management Handbook
Correspondence Manual
Source Data Automation Handbook

e. Alternate Arrangement of Notation. If typing a long notation under the signature element would require starting a new page, you may use an alternate arrangement. Type the enclosure list directly opposite the signature element even with the left margin starting on the same line as the signer's name.

13. "cc:" NOTATION. Figure 2-2 shows the correct listing of carbon copies (or photocopies) distributed both within and outside the Agency. Information indicating the copies distributed within the Agency is not included on an original letter sent outside EPA, nor on information (or courtesy) copies sent outside EPA. Indicate carbon copy by typing "cc:" two lines below the last line of the signature element (or enclosure, attachment, or separate cover notations, as applicable) and flush with the left margin. If there is not enough room in this position, type "cc:" opposite the signature element and follow the method described in subparagraph 12e. Place a check mark by the name on the copy for that particular person. Do not include the "Reading/Chron. File" nor the "Official File" notations in the "cc:" section.

a. "bcc:" This notation may be used when the writer does not want the addressee to know that others are receiving a copy, or if it is not necessary for the addressee to know that others are receiving a copy. Internal (blind) carbon copy distribution should never be noted on the original, the courtesy copy or any information copies going outside of EPA.

14. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST.

a. Correspondence Identification. Type the organizational symbol, the writer's initials and surname, typist's initials, room number, building, telephone extension, date of typing and any control number on all internal EPA file copies. Place this information below the last line at the left margin, as shown in figure 2-2. At the end of this line, if a word processor is used in preparing the correspondence, identify where the material is stored, for example, the Lexitron disk number. This will help you to find the material easily if corrections or changes are needed. The information shall not be typed on the original, courtesy copies, or information copies going outside of EPA.

Example:

PM-213:LMWhite:de:rm 2125, WSM:382-5010:10-20-83:AX 1490:LMW-3.

b. Rewritten/Retyped Correspondence. Each time correspondence or any portion thereof is rewritten or revised for any reason, retype the original and ALL copies, indicating a new identification notation directly below the previous one(s) on the current yellow official file copy and on all internal EPA copies. Each retyping must include all former identification notations as indicated in the example below. Do NOT destroy any of the previous yellow official file copies. Staple the official file copy of the latest version on top of earlier official file copies; on those versions, pencil a large "X" through the text and write "REWRITTEN" on all previous versions. Do NOT cut off previous concurrences and attach to the latest version. If previous

concurrences remain valid, write "SEE ATTACHED" in the concurrence blocks of the latest yellow official file copy; otherwise new concurrences must be obtained as required.

Example:

PM-213:LMWhite:de:rm 2125, WSM:x28000:10-20-83:LMW-3.

Rewritten:PM-213:LLJones:cd:rm 1009, WSMW:x28010:10-22-83

c. Coauthorship. If instructed to indicate coauthorship of the letter, list the writers in alphabetical order.

Example:

A-101:CDAdam/ABWhite:sq:rm 711C, WSMW:27581:10-20-83

(Indicate applicable information when writers are located in different offices.)

15. IDENTICAL LETTERS SENT TO MULTIPLE ADDRESSEES. When an identical letter is written to two or more persons, prepare the letter to the first addressee in the usual manner, making one complete set of copies (yellow official file, etc.). At the left margin of the copies only, type "Identical Letter To:" two lines below the last notation. On the next line, begin the list of names and addresses of the other recipients of the letter. Then proceed to prepare ONLY an original (and courtesy copy, if required) for each of the remaining addressees as listed.

NOTE: If there is insufficient space at the bottom of the single set of file copies to show the listing of names and addresses, type "See attached list:" after the "Identical Letter To:" notation. Then list the names and addresses on a separate sheet, headed "Identical Letter To:" and attach a copy to the yellow official file and any information copies.

16. ASSEMBLY OF FOLDER. When the correspondence is ready for review and signature, arrange it and the supporting documents or enclosures in a manila folder as shown in figure 2-4, "Assembly of Folder for Correspondence." Ordinarily a letter-size manila folder will do, but if the correspondence has legal-size documents, use a legal-size manila folder. Arrange the outgoing correspondence on the right side of the folder so that the yellow official file copy protrudes approximately 1-1/2 inches below the original letter to reveal the concurrence boxes. Protect the original correspondence with a plastic "Executive Correspondence" cover sheet. Use "SPECIAL," "HAND-CARRY," etc., labels to indicate the proper priority, if appropriate. Use EPA Form 1320-2, "Correspondence Signature Tabs," to indicate pages to be signed. Place incoming correspondence and reference documents on the left side of the folder. When charts, graphs or tables typed sideways on the page are included in a package, they should be attached so that the top of the chart etc., is aligned with the left hand margin of the preceding page.

17. POSTSCRIPTS. Postscripts are discouraged. However, you may use one to avoid retyping correspondence. Type the postscripts two lines below the signature at the bottom of the page flush with the left margin in any area that is clear on both the original and copies. The signer will initial the original in ink. When a handwritten postscript is added by the signer, type it on all copies of the letter.

18. REPLIES TO MULTIPLE-SIGNED LETTERS, PETITIONS, AND RESOLUTIONS.

a. Multiple-Signed Letters. There are several ways of addressing replies to letters signed by two or more persons:

(1) Address First Signer Only. Address the reply to the first person who signed the letter, and state in the first paragraph that the reply is intended for the others too. Prepare the usual file copies as indicated in paragraph 3.

(2) Address All Signers Jointly. If there are not more than ten signers and they are of equal official status, address the reply to them jointly in the order of their signatures. Use the appropriate plural salutation. Prepare an original for each recipient (you may send clean photocopies) and only one set of file copies.

(3) Address Each Signer Separately. Address an identical reply to each of the signers with a statement in the opening paragraph that the same reply is being sent to the other signer(s). Prepare an original for each recipient and only one set of file copies. At the left margin of the copies, type "Identical Letter To:" two lines below the last notation. On the next line, begin the list of names and addresses of the recipients of the letter. If there is insufficient space at the bottom of the single set of file copies to show the listing, type "See attached list" after the "Identical Letter To:" notation. Then list the names and addresses on a separate sheet, headed "Identical Letter To:" and attach a copy to each information and file copy.

b. Petitions or Resolutions. When responding to a petition or a resolution, address the person who submitted it or the first person who signed. Prepare the usual file copies as indicated in paragraph 3.

19. PREPARATION OF DRAFT LETTERS OR DOCUMENTS. Type the identification of the draft at the top right of the page and include the number of the draft, the originator's full name and organizational symbol or mail code (or name of originating office), and the date. Double space drafts.

Example:

DRAFT NO. 1
PM-215
THOMAS R. JONES
4-4-83

NOTE: See Chapter 9 for instructions on preparing final drafts for the White Hou

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

YELLOW OFFICIAL FILE COPY

Mr. John O. Spot
President, Flotsam and Jetsam Corporation
1887 Dayton Avenue
Silver Spring, Maryland 20904

Dear Mr. Spot:

This is an example of a formal letter prepared in the Agency. Use this format for all Agency correspondence not signed by the Administrator or Deputy Administrator.

Certain features of this format are important. The letter does not contain a typed date unless the exact date of signature is known. The paragraphs are indented five spaces. The complimentary close and the signatory title are blocked to the right of center. Finally, please note that any individual outside of EPA who is to receive a carbon copy of the correspondence should be identified by full name and title.

If the letter is to transmit additional documents, make some reference to these documents in the body of the letter and type the word "Enclosure" below the signatory title, flush with the left margin. In addition, provide fully addressed envelopes of the appropriate size if a window envelope is not used.

Sincerely yours,

Type Name
Assistant Administrator
for Administration

Enclosure(s)

cc: Honorable xxxxxxxxxxxx
Assistant Secretary of Commerce

cc: Mr. Black (PM 213)

AX (Note: Provide this copy w/copy of control slip ONLY
when incoming correspondence has been controlled by AX.)

NOT on original.
On EPA file
copies only.

PM-208:LMWhite:dl:zm 110 WSM:382-7222:3-17-83:AX 1490:LMW-3.

CONCURRENCES							
SYMBOL	PM-213						
SURNAME	LMW						
DATE	3/1/85						

EPA Form 1320-1 (12-70) OFFICIAL FILE COPY

Figure 2-2. Format for Official File Copy

INSTRUCTIONS FOR PARAGRAPHING
(To be followed only when prescribed)

This Figure shows the arrangement of paragraphs in correspondence so complex that reading guides are needed. An arrangement of this kind is often applicable to informal reports in memorandum form. The arrangement described here may be varied to meet special requirements, such as those for legal documents.

1. Type paragraphs indentations as shown here. Single space the body of the paragraphs; double space between them.

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

(1) When paragraphs are subdivided, numbered, and lettered, use the following designations: 1, a, (1), (a), 1, a, (1), (a).

(2) Indent each progressive subdivision of a paragraph an additional five spaces. Extend from the left to the right margin the second and succeeding lines of paragraphs and all subdivisions, except long quoted passages.

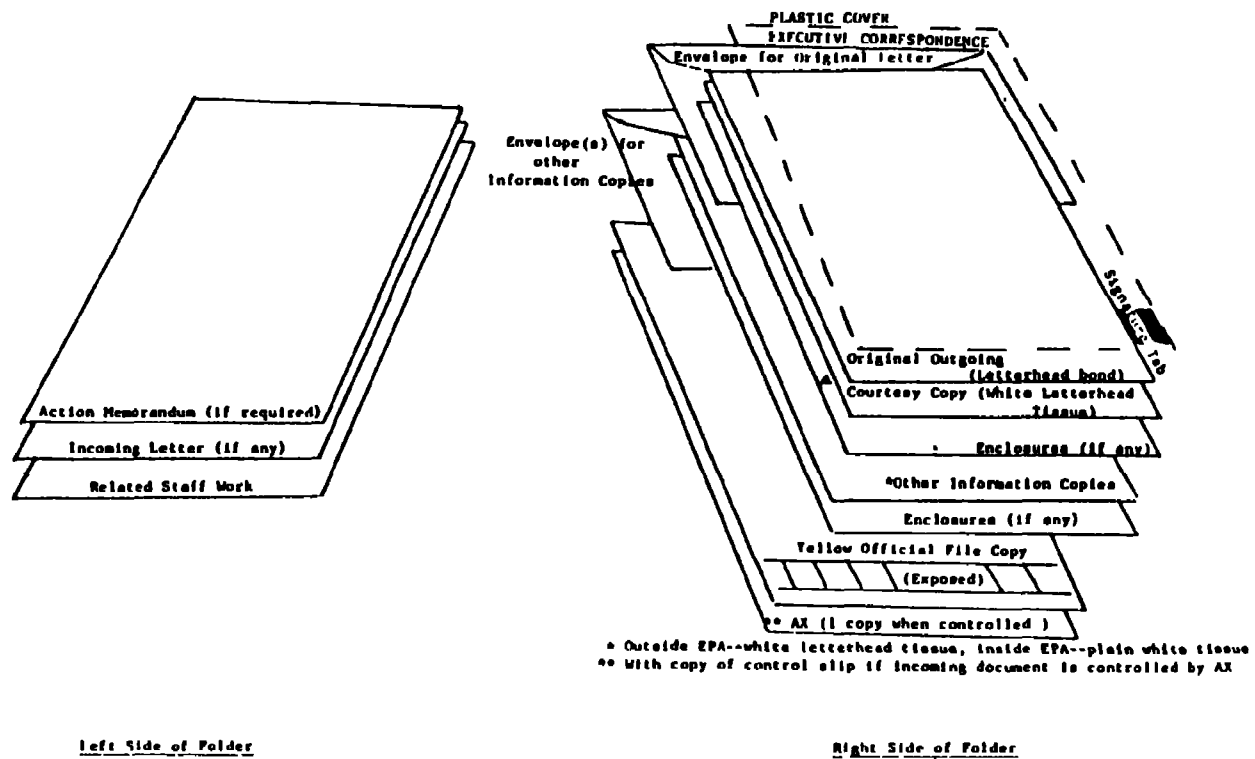
(3) When a paragraph is cited, write the reference numbers and letters without spaces, for example: "subparagraph 3a(2)(c)."

b. Begin a paragraph near the end of a page only if there is space for two or more lines on that page. Continue a paragraph on the following page only if two or more lines can be carried over to that page.

2. Use titles or captions in lengthy communications to increase ease of reference and of reading.

Figure 2-3. Instructions for Paragraphing

Figure 2-4. Assembly of Folder for Correspondence



CHAPTER 3 - FORM AND GUIDE LETTERSTable of Contents

<u>PARAGRAPH TITLES</u>	<u>PARAGRAPH NUMBERS</u>
General.....	1
Form Letters.....	2
Guide Paragraphs.....	3
Guide Letters.....	4
Reference.....	5

Figure 3-1. Form Letter Example
(name and address typed)

Figure 3-2. Form Letter Example
(appropriate paragraph checked)

Figure 3-3. Guide Letter Example

CHAPTER 3 - FORM AND GUIDE LETTERS

1. GENERAL. The cost of a letter is the sum of the costs of composing, typing, editing, reading, reviewing and filing it, in addition to the cost of postage, equipment and supplies. Multiply this cost per letter by the thousands of letters that EPA produces each year and you realize the importance of finding ways to convert high-cost letters to a form and style that will cost less and to simplify the methods of producing them. An obvious target for such savings is the letter that is individually prepared time and again, although its content is almost the same in every instance. The appropriate substitution of form and guide letters can result in significant savings in your correspondence workload.

2. FORM LETTERS. If your office sends out 10 or more nearly identical letters a month, you have a candidate for a form letter. A form letter will eliminate 100% of the letter development and review time and 90% of the typing and filing required for an original letter. You need not file a copy of a form letter; simply write the form letter number and date sent on the piece of incoming correspondence. You may then file that piece of correspondence in accordance with your office filing plan. Normally, the form letter does not contain the person's name in the signature element; this may be stamped or signed. There are three basic types of form letters with variations of each.

a. Name and Address Information Added. Figure 3-1 shows a form letter that requires the addition of the date, name and address, and salutation. Note that the letter is produced on Agency letterhead and has an identification number near the bottom.

b. Name, Address, and Reference Number Information Added; Appropriate Paragraph Checked. Figure 3-2 shows a form letter that is designed to handle variable responses. You enter all of the unique information (name, address, etc.) and check the box that precedes the appropriate paragraph. Once again, the form letter is printed on EPA letterhead and bears an identification number near the bottom.

3. GUIDE PARAGRAPHS. If an office receives frequent requests for different combinations of the same information about several subjects, a form letter may not be flexible enough to answer. Still, an original letter may not be necessary. Guide paragraphs may be the answer to this type of situation. A guide paragraph is a "canned" paragraph that responds to a specific question or addresses a particular subject. They are written so that they may be combined without disrupting the flow of the letter. Usually they can be linked by the addition of "Also," "In addition," etc. These paragraphs may be approved in advance to eliminate most of time needed to compose and approve an original letter. Because these paragraphs are combined into original letters, you must follow

the letter and memorandum procedures specified in Chapters 2 and 4. Maintain a file of guide paragraphs indexed by subject so that your whole office has access.

4. GUIDE LETTERS. A guide letter carries guide paragraphs one step further. Automatic typewriters (word processors, computer printers) are a necessary ingredient for this procedure. A guide letter is appropriate as a response to repetitive information requests that occur fewer than 10 times a month. Memory media (mag. cards, tapes, disks, etc.) are pretyped and indexed by subject with each section numbered. Stops are inserted wherever a unique piece of information must be inserted. The shaded areas in figure 3-4 clearly show where these bits of information are inserted. Here again you must follow the letter and memorandum procedures specified in Chapters 2 and 4.

5. REFERENCE. The General Services Administration issues a book entitled, "Form and Guide Letters" (Federal Stock Number 7610-1178777). This book provides all the necessary information to develop a form and guide letters program for your office.

1320
7/12/85UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460OFFICE OF
ADMINISTRATIONMiss Ida Smith
455 Sandy Drive
Urban, Iowa 53420

Dear Miss Smith:

Your interest in employment with our Agency is appreciated, and we are sorry that we cannot be very encouraging about the immediate prospects. There are no openings here just now that would be suitable for a person with the background and experience shown on your application.

Our present clerical requirements are for persons who have had some schooling or practical work experience as keypunch operators, typists, file clerks, telephone operators and stock clerks. Examination for eligibility and certification by the Office of Personnel Management (OPM) are an essential requirement in filling these jobs.

Perhaps you will be interested in the enclosed announcement of Civil Service examinations. Upon your request, the OPM here in Washington or its local office nearest you will gladly send you an announcement of other upcoming examinations.

Again, thank you for thinking of us and all good wishes for success in your employment career.

Very truly yours,

John W. Jones
Director of Personnel

Enclosure

Shaded areas indicate
the information to be
entered.

Figure 3-1. Form Letter Example (name and address typed)

1320
7/12/85UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460OFFICE OF
ADMINISTRATION

Mr. Donald Summers
Acme Suppliers, Inc.
1480 Industrial Parkway
Duddington, New Jersey 01709

Purchase Order No.: 1782-79

Dear Mr. Summers:

We regret that we cannot settle your account at this time for the reason(s) checked:

- ☐ We have not received your billing. You may submit your own commercial invoice; or you may use our purchase order for your billing by completing the invoice section.
- ☒ Entries have not been made in the "Quantity Shipped" and/or "Amount Billed" columns of your invoice (returned herewith).
- ☐ Your invoice (returned herewith) covers partial shipment under above purchase order number. Payment will be made when shipment has been completed and upon approval of proper invoice.
- ☐ The account cannot be identified. The number and date of the purchase order and/or contract must be stated on your invoice (returned herewith).

Payment will be made promptly upon receipt of a correct invoice or voucher. The payment date for discount purposes is computed from the date a correct invoice or voucher is received if later than the date of receipt of the supplies or services.

Very truly yours,

Alan Rebich
Financial Analyst

Shaded areas
indicate the
information to
be entered.

Figure 3-2. Form Letter Example (appropriate paragraph checked)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

OFFICE OF
ADMINISTRATION

Mr. Charles Tucker
Post Office Box 311
Supra, Maryland 20799

Dear Mr. Tucker:

Thank you for your letter expressing concern for **control of hazardous wastes.**

Your interest in **hazardous waste control** is shared by millions of others, and I want you to know that EPA is actively engaged in discovering and researching methods that will lead to better control of these substances.

To help acquaint you with the steps EPA is taking to **control hazardous wastes**, a copy of "The Hazardous Wastes - the Problem and Solutions" is enclosed. I hope this publication will be useful and answer some of your questions.

Please let me know if I can be of further assistance.

Very truly yours,

Steven Allen
Environmental Specialist

Enclosure



Figure 3-3. Guide Letter Example

CHAPTER 4 - MEMORANDUMS

Table of Contents

<u>PARAGRAPH TITLES</u>	<u>PARAGRAPH NUMBERS</u>
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Memorandum for the Record (M/R).....	12
Record of Communication.....	13

- Figure 4-1. Memorandum Format
- Figure 4-2. Format for Official File Copy
- Figure 4-3. Preparation of a Multiple-Address
Memorandum
- Figure 4-4. Double-Spaced Memorandum
- Figure 4-5. Record of Communication

CHAPTER 4 - MEMORANDUMS

1. GENERAL. Prepare as a memorandum all routine correspondence within EPA except that for the signature of the Administrator or Deputy Administrator. See figure 4-1. for the correct format to be used when preparing a memorandum. Correspondence addressed to individuals outside of EPA should be prepared as a letter.
2. STATIONERY. Use the appropriate letterhead stationery for the individual who will sign the memorandum. Use "The Administrator" letterhead when the correspondence is to be signed by the Administrator. Use the "Office of the Administrator" letterhead for correspondence signed by the Deputy Administrator, personnel in the immediate office of the Deputy Administrator, or personnel in staff offices of the Administrator. Use appropriate printed letterhead if it is approved for your office. Other activities should use plain EPA letterhead. Refer to the Facilities and Support Services Manual for additional information on stationery.

a. Standard Memorandum.

	<u>First Page</u>	<u>Second and Succeeding Pages</u>
<u>Original</u>	EPA Letterhead bond	Plain bond
<u>Carbon Copies</u>		
Official File	Yellow tissue (EPA Form 1320-1)	Plain yellow tissue
Courtesy (if necessary)	Plain white tissue	Plain white tissue
Reading or Chronological File	Plain tissue	Plain tissue
Other (information)	Plain white tissue	Plain white tissue

3. COPIES. For any memorandum, prepare an original, one yellow official file copy, and one tissue for the reading file of the originating office. Prepare additional tissue copies only when a definite "need-to-know" is expressed by the requester.

a. Official File Copy.

(1) Prepare a yellow official file copy for each memorandum. Use EPA Form 1320-1, "Concurrence Sheet," for the first page and plain yellow tissue for all succeeding pages. See figure 4-2. The originator of the memorandum must complete the first column in the concurrence section on EPA Form 1320-1 (office symbols, surnames, and dates should be legibly handwritten). The official file copy should be a clear copy so that it can be read easily. File this official copy in the originating office after signature.

(2) Concurrence. EPA Form 1320-1 acts as the first page of the official file copy and as a clearance document (in some cases, only the originator needs to concur). Do not use this clearance technique to inform other offices of a particular matter merely because it may be of interest to them; use information copies for that purpose. Remember, when you enter your surname on the concurrence sheet you are agreeing to the content of the memorandum, not simply indicating that you have read it. To indicate nonconcurrence, write "NONCONCUR - SEE MEMO" (if a memo is written) in the block with your surname and date. Either verbally or in a memorandum explain the reason for nonconcurrence to the originator.

b. Reading File. Prepare one tissue copy for the office reading or chronological file. It is not necessary to make a file copy for your personal use. The official file or the reading file copy is available for ready reference.

4. MARGINS.

a. Side Margins. Always center the memorandum on the stationery, using the same width for the left and right margins. You may obtain margins of slightly over an inch by spacing 14 characters (elite type) or 12 characters (pica type) in from the side of the page.

b. Bottom Margin. The length of the memorandum may determine this margin, but always allow at least 9 typing lines for the bottom margin. The stop typing mark on the left side of the paper should indicate this point.

5. DATE.

a. Date Included. When you know the date of signing, type in the date. Show the month in full and the day and year in numerals. Example: May 15, 1972. Do not use endings such as "th" or "st."

b. Date Omitted. Omit the date on correspondence that will be signed in another office or that may not be signed on the day it is typed. The office of signature is responsible for adding the date to the original and all copies of the memorandum, dispatching the correspondence, and returning the yellow official file copy with all background material to the originator.

6. SUBJECT.

a. Subject Line. A brief statement of the subject focuses attention on the contents of the memorandum and also helps the file clerk classify the correspondence for future filing. Type the word MEMORANDUM in capitals at least two lines below the office heading and flush with the left margin. Type the word "SUBJECT:" in capitals two lines below the word MEMORANDUM flush with the left margin. Type the subject two spaces to the right of the "SUBJECT:" heading. Capitalize the first letter of each word, except articles, prepositions, and conjunctions. Limit this statement to one line whenever possible.

Example:

SUBJECT: Preparation of Correspondence for the Administrator

b. Previous Subject Reference.

(1) When replying to the same subject, include a reference to the addressee's last memorandum.

Example:

SUBJECT: Disposition of Records (your memo 2/9/73)

(2) When writing a second memorandum to the same office or persons on the same subject before receiving a reply, you may include your reference.

Example:

SUBJECT: Disposition of records (our memo 2/9/73)

c. If a more detailed reference is needed, type it in parentheses immediately following the subject.

Example:

SUBJECT: Application for Permit (Case #1-101-7882)

If additional citations must be provided, make them as concise as possible. Ordinarily use them only if the memorandum is part of a long and continuing correspondence where an "audit trail" is desired.

7. FROM. Type the word "FROM:" in capitals two lines below the last line of information in the "SUBJECT" section and flush with the left margin. Type the name of the person who will sign the memorandum to the right of the "FROM:" line and even with the left margin of the subject. Type the signer's title directly under his name. Limit this section to two lines whenever possible.

Example:

FROM: Robert E. Maston
Chief, Management Branch

8. TO. Type the word "TO:" in capitals two lines below the last line of information in the "FROM" section and flush with the left margin. Type the first line of the address to the right of the "TO:" line, even with the left margin of the subject. See figure 4-1.

a. Attention Line. If an attention line is to be used, type it two lines below the address, flush with the left margin. See figure 4-1.

b. Thru Line. Handle a memorandum that is sent "THRU" an official other than the primary addressee as follows: Type "THRU:" flush with the left margin two lines below the "TO" address. Indicate the full name and title of the official through which the memorandum is being sent. Do not use a window envelope to send the memorandum to the "THRU" addressee. See figure 4-2.

c. Addressing Inserts for Window Envelope. Chapter 5 provides instructions for addressing Government envelopes. The typist should become familiar with these rules of addressing, all of which must be observed if you type memorandums to be inserted in window envelopes. Figure 5-1 in Chapter 5 is a list of two-letter State and Territorial abbreviations developed by the U.S. Postal Service.

d. Routing Codes on Envelope Mail. When memorandums are sent in individual envelopes to another Government agency, or within EPA, include the addressee's title and organization symbol, if known.

Example:

Director, Legislative Division (AGCL)
Federal Service Agency
Cleveland, Ohio 12365

e. Routing Codes in Messenger or Consolidated Mail. Normally, the EPA mail code is sufficient address for a memorandum delivered within the facility (see EPA phone book for mail codes).

Example:

PM-213

If the same memorandum is going to several addressees within EPA, use the following method and mail to the appropriate addressees:

To: Chief, Administration Operations Division
All Regions

h. Multiple-Address Memorandums. Identical memorandums to multiple-addressees are usually sent to organizations or persons outside of the originating office. Type "See Below" after the "TO" caption and type "Addressees" flush with the left margin two lines below the last notation on the memorandum. On the next line, begin listing the addressees. If the list is extensive and there is not enough space at the bottom of the page, type "See Attached List" after the "TO" caption and list the addressees on a separate sheet. Place a checkmark next to the addressee the copy is meant for. See figure 4-3, "Preparation of a Multiple-Address Memorandum."

Example:

Addressees:

Director, Office of Legislation (A-102)

Director, Office of Public Affairs (A-107)

Director, Facilities and Support Services Division (PM-215)

The recommended order of address for EPA senior management is listed in Chapter 8, paragraph 7d of this manual.

9. BODY OF MEMORANDUM.

a. Vertical Spacing. Begin the body of the memorandum three lines below the address. Single space the body; double space between paragraphs. Use double spacing for memorandums of one paragraph of less than 10 lines. See figure 4-4, "Double-Spaced Memorandum."

b. Paragraphs. Begin the first line of the body of the memorandum three lines below the last line of the address. Indent the first line of each paragraph five spaces, do not number them. Double space between paragraphs. Do not begin a new paragraph near the bottom of the page unless there is space for 12 lines above the stop typing mark. Never hyphenate the last word on a page. If the subject matter is complex, use the instructions for paragraphing shown in figure 2-3 of Chapter 2.

c. Long Quotations. Introduce a quotation of more than two lines with a colon, block 10 spaces in from the left and right margins of the text, and type as a separate paragraph, without quotation marks. See figure 4-1, "Memorandum Format."

10. SUCCEEDING PAGES. Type the second and succeeding pages of a memorandum on plain bond paper. Center the page number (numerals only - no parentheses)

7 lines from the top. Continue the body two lines below the page number (9 lines from the top). Maintain the same margin used on the first page. Do not type the addressee's name or other identification on succeeding pages.

11. PROCEDURES FOR PROCESSING A MEMORANDUM. The procedures for attachments; distribution of copies; identification of office, writer, and typist; concurrences and nonconcurrences; and assembly of correspondence are the same as those for letters described in Chapter 2. The exceptions are as follows:

a. Signature Element. Since there is no signature element at the end of a memorandum, use the last line of the body as a reference for the placement of other sections such as the "cc:" list.

b. Alternate Arrangement of Notation. Chapter 2, subparagraph 12e does not apply to memorandums.

12. MEMORANDUM FOR THE RECORD (M/R). Although a Memorandum for the Record is usually a separate document, the writer may include, on file copies to be retained in EPA, information not included in the text of the memorandum. There is usually enough room at the bottom of the last page for an M/R. Type the notation "M/R:" two lines below the copy distribution, flush with the left margin. Use full capitalization to set the material off from the text of the memorandum. Start the M/R text two lines below the notation. If there is not enough room under the copy distribution listing, type "Attachment:M/R" two lines below the distribution listing and type the material on a separate sheet entitled, "M/R Attachment."

13. RECORD OF COMMUNICATION. Use Form OF-271, "Record of Communication," as a type of M/R to record significant communications. Such information serves a useful purpose in keeping interested persons informed, specifying the necessary actions to be taken, and providing a permanent record. See figure 4-5.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460OFFICE OF
THE ADMINISTRATORMEMORANDUM

SUBJECT: Format for a Memorandum

FROM: John A. Smith
Correspondence Control (A-101)

TO: Mr. xxxxxxxxxxxxxx
Clear Hill Laboratory, EPA
Research Triangle Park, North Carolina 27711

THRU: Mr. xxxxxxxxxxxxxx
Chief, Special Laboratories (RD-680)

This figure shows the correct format to be used for an EPA memorandum. The first line of a paragraph is indented five spaces. Treat long quotations as instructed in Chapter 4 of the EPA Correspondence Manual, the following quotation is used as an example of that format:

Introduce a quotation of more than two lines with a colon, block 10 spaces in from the left and right margins of the text, and type as a separate paragraph, without quotation marks.

Please feel free to supplement the manual with specific rules that apply to your job. We also suggest that a copy of the "Style Manual" published by the U.S. Government Printing Office be kept as a ready reference when preparing correspondence.

Two Attachments
EPA Correspondence Manual
Plain Letters Handbook

Figure 4-1. Memorandum Format

CORRESPONDENCE

1320
7/12/85

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

MEMORANDUM

SUBJECT: Format for a Memorandum

FROM: John A. Smith
Correspondence Control (A-101)

TO: Mr. xxxxxxxxxxxx
Clear Hill Laboratory, EPA
Research Triangle Park, North Carolina 27711

THRU: Mr. xxxxxxxxxx
Chief, Special Laboratories (RD-680)

This figure shows the correct format to be used for an EPA memorandum. The first line of a paragraph is indented five spaces. Treat long quotations as instructed in Chapter 4 of the EPA Correspondence Manual, the following quotation is used as an example of that format:

Introduce a quotation of more than two lines with a colon, block 10 spaces in from the left and right margins of the text, and type as a separate paragraph, without quotation marks.

Please feel free to supplement the manual with specific rules that apply to your job. We also suggest that a copy of the "Style Manual" published by the U.S. Government Printing Office be kept as a ready reference when preparing correspondence.

Two Attachments
EPA Correspondence Manual
Plain Letters Handbook

cc: J. Jones (PH-224)

A-101:LWhite:dl:rm 110W, WSM:x25000:2/1/83:LW-3.

P.S. All copies should show any postscript added to the outgoing memorandum.

CONCURRENCES								
SYMBOL	A-101.	A-101.
SURNAME	Smith	Jones
DATE	6-5-83	6-6-83

EPA Form 1320-1 (12-70) OFFICIAL FILE COPY

Figure 4-2. Format for Official File Copy

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460OFFICE OF
ADMINISTRATIONMEMORANDUM

SUBJECT: Preparation of a Multiple-Address Memorandum

FROM: John S. Smith
Correspondence Control (A-101)

TO: See Below

When the same memorandum is going to multiple addressees within your agency or office and you want it to go to a particular official, use a multiple-address memorandum. The memorandum will be acted upon by each addressee just as if it were individually addressed.

Type "See Below" after the "TO:" caption and "Addressees:" flush with the left margin two lines below the last notation on the memorandum. On the next line, begin listing the addressees. If the list is extensive, and there is not enough space at the bottom of the page, type "See Attached List" after the "TO:" caption and list the addressees on a separate sheet. Place a checkmark next to the addressee.

Addressees:

Director, Office of Legislation (A-103)
Director, Office of Public Affairs (A-107)
Director, Facilities and Support Services Division (PM-215)

Figure 4-3. Preparation of a Multiple-Address Memorandum



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D C 20460

OFFICE OF
ADMINISTRATION

MEMORANDUM

SUBJECT: Prompt Replies to Congressional Inquiries

FROM: Type name
Title

TO: EPA Headquarters Staff

As you know, there is a deadline established for responding to all Congressional inquiries. It is essential that every effort be made to answer this mail within the time limit. I realize that it may be necessary to request an extension occasionally, but this practice should be the rare exception instead of the rule. Please make sure everyone in your office who prepares Congressional responses is aware of my feelings about this matter.

[illegible]

Figure 4-5. Record of Communication

CHAPTER 5 - ENVELOPES AND MAILING

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Selecting the Right Envelope.....	3
Addressing Letter-size Mail.....	4
Preparing the Envelope for Mailing.....	5
Use of Chain Envelopes.....	6
Mail Codes.....	7
Use of Mail Codes.....	8

Figure 5-1. Two Letter State and Territorial Abbreviations

CHAPTER 5 - ENVELOPES AND MAILING

1. PURPOSE. This Chapter establishes Agencywide procedures for preparing correspondence to insure that efficient, economical, and uniform methods are used in dispatching official mail.

2. RELATED DIRECTIVES.

a. The Facilities and Support Services Manual, Mail Management, contains Agencywide policy and procedures concerning the overall management of EPA mail operations. It includes responsibilities of mail managers, mail processing procedures and requirements, postage payment procedures and mail permit information. It tells you how to procure envelopes. It includes definitions of the various types and classes of mail and the requirements for appropriate use.

b. For information about controlled mail, and the use of various electronic methods to transmit written communications between Headquarters, Regional Offices and Environmental Research Laboratories, refer to the appropriate chapters in this Correspondence Manual.

c. Other EPA directives related to mail use are cited in the appropriate paragraphs of this Chapter. For information on special mail requirements, such as: express mail, certified mail, registered mail, special delivery and bulk mailing, contact the EPA mail room for assistance.

3. SELECTING THE RIGHT ENVELOPE. Always use the smallest possible envelope. Smaller envelopes are cheaper, postage is less, and they can be processed by machine. The cost of larger envelopes or "flats" is up to six times that of a letter-size envelope, and the mailing cost is up to eight times as much because they must usually be sorted by hand. Manual sorting not only increases handling costs, but may also delay delivery time. Fold documents to fit letter-size envelopes whenever possible.

a. Envelope Selection Guidelines.

(1) Use a letter-size envelope whenever possible.

(2) Use an envelope that is only slightly larger than the material being mailed.

(3) For an 8-1/2 x 11 inch standard Government letter that can be folded, use a 3-7/8 x 8-7/8 inch envelope.

7/12/85

(4) For a thin 8-1/2 x 11 inch item that cannot be folded without being damaged, use a 9-1/2 x 12 inch envelope.

(5) For a booklet or other thick item that cannot be folded, use an envelope which is not more than one inch longer or wider than the item inserted.

(6) For batch mailings (several mail items sent to the same address in the same envelope), let the largest item determine the size of the envelope.

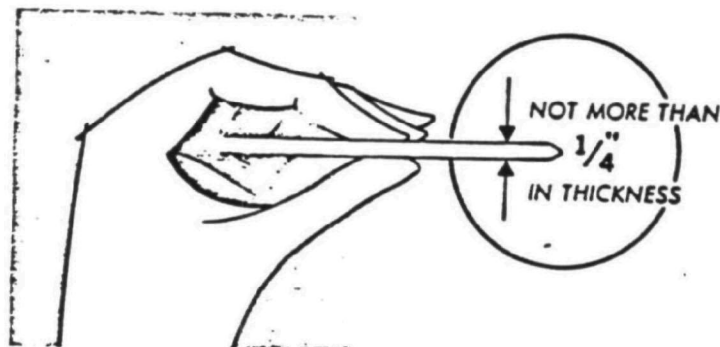
(7) Whenever possible, avoid using an envelope larger than 9-1/2 x 12 inches.

b. Other Envelope Size Restrictions.

(1) Machine-Processing Size Limits. The U.S. Postal Service can machine process letter size envelopes up to 6-1/8 x 11-1/2 inches and 1/4 inch thick. All First-Class mail one ounce or less and Third-Class mail two ounces or less which exceeds these size limits are considered "nonstandard" and are subject to a surcharge. This extra charge is to encourage the use of envelopes that can be mechanically processed thereby controlling postal handling costs.

(2) Minimum Size Requirements. All mail that is 1/4 inch or less in thickness must be at least 3-1/2 inches in height, at least 5 inches long, at least .0007 inches thick, and rectangular in shape (keys and ID cards are exempt from these requirements). All mail that does not meet these size limits will be returned to the sender. These small and flimsy pieces are prohibited from the mail because they cause jams and disruptions in the machine processing equipment.

Example:



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4. ADDRESSING LETTER-SIZE MAIL.

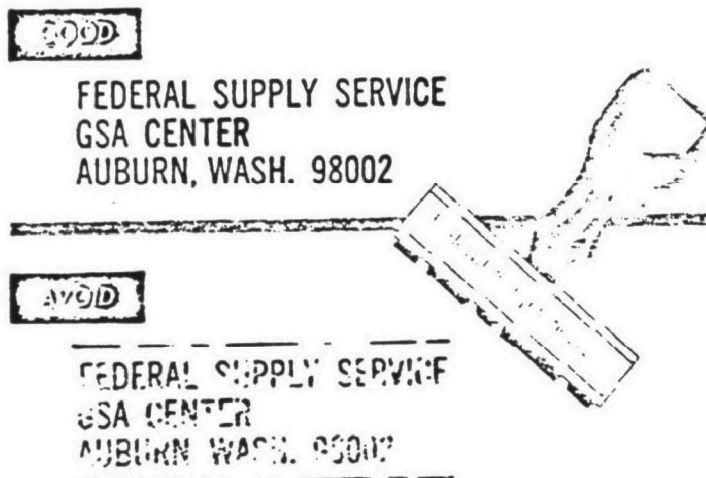
a. Use only black or blue-black ribbon or ink in addressing mail, ink from felt tip pens may smear.

b. Use standard type styles. Characters should not touch or overlap. Sufficient space should be left between address lines so that characters from one line are not too close to characters on another line. Line spacing within the address should be uniform. Avoid italics or artistic type styles, such as script. Addressing machines having nonstandard type styles must conform to the requirements for size and spacing of address characters shown in the example below.

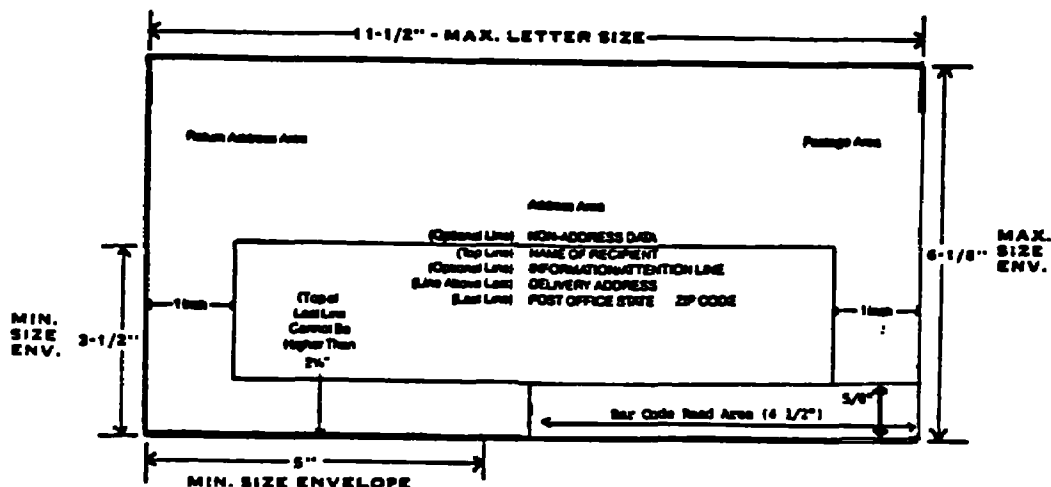
Example:

a crisp type style	<i>Script Type</i>
a dignified appearance	<i>special-purpose type</i>
modern sans-serif	<i>script style</i>
USE STANDARD TYPE STYLES	AVOID ARTISTIC TYPE STYLES

c. Use a rubber stamp only if the stamped impression conforms to all provisions pertaining to address format, type, spacing, color, and alignment requirements. Be careful that no smudges appear, such as the marks made by the edges of the stamp.

Example:

d. Position the address within the address "read zone." This zone is an area located one inch from the left edge and $5/8$ inch from the bottom edge of the envelope. If the envelope is less than nine inches long, the address read zone extends to the right edge of the envelope. The bottom right edge of the mail piece, $5/8$ inch high and $4\ 1/2$ inches wide, must remain clear of all printing so that the Postal Service can print a bar code for use in automated processing. If possible enter city, state, and zip code on the bottom line of the address and in that sequence so that it can be read by optical scanners. If space will not permit this, the ZIP Code should be printed on the last line and left justified. Non address printing or marks of any kind, such as attention lines or accounting data, should NEVER appear on or below the delivery address line.

Example:

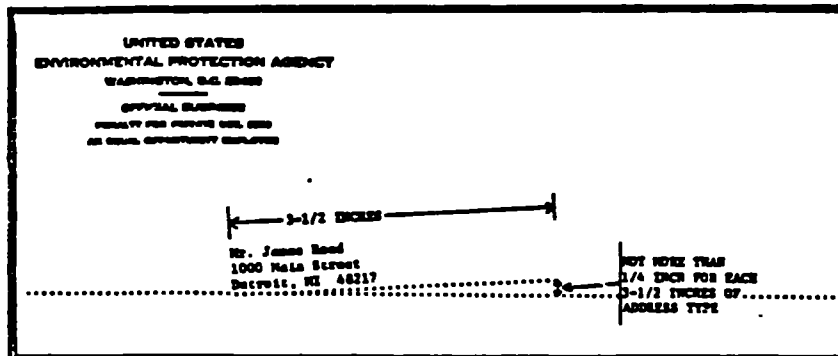
e. Position the address at least $5/8$ inch from any marking to the left of the address:

Example:

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460	
OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300 OR OTHER OFFENSES PROHIBITED	
Postmaster If deceased or unknown, return to sender	5/8" min. → Mr. James Bond 1000 Main Street Detroit, MI 48213

f. Position the address parallel to the long edge of the envelope. It may not be more than 1/4 inch off parallel for each 3-1/2 inches of address type for window envelopes, or 4 inches for regular envelope.

Example:



g. Provide for at least a 1/4 inch clearance between the address and the left, right, and bottom edges of the window, when window envelopes are used. This clearance is necessary because the insert containing the address may shift in the envelope. Address guidance lines or captions, such as "TO" should not appear.

h. Follow a uniform left margin — "block style." Whenever possible, the address should not exceed four lines. The Postal Service prefers the use of capital letters.

Example:

RIGHT

MR. JOHN SMITH
600 VALE STREET
WORCHESTER, MA 01604

WRONG

Mr. John Smith
600 Vale Street
Worcester, MA 01640

i. Enter the following information above the bottom of the address in the manner indicated below:

<u>Information</u>	<u>Examples</u>
(1) If applicable, either a street or a box number is used — never both.	MR. JAMES REED 1000 MAIN STREET DETROIT, MICHIGAN 48217
(2) If an apartment, room, suite, or other unit number is used, enter after the street address and on the same line. If it is impracticable to enter such an item on the same line, it may appear in the line above the street address but never to the left or below.	MS. SUE BROWN 600 VERNON STREET, APT. 2 CAMP SPRINGS, MARYLAND 20022
(3) If both a box number and a post office station name or number are used, the box number must appear first.	MR. JOHN BROWN BOX 2, POTOMAC STATION ALEXANDRIA, VIRGINIA 22301
(4) If the letter is going to a small town or village without a street address, rural route, or box number, a two-line address is permissible.	MR. WILLIAM JONES VALLEY, TEXAS 75204
(5) If the letter is for rural delivery, the route number must precede the box number.	MS. JANE SMITH R.R. 2, BOX 12 PLEASANTVILLE, NEW YORK 10570
(6) Place the zip code (required on all mail) two spaces to the right of the state name or two-letter state abbreviation.	
(7) Foreign mail must include the city and country on the final line.	

NOTE: Use two-letter state abbreviations, Figure 5-1, unless the correspondence is extremely formal.

j. Enter accounting numbers, subscriptions codes, etc., above the address, if practicable. Otherwise, enter in a single line to the right of any address line, skipping at least seven typewriter spaces (6/10 inch). You may enter attention lines on any line of the address above the street or box number. The address must not exceed four inches in length.

Example:

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460 OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300 AS EQUAL OPPORTUNITY EMPLOYER	
The John Smith Company Attn: Mr. George Brown 240 National Drive Beloit, WI 53508	6097732
AT LEAST 7 TYPEWRITER SPACES	

k. Enter designations for special services or class mail below the Agency code number. When no insignia or mail code is present, enter the designation approximately 1-1/2 inch from the top starting about 3 inches from the right side of the envelope.

Example:

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460 OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300 AS EQUAL OPPORTUNITY EMPLOYER	AIRMAIL
Mr. James Reed 1000 Main Street Detroit, MI 48217	

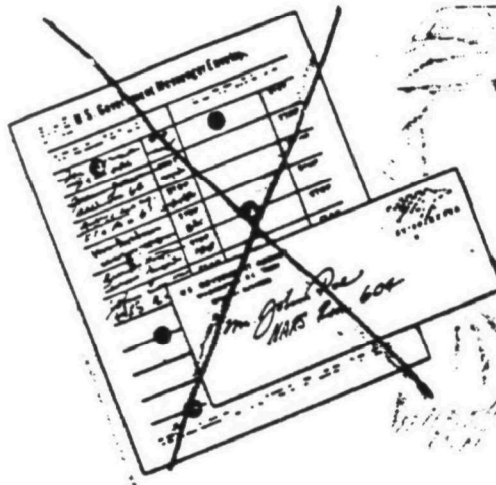
l. Use a special address format for military mail as described in Chapter 10, "Forms of Address."

m. Do not allow more than two typewriter spaces between items in any line of the address, including the space between the state and zip code.

n. Hand-address mail only when the use of a typewriter is impracticable.

o. Do not put a U.S. Government messenger envelope, or any other mail without a full postal address, into a postal service.

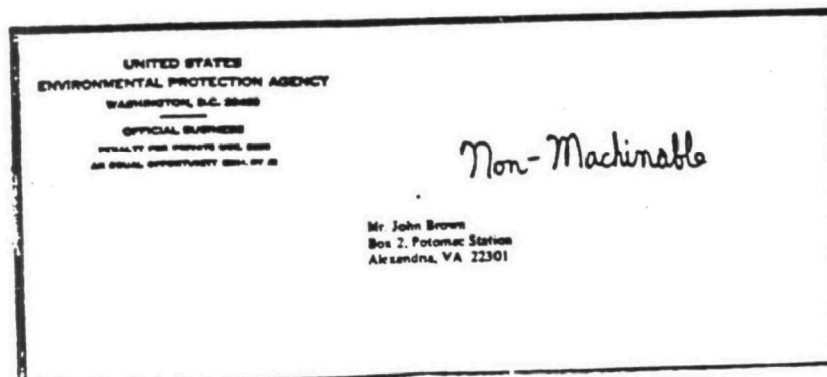
Example:



5. PREPARING THE ENVELOPE FOR MAILING.

a. Write "NON-MACHINABLE" above the address on any letter-size envelope that is thicker than 1/4 inch after it has been stuffed and sealed. This is necessary on envelopes that contain enclosures which are a different size than the main contents, i.e., films, keys, tapes. See subparagraph 3b(2) for additional information concerning envelope thickness.

Example:



b. Press all envelopes flat before sealing to remove as much air as possible.

c. Seal each mail piece securely.

6. USE OF CHAIN ENVELOPES.

a. Within EPA. All internal mail between Agency activities located within the same geographical area shall be dispatched using a chain envelope, SF-65A, SF-65B, or SF-65C. Official mail envelopes shall not be used for this type of mail. Address these envelopes as follows: Name, organization, mail code where applicable, building, and room number.

b. Interagency Mail. Dispatch of interagency mail using the chain envelope has been discontinued. All local interagency correspondence must be mailed in a fully addressed Official Mail envelope.

7. MAIL CODES. Mail codes identify Headquarters organizational units through Division level. They are an aid to mailroom personnel in processing and routing all incoming, interoffice, and outgoing mail. The Chief, Communications Branch (PM-215), develops and assigns mail codes. The EPA Telephone Directory is a useful reference for current mail codes.

8. USE OF MAIL CODES. Except for correspondence prepared for the signature of the Administrator and Deputy Administrator, use mail codes on all envelopes, mailing labels, forms, publications, directives, and other written materials.

a. Return Address on Envelopes and Labels.

Type appropriate mail code immediately above United States Environmental Protection Agency in the printed return address.

b. Addressee (Envelopes and Labels).

(1) Postage-and-Fees-Paid Envelopes:

Mr. A. M. Doe
Director, Personnel Management Division (PM-212)
U.S. Environmental Protection Agency
Washington, D.C. 20460

(2) Messenger-Chain Envelopes:

A. M. Doe
Director, Personnel Management Division (PM-212)

(Include building and room number for locations not serviced by "Self Service Mail" system.)

c. Publications. For exceptions to these rules, consult the "Graphic Standards System" manual issued by the Office of Public Affairs (A-107).

(1) Self Mailers. Indicate mail code immediately above "United States Environmental Protection Agency."

(2) Other. Indicate mail code after name of originating activity or immediately above U.S. Environmental Protection Agency.

d. Forms. Indicate mail code immediately after name of originating activity and name of receiving activity (where applicable).

TWO-LETTER STATE AND TERRITORIAL ABBREVIATIONS
ISSUED BY THE UNITED STATES POSTAL SERVICE

Alaska	AK	Montana	MT
Alabama	AL	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

NOTE: The abbreviations given are used only to avoid address lines that would run over the prescribed 3 1/2 inches for window envelopes or the 4 inches allowable for regular envelopes.

Figure 5-1. Two-Letter State and Territorial Abbreviations

CHAPTER 6 - TELEGRAMS, CABLEGRAMS, FACSIMILECOMMUNICATIONS AND ELECTRONIC MAILTable of Contents

<u>PARAGRAPH</u> <u>TITLES</u>	<u>PARAGRAPH</u> <u>NUMBERS</u>
General.....	1
Telegrams and Cablegrams.....	2
Telegraphic Style.....	3
Hand-carrying Telegraphic Message.....	4
Facsimile Transmission.....	5
Message Confirmation.....	6
Facsimile Access Numbers.....	7
Electronic Mail.....	8

Figure 6-1. Telegram and Cablegram Message

CHAPTER 6 - TELEGRAMS, CABLEGRAMS, FACSIMILECOMMUNICATIONS AND ELECTRONIC MAIL

1. GENERAL. Use telegrams (including mailgrams), cablegrams, facsimile transmissions and electronic mail only for unclassified messages and when speed is essential. Transmit these messages only when a less costly means of communication will not serve the purpose. See the Facilities and Support Services Manual for additional information.

2. TELEGRAMS AND CABLEGRAMS. Prepare telegrams and cablegrams on Standard Form 14 (SF-14). See figure 6-1.

a. Types of Telegrams. You may prepare a telegram in the following forms:

(1) Single. A single message sent to only one addressee.

(2) Book. A book message can be sent to two or more addressees, with each delivered telegram showing only the addressee and designating whether "action" or "information."

(3) Multiple Address. The multiple-address message is sent to two or more addressees, with each telegram showing all recipients and designated either "action" or "information."

b. Precedence for Transmission. Transmit most EPA electronic messages by Routine (R) precedence. Consult the staff of your Communications Center to determine which type of message to transmit. The following methods are available for Agency messages:

(1) Routine (R). Send those communications which justify rapid handling by electronic means, but are not sufficiently urgent to require a higher precedence, by Routine (R) precedence. These messages are sometimes sent by Teletypewriter Exchange Service (TWX) and are delivered by regular messenger service.

(2) Letter Telegram (LT). The Letter Telegram provides next day delivery of cablegrams (overseas telegram) to most countries overseas.

(3) Mailgram. Use the economical Mailgram when next day delivery is urgent. Type "mailgram" in the box labeled "Type of Message" on the SF-14.

(4) Priority (P). This is the highest precedence normally assigned to telegrams and cablegrams of an administrative nature. Generally, it is reserved for messages which require expeditious action by the addressees and/or furnish essential information for the conduct of military or civil operations and actions. With this procedure, addressees are notified of the incoming

c. Copies of Telegrams and Cablegrams. Use SF-14, "Telegraphic Message," when preparing the original telegram or cablegram. An official yellow file copy showing concurrences should remain with the original SF-14 until it is signed. Send the original to the Communications Center. If the message is to be sent to more than one addressee, type the addresses on a continuation sheet and attach the original copy to the SF-14, and a tissue copy to the yellow official file copy. See figure 6-1.

d. Signatures. The responsible official shall sign the message in the space provided between the body of the message and the signature element.

3. TELEGRAPHIC STYLE. Avoid unnecessary words such as "please" and "Mr." Omit the articles "a" and "the" unless needed for clarity or part of a quoted passage.

a. Numbers. Type numbers as Arabic numerals. In writing fractions, use numerals and the diagonal mark, not the typewriter fraction. Write compound numbers with a hyphen. Examples:

2 1/2 pages
1970-80

b. Dates. In writing dates, use hyphens to separate the month, day, and year. Example:

9-26-80

c. Underscoring. Don't underscore for emphasis because underscoring is not transmitted.

d. Punctuation. Don't use words such as "Stop," "Comma," "Period," or "Quote" instead of punctuation marks. For international cables, omit the punctuation marks and leave two spaces instead.

e. Abbreviations. Use well-known agency abbreviations such as GSA, HUD, and DOD to eliminate excess words in a telegram. Do not abbreviate individual words as this may lead to confusion. For example, the abbreviation "reqd" could mean either "requested," "required," or "requisitions" to the addressee.

f. Coined Words. Use coined words as a means of eliminating excess words.

Examples:

URTEL - your telegram
URLET - your letter

ORTEL - our telegram
ORLET - our letter

g. Corrections. All corrections in spelling or text must be made prior to delivery to the Communications Center. If any changes are made to the message after it is typed, then the Originator must initial the margin nearest the change or correction.

4. HAND-CARRYING TELEGRAPHIC MESSAGE. At Headquarters the originating office is responsible for hand-carrying the signed message to the Communications Center. Enter the individual's name and phone extension to be contacted on the SF-14 in the column identified as "name." See figure 6-1.

5. FACSIMILE TRANSMISSION. Furnish the EPA Communications Center with the original or a legible photocopy of the documents to be transmitted by facsimile service. Intercity facsimile transmission service is available between EPA Headquarters and many metropolitan areas in the 48 contiguous States. Most copies take 30 to 60 seconds per page to transmit from one high speed facsimile machine to another. Messages for facsimile transmission the same day should be submitted to the Headquarters Communications Center staff no later than 4:15 PM for transmission to locations in the Eastern United States. Messages of fewer than 5 pages for the Midwestern and Western United States should be submitted no later than 5:15 PM. Longer messages should be submitted earlier. Facsimile equipment normally handles copy of any size up to 8-1/2 by 14 inches. Reduce larger copies to this size before submission. Colors can be transmitted, but are received at the destination as black and shades of gray. Facsimile communication is particularly suited for the exchange of priority letters, drawings, charts, forms, photographs, where postal service is too slow. This method of communication is more expensive than postal service. Use it only when absolutely necessary. Do not transmit the following classes of traffic:

a. Issuances such as case studies, background information or other lengthy documents.

b. Lengthy memorandums of more than fifteen pages, except in extreme emergencies.

6. MESSAGE CONFIRMATION. The Headquarters Communications Center confirms receipt of facsimile messages sent to the field after each transmission.

7. FACSIMILE ACCESS NUMBERS. The Communications Center staff has the facsimile telephone numbers to all the Regional Offices and Labs. However if a transmission to a commercial or private sector location is desired, then prior to submitting the message to the Communication Center you must obtain the following information:

a. Facsimile Access Number (Telephone number to the machine).

b. Confirmation or Verification phone number.

c. Type of facsimile machine and its speed for best reception.

8. EPA ELECTRONIC MAIL SERVICE. Electronic mail is a computer-based message system that permits virtually instantaneous transmission and receipt of items such as memos, documents, letters, announcements, reports or notes through a central computer.

a. Use. Use of Electronic Mail should be considered for frequent communication with geographically dispersed users; when information to be communicated is in textual form, preferably on a word processing system; and when rapid delivery and response is needed.

b. Capabilities. Messages may be sent to any number of recipients as easily as to one. Documents stored on word processing systems may be automatically read into the system, thus avoiding re-typing of entire documents. Messages received may be "captured" as a word processing document. The system can compile statistical audit records of messages sent.

c. Limitations. Electronic Mail may not be used for confidential materials. It should not be used for documents containing graphics or requiring the transmission of an official signature. Charges are based on the number of lines sent, therefore there is a penalty for indiscriminate or inappropriate use.

d. User Requirements. Only users with approved applications and official mailbox addresses on the system can send and receive electronic mail. For an organization to become a system user, it must comply with the following requirements:

- (1) Management approval of electronic mail applications.
- (2) Installation of necessary equipment (a communicating word processor or a data terminal with ASCII communication capability.)
- (3) Establishment of an Electronic Mail Coordinator in the user organization.
- (4) Establishment of a user account. (New account authorization requires AA/RA signature).
- (5) Training in the system.

For additional information about Electronic Mail Service, contact the Executive Systems Team, Office of Management Information and Support Systems.

e. References. Additional details on EPA Electronic Mail Service may also be found in:

- (1) The EPA Electronic Mail Service Management Guide,
- (2) The EPA Electronic Mail Users' Guide and
- (3) The EPA Electronic Mail Service Introductory Briefing Slides.

NAME OF AGENCY

Type the abbreviated symbols of the Agency, Bureau, and Division.

PRECEDENCE

The originator will assign the precedence in accordance with the urgency of the messages.

TYPE OF MESSAGE

Indicate type of message by an "X" in appropriate box. For a description of each type see par. 1 of this Chapter.

SECURITY CLASSIFICATION

Type "UNCLAS" in the block (ONLY UNCLASSIFIED MESSAGES WILL BE TRANSMITTED).

ACCOUNTING CLASSIFICATION

Type appropriate charge symbol in this space, if known.

DATE PREPARED

Type the date you prepare the form.

FOR INFORMATION CALL

Type the name, office symbol, and telephone number of the person to contact for additional information.

TYPING GUIDELINE

Type no further than this line if using a typewriter with elite (12-pitch) type.

PAGE NUMBER AND NUMBER PAGES

Show the individual page number and the total number of pages.

CONTINUATION SHEETS

The SF-14 will also be used for the second and succeeding pages of the message.

TELEGRAPHIC MESSAGE

NAME OF AGENCY EPA, PM-213 Washington, D.C. 20460		PRECEDENCE ACTION R INFO	SECURITY CLASSIFICATION UNCLAS
ACCOUNTING CLASSIFICATION		DATE PREPARED 1/3/80	FILE
FOR INFORMATION CALL			
NAME David James, PM-213		PHONE NUMBER 755-0840	TYPE OF MESSAGE <input type="checkbox"/> SINGL <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE ADDRESS
TWO SPACE FOR USE OF COMMUNICATION UNIT			
MESSAGE TO BE TRANSMITTED (Use "X" in appropriate box and all capital letters)			
<p>TO: MIDWESTERN MANAGEMENT CENTER ATTENTION: JOHN DOE FEDERAL SERVICE AGENCY 4271 OAK STREET KANSAS CITY, MISSOURI 69120</p> <p>URTEL. USE SF-14 "TELEGRAPHIC MESSAGE" FOR ORIGINAL OR 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>			
(SIGN) JAMES DOWNS DIRECTOR, MANAGEMENT AND ORGANIZATION DIVISION, EPA		DATE SIGNED (DATE)	SECURITY CLASSIFICATION UNCLAS
PAGE NO.	NO. OF PGS.		
1	1		

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-11.600

U.S. GPO 1979-0-281 157-1000

Figure 6-1. Telegram and Cablegram Message

CHAPTER 7 - CORRESPONDENCE CONTROLTable of Contents

<u>PARAGRAPH TITLES</u>	<u>PARAGRAPH NUMBERS</u>
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Communications Addressed to the Administrator.....	2
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Signatures.....	4
Control of Freedom of Information Correspondence.....	5
Control of Communications with Foreign Organizations and Individuals.....	6

Figure 7-1. Completed Mail Control Schedule and Instructions

CHAPTER 7 - CORRESPONDENCE CONTROL

1. GENERAL. Correspondence control provides a system for tracking important correspondence to insure that incoming correspondence is directed properly and answered promptly so that Agency correspondence may be managed efficiently. Correspondence should be controlled only when its loss or delay will impede operations, cause legal complications or embarrassment to the Agency, or when the issues involved concern particularly sensitive or controversial matters. It is not necessary to control the majority of Agency correspondence.

2. COMMUNICATIONS ADDRESSED TO THE ADMINISTRATOR. All communications addressed to the Administrator from outside the Agency are controlled in the Office of the Administrator by Executive Communications (AX). You can identify this type of correspondence because it bears EPA Form 5180-1, "Mail Control Schedule," indicating the AX control number, action office, due date, etc. Congressional mail addressed to the Administrator is controlled in the Congressional Correspondence Unit of Executive Correspondence (AL) and will bear an AL Mail Control Schedule slip prepared in that Office.

a. All correspondence addressed to the Administrator will receive the highest priority. All categories of controlled correspondence, e.g., White House and Congressional mail, must be answered within ten days unless a shorter deadline is indicated on the control slip. If a final reply cannot be prepared by the date assigned, the action office must notify the correspondence management unit and prepare an interim reply which describes the action that will be taken and provides a definite final reply date. The interim reply must be dispatched within the time originally established for reply. Any delay in White House responses must be coordinated with AX; delays in Congressional responses must be coordinated with AL.

b. The salutation of an outgoing letter should match that of the incoming correspondence. (AX and AL will include this on the control sheet whenever possible.) Include the date of incoming correspondence in the first paragraph of all letters. If there is a constituent involved, include the name. Do not promise to provide additional information as it becomes available unless your office has an established procedure for following up on these promises. Special requirements for White House, Congressional and International communications, whether addressed to the Administrator, the Deputy Administrator, or other EPA officials, are outlined in more detail in Chapter 9.

3. CORRESPONDENCE CONTROL POINTS. Correspondence control units are established in the Office of the Administrator (Executive Communications) and in the Offices of the Assistant Administrators, General Counsel, Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors.

a. Executive Communications. The staff of Executive Communications (AX) coordinates and determines action on all mail addressed to the Administrator and the Deputy Administrator. AX serves as the Agency's central correspondence control point, providing support to the correspondence management activities of the Offices of the Assistant Administrators, General Counsel, Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors when a reply requires coordination of input from two or more offices. AX makes final determination on action office and signature required for all executive controlled correspondence. Also, AX develops and disseminates correspondence guidelines on sensitive and controversial issues. The following are specific responsibilities of AX:

(1) Open and review all mail addressed to the Administrator and the Deputy Administrator;

(2) Make copies of incoming mail and maintain the Agency's originator files of all communications to the Administrator and Deputy Administrator. Forward copies of international mail to the Office of International Activities. Transmit the originals of the correspondence if this Office is assigned action responsibility;

(3) Perform the following for documents that require action to be taken:

(a) Assign action by completing EPA Form 5180-1, "Mail Control Schedule," which when completed, provides office assignment and all instructions necessary for preparation of a timely response. (See figure 7-1 for a sample of the completed form and instructions for completing it.) Keep at least one copy of this form with the incoming correspondence;

(b) Forward the original copy of action mail, with "Mail Control Schedule," to the appropriate correspondence management unit;

(c) Conduct followup activities with correspondence management units to assure timely preparation of responses. Receive copies of responses made by Assistant Administrators, General Counsel, the Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors to correspondence controlled by AX; and

(d) Receive responses that require signature by the Administrator or Deputy Administrator, review the responses to assure appropriate content and format, secure the required signature, and dispatch the signed responses. (See Chapter 8, "Documents for Submission to the Administrator and/or Deputy Administrator.")

(4) Forward documents that do not require action to the appropriate correspondence management unit; and

(5) Maintain statistics and prepare reports concerning Agency correspondence for the Administrator and Deputy Administrator.

b. Assistant Administrators, General Counsel, Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors. Assistant Administrators, General Counsel, Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors must provide for an adequate correspondence management capability in their immediate offices and, if needed by the size of their program operations, a similar capability in their principal program operation offices. This capability will assure timely handling of correspondence referred to such offices for response, including direct-addressed mail. They should provide for compliance with Agency uniform correspondence requirements, and establish internal procedures which are consistent with those of AX, particularly with respect to the consistency of responses on any issue. They must provide internal procedures to assure that appropriate concurrences are obtained on outgoing correspondence. In addition, they shall:

(1) Refer correspondence controlled by AX to the appropriate action office to develop a reply. The executive communications will have only one control, do not recontrol through the use of another "Mail Control Schedule;"

(2) Conduct followup activities to assure timely preparation of responses;

(3) Notify AX of delays in replying to correspondence, giving a reason for the delay and a date which the reply can be expected;

(4) Route proposed responses to special-signature controlled mail and copies of responses to direct-reply mail (with copies of "Mail Control Schedules" attached) to AX. If no written reply is prepared, return the "Mail Control Schedule" attached to a typed memo to the record explaining the action taken;

(5) Determine the office and which direct-addressed correspondence shall be controlled. Complete and attach a "Mail Control Schedule" when intraoffice control is required. Enter the identifying office symbol preceding the control number to distinguish the control office; and

(6) Provide a copy of all incoming congressional and international correspondence to the Congressional Correspondence Unit of Executive Correspondence and to the Office of International Activities, respectively. Coordinate replies, unless of a purely personal nature, with those Offices.

c. Recipients of Direct-Addressed Correspondence. Recipients of direct-addressed correspondence shall provide for effective control of it if the information in such correspondence or the reply to it requires control. Such recipients shall comply with the uniform correspondence control requirements of the Agency set forth in this Chapter. Recipients of direct-addressed correspondence shall:

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(1) Comply with the correspondence control procedures established in the Offices of their respective Assistant Administrator, General Counsel, Inspector General, Associate Administrators, Regional Administrator or Staff Office Director;

(2) Provide copies of the incoming correspondence and the reply to other offices for their information when the reply refers to their programs;

(3) Immediately provide copies of incoming congressional or international correspondence, unless of a purely personal nature, to AL or the Office of International Activities, respectively.

d. Correspondence Which Must Be Answered In Another Office. No correspondence management unit should control mail to another correspondence management unit. Handle correspondence which is received in or assigned to one office but which must be answered in another as follows: forward the letter uncontrolled to the appropriate Assistant Administrator, General Counsel, Inspector General, Associate Administrator, Regional Administrator or Staff Office Director for whatever action any of the latter deems necessary.

4. SIGNATURES. The Assistant Administrators, General Counsel, Inspector General, Associate Administrators, Regional Administrators and Staff Office Directors shall sign replies to controlled correspondence assigned or directly addressed to their program offices, except as AX provides with respect to personal, sensitive, or controversial matters to be prepared for the signature of the Administrator or Deputy Administrator. The officials listed above may delegate signature authority for other controlled correspondence to the appropriate level within their offices unless AX indicates otherwise.

5. CONTROL OF FREEDOM OF INFORMATION CORRESPONDENCE.

a. Freedom of Information Correspondence. Correspondence marked "Freedom of Information" on the envelope will be delivered directly to the Headquarters Freedom of Information (FOI) Office or the Regional FOI Office, where it will be date stamped, assigned a Request Identification Number and logged in as a FOI request. The Headquarters FOI Office or the appropriate Regional Staff will complete EPA Form 5180.1, "Mail Control Schedule" and hand-carry or telecopy the correspondence to the office responsible for preparing the reply. In the event that more than one office will be providing input to the reply, the Headquarters FOI Office or the Regional FOI Office will designate a lead office to coordinate the reply.

b. FOI Correspondence Addressed to an Organizational Unit or Official. If an organizational unit or EPA official receives correspondence directly which is identified as a Freedom of Information Request, the correspondence will be date stamped upon receipt and the procedure for determining whether the

information can be provided will begin immediately. Concurrently, the office will forward a copy of the request, with the date and place of receipt noted on it, to the FOI Office, Headquarters, or the Regional FOI Office, as appropriate. If the correspondence is not addressed to the appropriate office, the receiving office will record the date of receipt and forward the correspondence to the Headquarters FOI Office or the Regional FOI Office for proper routing.

c. Unless there is an immediate positive determination, the Headquarters FOI Office or the Regional FOI Office will send an acknowledgement of receipt of the correspondence to the requesting party immediately after logging the correspondence into the Agency. This acknowledgement, EPA Headquarters Form 1550-2 or EPA Form 1550-3, will inform the requesting party of the date of receipt by EPA. For more detailed information on the FOI procedures, see EPA Order 1550.1C or contact your FOI Office.

6. CONTROL OF AGENCY COMMUNICATIONS WITH FOREIGN ORGANIZATIONS AND INDIVIDUALS.

The Office of International Activities is responsible for the conduct of all Agency international activities. To assure effective control of official communications originating within the Agency for transmittal to foreign governments, organizations and individuals; international organizations; and United States foreign affairs agencies, the following procedures are established:

a. Copies of all routine official correspondence and other communications directed to foreign governments, organizations, and individuals; international organizations; and United States agencies active in foreign affairs will be routed to the Office of International Activities.

b. Matters requiring coordination with the Department of State and other agencies active in foreign affairs, including the transmission of information and correspondence through Department of State channels, must be the responsibility of the office of International Activities.

c. Coordination of contacts with foreign embassies and other representatives in the United States shall be the responsibility of the Office of International Activities.

d. Copies of foreign origin correspondence of an official nature received by Agency personnel shall be provided to the Office of International Activities.

e. Requests from foreign sources for information concerning Agency activities as well as appointments with Agency officials shall be referred to the Office of International Activities.

Special requirements for the handling and preparation of international correspondence are detailed in Chapter 9 of this manual.

FROM 1 Dole, Hollis M. National Association of Solid Waste Handlers			CONTROL NO 2 AX-1491	
SUBJECT AND DATE 3 Invitation to speak on 8-6-83			DATE REC'D 4 7-21-83	
			DUE DATE 5 8-1-83	
REFERRED (1) 6 Mr. Smith	TO Ms. Jones FYI	CC		
DATE 7-21-83	7-21-83			
REPLY SENT TO 9			DATE RELEASED 10	
REMARKS 7 NECESSARY ACTION. Send copy of reply to AX.			ACKNOWLEDGED - DATE <input type="checkbox"/>	
			NO ANSWER NEEDED 8 <input type="checkbox"/> (Explain in remarks)	

EPA Form 5180-1 (6-72)
REPLACES FORMS 72 AND
NEW-72 WHICH MAY NOT BE USED.

(Remove this copy only, do not separate remainder.)

MAIL CONTROL SCHEDULE

1. **FROM:** Enter the name of the sender of the original letter. If the letter is from another Federal Government agency or from the White House, list the appropriate Department or White House information, followed by the sender's name.

2. **CONTROL NUMBER:** Enter the control number preceded by the appropriate office designation.

3. **SUBJECT AND DATE:** Enter the date of the incoming correspondence.

4. **DATE RECEIVED:** Enter the date the incoming correspondence was received by the correspondence management unit.

5. **DUE DATE:** Enter the date by which the reply is to be completed and mailed. If the letter is for the signature of someone other than the originator of the reply, the response shall be prepared sufficiently in advance of the "due date" to assure that the response can be signed and mailed by that date.

6. **REFERRED:** In this row of boxes, the correspondence management units shall enter the appropriate action office and individual who must prepare the response. They will also list any information copies that they have sent to other offices.

7. **REMARKS:** The correspondence management units shall indicate in this section the instructions to be followed in answering each piece of mail. These instructions **MUST** be followed or the deviations from these instructions must be cleared through the appropriate correspondence management unit prior to action being taken.

8. **NO ANSWER NEEDED:** When a response is not appropriate or if action is taken in some manner other than by a written reply; e.g., phone response or meeting, this action should be noted in writing, signed, and returned to the proper correspondence management unit attached to a typewritten memo to the record so that pending files may be cleared.

9. **REPLY SENT TO:** Enter instructions for the appropriate salutation.

10. **DATE RELEASED:** Enter the date the reply was signed.

Figure 7-1. Completed Mail Control Schedule and Instructions

CHAPTER 8 - DOCUMENTS FOR SUBMISSION TO THE
ADMINISTRATOR AND/OR DEPUTY ADMINISTRATOR

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Figure 8-1. Format for Action Memorandum
Addressed to the Administrator/
Deputy Administrator for Approval
With No Attachments

Figure 8-2. Format for Action Memorandum
Addressed to the Administrator/
Deputy Administrator With Attachments

Figure 8-3. Sample Information Memorandum
Addressed to the Administrator

Figure 8-4. Sample Letter for the Administrator's
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Figure 8-5. Sample Memorandum for the Deputy
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Figure 8-6. Sample Memorandum for the Administrator's
Signature

CHAPTER 8 - DOCUMENTS FOR SUBMISSION TO THE
ADMINISTRATOR AND/OR DEPUTY ADMINISTRATOR

1. PURPOSE. This Chapter establishes policy and procedures for preparing documents for signature or approval by the Administrator and/or Deputy Administrator. It also provides guidelines for preparing documents for their use in making decisions, obtaining information on significant matters and acquiring necessary background data for prearranged meetings requiring their participation.

2. BACKGROUND. Every document for the Administrator's signature, approval or information must be submitted to the Administrator through Executive Communications (AX), and must represent completed staff work. The Administrator and Deputy Administrator depend heavily on staff papers as the basis for their policy decisions and their effective participation in significant activities as members of the President's Administration. High quality, complete staff action is essential to save their valuable time. Such staff work requires that a given document:

- a. Clearly identify the problem;
- b. Provide a clear, logical presentation of the issue;
- c. Include a concise statement of relevant background material;
- d. Be submitted in time to allow for adequate review;
- e. Indicate the concurrence or nonconcurrence of all officials having a direct responsibility concerning the issue under consideration, including Regional Administrators; and
- f. Set forth the recommended courses of action and alternatives.

3. RESPONSIBILITIES. The responsibilities of various officials with respect to written documents and meetings with the Administrator and Deputy Administrator follow.

a. Originating Offices. Assistant Administrators, General Counsel, the Inspector General, Associate Administrators, Regional Administrators, Staff Office Directors, and other organizational components that originate documents are responsible for assuring that the Administrator and Deputy Administrator have adequate information to make a decision. These officials will assure that documents prepared for the Administrator or Deputy Administrator represent completed staff work and that all available sources of information and policy, the history of similar actions taken by the Administrator and Deputy Administrator, and the possible consequences of the proposed action have been reviewed

carefully. They should obtain and clearly indicate the views of all other appropriate Agency officials, including Regional Administrators, in the document. Agency officials shall assure that staff under their supervision adhere to the procedural requirements in this Chapter. They should submit all documents intended for the Administrator or the Deputy Administrator to Executive Communications.

b. Immediate Office of the Administrator.

(1) Executive Communications (AX). AX is responsible for coordinating all written communications to and from the Administrator and Deputy Administrator. AX assures that all materials submitted represent completed staff work that is clearly, accurately and logically presented. If materials are not properly coordinated or are not clearly presented, or if the preparation and assembly of the package is incomplete or improper, AX will return the materials to the originating office for proper completion. AX follows up and monitors commitments made to the Administrator and Deputy Administrator and requests for information and deadlines made by the Administrator and Deputy Administrator.

(2) Assistants and Special Assistants. The Assistants and Special Assistants in the Immediate Office of the Administrator are assigned an area of responsibility for reviewing documents. Executive Communications can provide information on these assignments on request.

4. GUIDELINES. Documents prepared for the Administrator or Deputy Administrator should conform to one of the following flexible formats. Examples of these documents are provided in figures 1 thru 6. The formats may be altered to meet the needs of the information being provided. Use "The Administrator" letterhead when the correspondence is to be signed by the Administrator. Use the "Office of the Administrator" letterhead for correspondence signed by the Deputy Administrator, personnel in the immediate office of the Deputy Administrator, or personnel in staff offices of the Administrator. Memorandums to the Administrator or Deputy Administrator should be prepared on stationery of the originating office. The original and three copies should be submitted to AX. All procedures specified for the preparation of memorandums for the Administrator apply also to those prepared for the Deputy Administrator.

5. ACTION MEMORANDUM. An Action Memorandum must accompany any document submitted for the signature of the Administrator unless the issue is well known and noncontroversial or clearly documented in the incoming communication. In no case should the Administrator be expected to read lengthy documents in order to make a decision. Attach incoming letters, background information, etc., as appropriate, identifying them in the text of the Action Memorandum and tabbing them for easy reference. The Action Memorandum recommends a course of action to be considered by the Administrator or Deputy Administrator either on the merits of the accompanying documentation or on further discussion

in a meeting of the principals concerned. The Administrator or Deputy Administrator can indicate the decision by signifying approval or disapproval on the original Action Memorandum or by signing documents that accompany the Action Memorandum. Examples of documents that would accompany an Action Memorandum are: correspondence prepared for signature, EPA Orders, Federal Register documents and interagency agreements.

a. Basic Format. Most Action Memorandum issues can be expressed completely and clearly in one or two pages, exclusive of supporting material. An Action Memorandum should be composed of the following basic elements:

(1) Subject. Indicate in capital letters after the subject of the memorandum that it is an "ACTION MEMORANDUM";

(2) Signature. The memorandum should be signed or initialed by the head of the initiating office or an individual authorized to sign. The individual's surname or initials should appear after the title and office in the heading of the memorandum;

(3) Issue. A concise statement of the problem or issue, preferably one sentence;

(4) Discussion. Pertinent information regarding the origin, background, and implications of the problem which may include qualitative information demonstrating the importance of the problem and underlying assumptions. Reference previous related decisions. Clearly state the facts where action by the Administrator or Deputy Administrator is contingent upon action by other officials, where subsequent action is anticipated on a related issue, or where the action requested is of an interim nature. In cases where this section is long, it may be useful to include subheadings such as "facts" or "assumptions";

(5) Alternatives. When there is more than one action which might be appropriate in relation to the issue, state each option, number it and list its pros and cons. A set of options can be either mutually exclusive alternatives, or a set of actions from which more than one could be chosen. In some cases, an option will be identifiable as the position of a particular office or individual; its authorship may be identified in parentheses after the option. Examples of influencing factors mentioned as pros and cons include:

(a) Arguments in support of the recommendation;

(b) Problems with recommended course of action;

(c) Advice concerning approval or nonclearance of other offices;

(d) Advice concerning any related pending problem which might be affected by the recommendation, with an explanation of the probable consequences;

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(e) Budgetary, personnel, legal, political, and cost-benefit implications in implementing the recommended course of action. What is the long-range cost commitment?

(f) Relation of the proposed action to policies of the Administration and the Agency. Known or anticipated positions of other agencies or the White House Staff;

(g) Known or anticipated congressional reaction; and

(h) Known or anticipated position of professional organizations, citizens' groups, etc.

When the "Alternatives" section has been omitted because the decision is indicated by a simple "yes" or "no," list the pros and cons of the decision after the statement of the recommended action.

(6) Recommendation. List the recommendations in relation to the numbered options listed in the "Alternatives" section. Phrase the recommendation in terms of the action the Administrator should take. Incorporate approval/ disapproval lines into the body of the memorandum immediately after each independent recommendation for the Administrator/Deputy Administrator to indicate the decision, except when an accompanying document is recommended for signature or approval.

(7) Disposition. In some cases, it may be convenient to include a section to give advice concerning the next steps which should be taken to implement the decision, when, and by whom. Include names of persons who should be notified of the decision and, where appropriate, the plan for public release, congressional, and EPA constituency group notification;

(8) Concurrences. All offices directly concerned with the subject must have the opportunity to review the recommendations and express agreement or disagreement. Concurrences must be incorporated in the body of the memorandum, unless EPA Form 1300-2 is used. When full concurrence cannot be obtained on the position recommended, obtain reasons for disagreement in writing, attach to the memorandum as a tab, and reference. Treat "conditional concurrences" as nonconcurrences. A concurrence section is not required in the body of the memorandum when the Action Memorandum transmits a document for the Administrator's signature or approval.

(9) Prepared By. Provide this information, the legend line, according to the directions in Chapter 2, paragraph 14 of this Manual. If the memorandum is revised, provide the same information for the revisor. If desired, indicate a contact point for inquiries;

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(10) Copies. List offices which have received copies of the memorandum, other than concurrences; and

(11) Supporting Papers. Include supporting papers and other relevant documents as attachments to the Action Memorandum. Letter and tab all supporting documents and list them at the end of the memorandum.

b. Modifications of Basic Format.

(1) Complex Issues. In some situations, the central issue or problem of the Action Memorandum will involve several issues relating to it, and will require a more complex document. In such cases, the main part of the format described above can be used as a building block to develop a comprehensive Action Memorandum for the broad problem. The "issue" and "discussion" sections should deal with the overall problem or issue. A decision section should include a full development of each subissue. If necessary, prepare a separate decision paper for each subissue. Number each issue with a Roman numeral (e.g. Issue III), and always begin a new page. Underline the short statement of the issue. Circulate issue papers for concurrences as separate documents before compiling in the main memorandum for presentation to the Administrator. When a complex or controversial issue requires a lengthy Action Memorandum to present sufficient background information and analysis upon which to base a decision, submit a summary on top of the Action Memorandum. Include the following in the summary:

(a) Subject. A title descriptive of the matter being presented;

(b) Statement of the Problem or Issue. Concise statement of the broad issue, and list of numbered subissues, if any;

(c) Time. The time limitation, if any, when the decisions must be made; and

(d) Recommendation. A brief summary of the action steps recommended in the accompanying Action Memorandum.

(2) Documents for Signature or Approval. When an Action Memorandum accompanies another document which requires signature, certain modifications are required in the format. Specifically, the "discussion" section should not repeat the information contained in the accompanying signature document, but should summarize its main points. The "recommendation" section should not contain lines incorporated into the body of the memorandum, but merely request that the proposed document be signed. The "concurrence" section should not be incorporated into the body of the memorandum; the record of clearances will vary with the form of the signature document. Show concurrences on correspondence for signature on the yellow official file copy of the document prepared for signature. Indicate concurrences on draft EPA Directives,

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Federal Register material, and interagency agreements on the EPA "Clearance Record" (EPA Form 1300-2).

6. INFORMATION MEMORANDUM. Use this document to present valuable material to the Administrator or Deputy Administrator, such as a response to a request for information, a status report on a project or program, a recent article or book of interest, or similar items. The memorandum should be brief and simple. Attach supporting documents as appropriate, identify them in the order that they appear in the text of the memorandum and tab them for easy reference. If the information being provided is in response to a specific request, include the context of the question in the body of the memorandum. An Information Memorandum need not be cleared with other Assistant Administrators, Associate Administrators, Regional Administrators or Staff Office Directors since it does not request a decision by the Administrator. The initiator may, as it seems useful or appropriate, distribute copies to other offices. An Information Memorandum should be composed of the following basic elements:

- a. Subject. Indicate in capital letters after the subject of the memorandum that it is an "INFORMATION MEMORANDUM";
- b. Purpose. Indicate the reason for submitting the information;
- c. Text or Synopsis. Provide the text or a synopsis of the information. Key statements or paragraphs of an attachment should be referenced; and
- d. Prepared by. Same as Action Memorandum.

7. SIGNATURE DOCUMENTS. Follow these procedures when preparing documents for the signature of the Administrator or Deputy Administrator.

- a. Margins. Allow at least one inch on each side and center the body of the letter on paper.
- b. Paragraphs. Indent all paragraphs five spaces.
- c. Spacing. Double space a single-paragraph letter or memo of nine lines or less.

d. Memorandums. Do not use a "FROM" line in a memorandum to be signed by the Administrator or the Deputy Administrator. All memorandums prepared for the Administrator's or the Deputy Administrator's signature which are addressed to senior management, should list the addressees in the following order:

Assistant Administrators
General Counsel
Inspector General
Associate Administrators
Regional Administrators
Staff Office Directors

e. How to Begin Letters.

(1) Do not date any correspondence prepared for the signature of the Administrator/Deputy Administrator.

(2) Refer to the date of incoming (if any) in the first paragraph.

(3) If your reply is a month or more late, begin your letter with an apology for the delay.

f. Closing. Do not type a title under the Administrator's name.

g. Enclosures and Attachments. Use the words "enclosure(s)" for letters, and "attachment(s)" for memos.

h. When an Identical Letter is Written to More than Two Persons. Prepare the letter to the first addressee in the usual manner (yellow file copy, 3 copies to AX, etc.), type under the legend the statement, "Identical letter sent to..." and attach an alphabetized list of names and addresses of the other recipients of the letter to each copy. Prepare an original (and courtesy, if required) for each of the remaining addressees. Put all letters in one folder for AX. Do not put individual signature tabs on packages containing more than ten letters. For two identical letters, prepare a complete set of copies for each letter.

i. Concurrences. Every document for the Administrator's signature must express the concurrence or nonconcurrence of all officials having a direct responsibility concerning the issue under consideration, including Regional Administrators. Your program is responsible for getting all necessary concurrences before the correspondence goes to AX. Note that concurrences must be at the AA, RA or Office Director level (or acting official, with acting written in on the yellow box). There are no exceptions to this rule. All congressionals must go through AL.

j. Order for Placing Documents in Folder:Left Side

Control slip,
(AX or AL only)

Original incoming

Right Side (use two alligator clips)

Plastic cover

Action memo

Plastic cover

Original letter

Courtesy (if any)

Enclosure(s) or attachment(s)

Envelope

Yellow copy with box exposed

AX copies

Any other copies

Background material

If material is not too bulky, use one folder. Use tabs for easy reference when there is a large amount or a variety of material.

k. Copies.

(1) AX Copies. AX requires three clear copies of all signature documents with one complete set of enclosures. Mark AX copies at bottom right of first page and do not staple AX copies together. Also, never staple pages of outgoing letter (original). If you duplicate the original for AX copies, add the following in the legend on all copies: mail code, dictator, typist's initials, telephone extension, room number, building, and date. Please request consistency within your program for mail code in the legend as well as in concurrence block of the yellow copy.

(2) Courtesy Copies. A courtesy copy is required for all congressionals and heads of departments/ agencies. While a carbon tissue is preferable for a courtesy copy, a clear photocopy is acceptable. Make sure the letterhead on the tissue matches the letterhead stationery. Use Administrator letterhead for the Administrator, use Office of the Administrator letterhead for the Deputy Administrator's signature. Do not include internal Agency data on these copies; e.g., office symbol, drafter's name, date typed and internal Agency distribution.

l. If The Signature Document or The Incoming Letter Refers to Earlier Correspondence. Place the document or letter on the left side of the folder. Ensure that the copies are readable, signed, and dated.

m. Control Slips. Attach AX or AL control slips only, program control slips should not be included.

n. Envelopes. Provide correct envelopes of the appropriate size and weight to accommodate the enclosures. Do not use your mail code on the envelope of any documents to be signed by the Administrator/Deputy Administrator. Use A-100 for Administrator and A-101 for Deputy Administrator.

o. Forwarding Documents. Save time by HAND CARRYING all completed folders to Executive Correspondence, NOT to the Administrator's secretary or to other members of the Administrator's staff. Do NOT forward documents requiring action by the Administrator through regular mail channels. Use the appropriate Correspondence Control Unit designated for your office.

p. When Correspondence is Returned for Correction or Rewrite. Destroy the old copies, except the yellow official file copy, place a large X through it and attach it behind the new yellow file copy. Be sure to copy the original legend on the new yellow copy and below that indicate that it has been rewritten, then add the new legend for that date. Do not cut and paste the yellow concurrence

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box on the new yellow file copy. If the correspondence has been substantively rewritten, obtain new signatures in the concurrence blocks.

q. When a Package has been sent to the Administrator/Deputy Administrator for Signature and then is Returned for any Reason. Do not destroy any notes or routing slips which are attached. This package is processed much faster if it indicates that it has already been sent forward for signature. Please return the red folder, the supply is limited.

r. If Your Office Wishes to Dispatch or Wants to be Called when a Document is Signed. Place a self-sticking label with the contact's name and phone number on the front cover near the bottom of the folder as AX staples a clearance sheet to the front top of the folder. (AL dispatches all congressionals.) Give comprehensive instructions for any special handling by AX or the appropriate correspondence coordinator. Occasionally a letter will be signed, picked up by the program person and then held for some reason before dispatching. If this is the case, please notify AX within a week of the reason it is being held so that they can correct their records.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

(Program Letterhead)

MEMORANDUM

SUBJECT: _____ — ACTION MEMORANDUM

FROM: _____

TO: The Administrator (or The Deputy Administrator, as appropriate)

THRU: AX
The Deputy Administrator (when the memorandum is addressed
to the Administrator)ISSUE_____
_____DISCUSSION_____

_____ALTERNATIVES

Option A: _____

pro: 1. _____
_____2. _____
_____con: 1. _____

Option B: _____

pro: 1. _____

_____con: 1. _____

_____Figure 8-1. Format for Action Memorandum Addressed to the Administrator/
Deputy Administrator for Approval With No Attachments

2

RECOMMENDATION

Approve: _____

Disapprove: _____

Date: _____

DISPOSITION

This section is optional. It concerns steps to be taken to implement the decision and, if appropriate, a notification plan.

CONCURRENCES

Concurrences must be incorporated in the body of the memo unless EPA Form 1300-2 is used and all concur. When full concurrences cannot be obtained on the position recommended, obtain the reasons for disagreement in writing, attach to the memo as a tab and reference it.

Figure 8-1. Format for Action Memorandum Addressed to the Administrator/
Deputy Administrator for Approval with No Attachments

SAME AS FIGURE 8-1, EXCEPT:

RECOMMENDATION

Consequently, I recommend that you sign the attached documents.....

Attachments:

Figure 8-2. Format for Action Memorandum Addressed to the Administrator/
Deputy Administrator With Attachments



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

(Program Letterhead)

MEMORANDUM

SUBJECT: _____ — INFORMATION MEMORANDUM

FROM: _____

TO: The Administrator

THRU: AX
The Deputy Administrator

SUMMARY

..... TEXT

Figure 8-3. Sample Information Memorandum Addressed to the Administrator

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

[WILL BE DATED AT TIME DISPATCHED]

THE ADMINISTRATOR

Honorable xxxxxxxxxxx
Secretary of xxxxxxxxxxx
Washington, D.C. 20250

Dear Mr. Secretary:

— This is an example of a formal letter prepared for the signature of the Administrator. It should refer to the date of the incoming correspondence in the first paragraph. —

Certain features of this letter should be noted. "The Administrator" letterhead stationery is used only for the Administrator. The title is not typed below the Administrator's name. When "The Administrator" letterhead stationery is not available, "Office of The Administrator" stationery may be used. The Administrator's title must then be centered below his name.

The letter does not contain a typed date. The paragraphs are indented five spaces. Note that any individual outside of EPA who is designated to receive a carbon copy of the correspondence is identified by full name and title.

If the letter is to transmit additional documents, some reference to these documents should be made in the body of the letter, and the word "Enclosure(s)" should appear two spaces below the complimentary close. Add the legend only to all internal copies. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(type Administrator's name
only, no title)

Enclosure(s)

cc: Honorable xxxxxxxxxxx
Attorney General

For the Deputy Administrator's signature,
follow the same format as for the
Administrator's signature except:
Use Office of the Administrator letterhead
Type Deputy Administrator under the name
(flush with the name)

Figure 8-4. Sample Letter for the Administrator's Signature

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

[WILL BE DATED AT TIME DISPATCHED]

Honorable xxxxxxxxx
 Secretary of xxxxxxxxx
 Washington, D.C. 20250

Dear Mr. Secretary:

This is an example of a formal letter prepared for the signature of the Administrator. It should refer to the date of the incoming correspondence in the first paragraph.

Certain features of this letter should be noted. "The Administrator" letterhead stationery is used only for the Administrator. The title is not typed below the Administrator's name. When "The Administrator" letterhead stationery is not available, "Office of The Administrator" stationery may be used. The Administrator's title must then be centered below his name.

The letter does not contain a typed date. The paragraphs are indented five spaces. Note that any individual outside of EPA who is designated to receive a carbon copy of the correspondence is identified by full name and title.

If the letter is to transmit additional documents, some reference to these documents should be made in the body of the letter, and the word "Enclosure(s)" should appear two spaces below the complimentary close. Add the legend only to all internal copies. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(type Administrator's name
 only, no title)

Enclosure(s)

cc: Honorable xxxxxxxxx
 Attorney General

cc: Mr. Jones (1A)
 Mrs. Smith (AMAM)
 AX (3 copies) [Provide these copies at all times with copy of Mail
 Control Schedule Slip when required]
 PM-208:LMWhite:dl:rm. 1121, WSM:382-0830:9/10/83:AX 1490:LMW-J.
 Rewritten:PM-213:ICMoore:cp:9/12/83, km. 905, WSM, 382-0841

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

EPA Form 1320-1 (12-70) OFFICIAL FILE COPY

Figure 8-4. Sample Letter for the Administrator's Signature (File Copy)
 To Illustrate A Correct Legend



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D C 20460

[WILL BE DATED AT TIME DISPATCHED]

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Memorandum format for the Deputy Administrator

TO: Mr. xxxxxxxxxxxx
Title

— This is an example of a memorandum prepared for the signature of the Deputy Administrator. Certain features of this memorandum should be noted. "Office of The Administrator" letterhead stationery is used for the Deputy Administrator.

The memorandum does not contain a typed date. The paragraphs are indented five spaces. If the memo is to transmit additional documents, some reference to these documents should be made in the body of the memo and the word "Attachment(s)" should appear below the body of the memorandum as illustrated.

A. James Barnes
Deputy Administrator

Attachment(s)

NOTE:

— AX receives 3 copies. Provide these copies at all times with a copy of the Mail Control Schedule Slip when appropriate.

—

Figure 8-5. Sample Memorandum for the Deputy Administrator's Signature



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

[WILL BE DATED AT TIME DISPATCHED]

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Memorandums for the Administrator's Signature

TO: Assistant Administrators
General Counsel
Inspector General
Associate Administrators
Regional Administrators
Staff Office Directors

This is an example of a memorandum prepared for the signature of the Administrator. Certain features of this memo should be noted. "The Administrator" letterhead stationery is used only for the Administrator. Do not put a title under the Administrator's typed name.

The memorandum does not contain a typed date. The paragraphs are indented five spaces. Any memorandum addressed to senior management should be addressed in the order shown above.

If the memo is to transmit additional documents, some reference to these documents should be made in the body of the memo and the word "Attachment(s)" should appear two spaces below the complimentary close.

(type Administrator's name
only, no title)

Attachment(s)

Figure 8-6 Sample Memorandum for the Administrator's Signature

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

(WILL BE DATED AT TIME DISPATCHED)

MEMORANDUM

SUBJECT: Memorandums for the Administrator's Signature

TO: Assistant Administrators
 General Counsel
 Inspector General
 Associate Administrators
 Regional Administrators
 Staff Office Directors

This is an example of a memorandum prepared for the signature of the Administrator. Certain features of this memo should be noted. "The Administrator" letterhead stationery is used only for the Administrator. Do not put a title under the Administrator's typed name.

The memorandum does not contain a typed date. The paragraphs are indented five spaces. Any memorandum addressed to senior management should be addressed in the order shown above.

If the memo is to transmit additional documents, some reference to these documents should be made in the body of the memo and the word "Attachment(s)" should appear two spaces below the complimentary close.

(type Administrator's name
 only, no title)

Attachment(s)

cc: AX (3 copies) [Provide these copies at all times with copy of Mail
 Control Schedule Slip when required]

PM-208:LMWhite:dl:zm 1121, WSM:382-0830:9/10/83:AX 1490:LMW-3.
 Rewritten:PM-213:ICMoore:cp:9/12/83:zm 905, WSM:382-0841

CONCURRENCES							
SYMBOL
SURNAME							
DATE							

EPA Form 1320-1 (12-70)

OFFICIAL FILE COPY
 GPC 1001 0 - 012-201

Figure 8-6. Sample Memorandum for the Administrator's Signature (File Copy)
 To Illustrate A Correct Legend

CHAPTER 9 - SPECIAL REQUIREMENTS FOR WHITE HOUSE,
CONGRESSIONAL AND INTERNATIONAL COMMUNICATIONS

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CHAPTER 9 - SPECIAL REQUIREMENTS FOR WHITE HOUSE,
CONGRESSIONAL AND INTERNATIONAL COMMUNICATIONS

1. SPECIAL CATEGORIES OF CORRESPONDENCE. Certain categories of correspondence, whether addressed to the Administrator, Deputy Administrator, or other EPA officials, require special handling in the preparation of responses. These special categories of correspondence include letters to the White House, to the Congress, to foreign dignitaries, organizations, and individuals. All incoming correspondence from these individuals will be date stamped on the back of the first page and require special handling.

2. CORRESPONDENCE FOR THE WHITE HOUSE.

a. Time Limit. Acknowledge White House correspondence within ten days, unless a different time-period is indicated by Executive Communications (AX). If you cannot prepare a final reply within that time period, notify AX. If an extension is approved, forward an interim reply to the addressee containing a reference to the date and nature of the inquiry. These time extensions may not exceed five working days. If AX has controlled the correspondence, send copies of both the interim and final replies with a copy of the control slip to AX. If the response is for the signature of either the Administrator or Deputy Administrator, see Chapter 8 for further instructions.

b. Preparing a White House Reply. Replies to correspondence referred by the Office of the President are prepared in a slightly different form than those referred by the Office of the Vice President.

(1) For the Office of the President. Prepare all drafts requested by the White House in final form (no further editing required). Prepare the normal number of copies as specified in Chapter 2, including the yellow Official File Copy. Forward the draft, under the cover of a transmittal memo, to AX.

(a) Prepare the draft as follows (see figure 9-1):

1 Use plain white bond paper;

2 Type the word "DRAFT" in all capitals with a space between each letter near the top-right corner of the paper;

3 Skip one line and type below "DRAFT" the writer's name, title, mail code, location, and phone number (single space);

4 Skip one line and type the addressee's name and address even with the left margin (single space);

5 Do not type a salutation. Double space and begin the body of the draft. Indent the first word of each paragraph five spaces. Double space the body of the draft; triple space between paragraphs;

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6 Use the phrase, "Thank you for your letter of (insert date of incoming letter) to the President" rather than "The President has asked me to respond. . ."

7 Do not type a complimentary close. Skip five lines from the body of the draft and type the name of the person for whom the draft reply is prepared. If the control slip does not specify who in the White House will sign the draft reply, leave the signature block blank.

(b) Prepare the cover memorandum as follows (see figure 9-2):

1 Use "Office of the Administrator" letterhead;

2 Address to the Director of Correspondence, Agency Liaison, at the White House (name indicated on White House referral slip);

3 Prepare the signature element as indicated on the control slip;

4 Follow the memorandum format specified in Chapter 4 for the structure of the memorandum.

(2) For the Office of the Vice President. Prepare a cover memorandum according to the directions listed above in paragraph 2.b.(1).(b), addressed to the person in the Office of the Vice President who referred the correspondence to EPA. (See Figure 9-4.) In addition, prepare a single spaced, final document in memorandum form to the Vice President to be signed by the Administrator. (See Figure 9-3 and Chapter 8.) This memorandum should completely answer the referral so that the Vice President may use this memorandum as an enclosure to his letter to the constituent.

c. Preparing a Direct Reply. Use the appropriate EPA letterhead and prepare the reply in the formal letter style, making the normal number of copies as shown in Chapter 2. You are responsible for obtaining the necessary signatures, insuring final dispatch to the constituent and forwarding a copy, together with the original incoming material, to the White House. If the letter is to be signed by the Administrator or Deputy Administrator, follow the instructions outlined in Chapter 8.

3. CORRESPONDENCE FOR THE CONGRESS. Letters to and from members of Congress are controlled by the Congressional Correspondence Unit of Executive Correspondence (AL). The control form will have a control number preceded by "AL." AL decides who should sign replies to Congressionals and this information appears on the control form. The designated signer is usually the Administrator, the Deputy Administrator, or an Assistant or Associate Administrator regardless of the addressee of the incoming letter. AL submits the response to the Director, Office of Congressional Liaison for final review and concurrence, then dates and delivers the reply to Congress. In addition, letters from EPA to Congress must be reviewed and dispatched by AL, including any letter an office may wish to initiate to Congress. Congressionals are always hand carried from office to office, or if appropriate, transmitted by electronic mail.

a. Time Limits. Answer congressional correspondence within ten workdays, unless other requirements are indicated on the control slip. If a complete response cannot be provided within ten workdays, on or before the due date prepare a substantive interim response which indicates when a final response can be expected.

b. Preparing Replies.

(1) When replying to a constituent at the request of a Member of Congress, prepare a copy of the reply for the Member. If replying to a congressional letter when the Member is away from the Capitol, prepare an extra courtesy copy for the Member's Washington office.

(2) When responding to a letter signed by an employee of a Member of Congress, address the reply to the Member of Congress. Address the envelope to the Member, "ATTENTION" of the employee, unless directions on the control slip indicate otherwise.

(3) When replying to joint congressional letters signed by more than one Member of Congress, prepare an original and a courtesy copy for each Member. List on the official file copy all Members to whom the letter was sent. Prepare one extra copy of each letter for AL, unless the special instructions on the control slip indicate otherwise. Forward the originals and copies to AL which will date, mail the letters and return the file copies to you.

(4) When preparing replies to Congressionals, headquarters offices should prepare a courtesy copy of the incoming correspondence and the reply for the appropriate Regional office.

(5) Regional offices which receive routine correspondence directly from congressional offices shall furnish AL a copy of the incoming letter and the reply. If the subject matter is a policy one, forward the incoming letter, draft reply, and background material to the Office of Congressional Liaison for appropriate action.

4. INTERNATIONAL CORRESPONDENCE AND COMMUNICATIONS. Official EPA correspondence addressed to foreign countries, or to their representatives in the United States, requires special coordination, clearances and handling in accordance with EPA and the Department of State Security and Correspondence Regulations. Data transmitted to foreign countries may include any media, such as Department of State telegrams and airgrams, audio or video tapes, photographic film or prints, microforms, magnetic tape and disc, or wire recordings, as well as correspondence.

a. The Office of International Activities' Responsibilities. The Office of International Activities is responsible for the conduct of all international activities in the Agency, including correspondence and communications. These responsibilities include:

(1) Coordination of contacts with foreign embassies and other representatives in the United States;

(2) Requests from foreign sources for information concerning Agency activities;

(3) Scheduling of meetings between foreign individuals and Agency officials; and

(4) Matters requiring coordination with the Department of State and other agencies active in foreign affairs, including the transmission of information and correspondence through Department of State channels.

b. Incoming Correspondence. Provide copies of foreign origin correspondence of an official nature to the Office of International Activities.

(1) Regional Offices. Regional offices receiving international correspondence shall contact the Office of International Activities for a determination of the appropriate action to be taken.

(2) Deadline. Acknowledge international correspondence within two weeks after receipt.

c. Preparing Outgoing Correspondence. Route copies of all official correspondence and other communications directed to foreign governments, organizations, and individuals; international organizations; and United States agencies active in foreign affairs to the Office of International Activities. Matters requiring coordination with the Department of State and other agencies active in foreign affairs, including the transmission of information and correspondence through Department of State channels, must be the responsibility of the Office of International Activities. Route this correspondence through the Office of International Activities for concurrence or signature. Prepare an original and three courtesy EPA letterhead copies of the reply to the correspondence in accordance with Chapter 2 of this Manual. Prepare envelopes for the original and courtesy copy to the addressee and for the copy to be sent to the appropriate Department of State country desk officer as described in the next section, d(2).

d. Department of State Regulations.

(1) Official correspondence may be conducted with the Peoples Republic of China, Eastern European countries, the Soviet Union, and private individuals in these countries through the Department of State Diplomatic Missions. Prepare the correspondence in the formal letter style and address the envelope in the following manner:

American Embassy (or Consulate General or Consulate as appropriate)
Name of City
c/o Department of State
Washington, D.C. 20520

(2) Address communications sent to United States Government officials based in Eastern European countries or the Soviet Union as shown in d(1) "American Embassy" or other appropriate office. Prepare an outer envelope addressed to the country desk as follows:

Country Director, Poland (or appropriate country)
Department of State
Washington, D.C. 20520

(3) Official United States Government correspondence with the following countries and areas is prohibited: Albania, Iran, Mongolia, North Korea, Vietnam, and East Germany (Soviet Zone of Germany and the Soviet Section of Berlin). Correspondence to Taiwan may not be sent directly, but must be sent through the American Institute of Taiwan. If in any doubt about communications with a foreign country, contact the Office of International Activities.

(4) The Department of State must authorize direct correspondence with a foreign country on an approved project. Forward requests for direct communications to the EPA Office of International Activities which is the only EPA office, with the exception of the Office of the Administrator, authorized to make direct contact on these matters with the Department of State and other foreign affairs agencies.

e. Guidelines for Preparation of Department of State Telegrams and Airgrams. Prepare all Department of State telegrams and airgrams originating in EPA in accordance with the Department of State security and communication regulations, and forward them to the Office of International Activities for processing.

(1) Telegrams. Transmit telegrams only when the subject matter is urgent, concerns policy and other related matters, and if the time element makes it necessary to meet a deadline. Prepare telegrams on Optional Form 185, "Outgoing Telegram" (this form is printed in non-reproducing pink ink) using only the USASI OCR element and forward to the Office of International Activities for processing with the two copies intact. Make an extra copy of the telegram for retention by your office. Type the message within the brackets marking the right and left margins. See figure 9-3, "Outgoing International Telegram." Detailed instructions are included on subsequent pages of this figure.

(2) Airgrams. Prepare airgrams for matters of political and economic reporting and other subjects, when the communication requires multiple distribution and there is no urgency for delivery. The Department of State sends the airgram by air or courier pouch. Prepare the airgram on the Department of State Form OF-247. Forward the form and three copies, either photocopy or carbon, to the Office of International Activities for processing. See figure 9-4, "Department of State Airgram."

SAMPLE

D R A F T

Mary Jones
ANR 443
Room W925
382-5575

Mr. John Smith
5623 Wilshire Lane
Mesa, California 90023

(NOTE: NO SALUTATION)

Thank you for your letter of March 20, 1978 to the President. I share your concern that XXXXXXXXXXXXXXXXXXXX not impose undue cost burdens on consumers.

In developing the revisions to the standards, the Environmental Protection Agency has sought to be responsive to xxxxxxxxxxxxxxxxxxxx. By xxxxxxxxxxxxxxxxxxxx we can promote xxxxxxxxxx without damaging our environment.

I want to assure you that your views as well as those of others will be carefully considered. It is through such exchanges that better regulations can be developed. Thank you for bringing this matter to my attention.

(NOTE: NO COMPLIMENTARY CLOSE, TYPE
NAME INDICATED ON CONTROL SLIP)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

(DO NOT DATE)

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Draft Response to Letter of Inquiry

TO: (Type name as indicated on the White House referral slip)
Agency Liaison
The White House

The draft response to Mr. Smith's letter of June 20, 1983, which you requested is attached. I hope that this response meets your needs. If any additional information is necessary, please do not hesitate to contact me.

(Type name and title as indicated
on AX control slip)

Attachment

Figure 9-2. Cover Memorandum for White House Draft

7/12/85



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Inquiry Regarding (type subject of inquiry)

TO: The Vice President of the United States

This is in answer to your request for the Environmental Protection Agency's response to the (type date of the constituent's letter) letter from (type the constituent's name).

Note that this memorandum is typed on "The Administrator" letterhead and the body of the memo is single spaced in order that it may be used by the Vice President as an enclosure in his letter to the constituent. Do not type a complimentary closing, but type the Administrator's name at the end of the memo.

Lee M. Thomas

Figure 9-3. Vice Presidential Referral - Memorandum to the Vice President



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D C 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Response to Letter of Inquiry from (type constituent's name)

TO: Jane A. Kenney
Office of the Vice President

As you requested, attached is a response to (type constituent's name), letter of (type date of constituent's letter), concerning (type subject of inquiry).

For the signature block,
type the name and title
indicated on the AX control
slip.

Attachment

OUTGOING TELEGRAM	
OPTIONAL FORM 185 (OCR) (Rev. 8-82)	
Dept. of State	
<div style="display: flex; justify-content: space-between;"> ACI ADP PTG </div>	
CLASSIFICATION	
SPECIAL CHARGES	
DRAFTING OFFICE NAME	
DATE TEL. EXT.	
APPROVING OFFICE NAME	
1 OFFICE NAME	2 OFFICE NAME
3	4
5 CLEARANCES	6 CLEARANCES
7	8
DETAILED DISTRIBUTION	
ACTION PRECEDENCE ACTION ADDRESS	
INFO PRECEDENCE INFO ADDRESS	
SPECIAL HANDLING	
CAPTIONS	
E.O. 12356: TAGS: SUBJECT:	
CLASSIFICATION	
<div style="display: flex; justify-content: space-between;"> <div> 6 5 4 3 2 1 0 </div> <div> DETAILS AUTH DRAFTED 1 2 3 4 5 6 7 8 </div> </div>	

Figure 9-5. Outgoing International Telegram (blank form)

UNCLASSIFIED

EPA/EXECSEC: GWAXMONSKY:JM
6/31/83 382-4878
OES/SCT: LRSTARBIRD

EPA/OIA: DHSTROTHER
EPA/OA: TYOSIE
EUR/SOV: MBORSTEIN
OES/E: MRHUGHES (INFO)

EPA/OIA: FGREEN
EPA/ORD: TJUST
OES/ECT: RRUBLE

ROUTINE MOSCOW

E.O. 12356: N/A

TAGS: SENV, US, UR

SUBJECT: US-USSR ENVIRONMENTAL AGREEMENT: 02.00, EXECUTIVE
SECRETARY CORRESPONDENCE; PROJECT 02.07821, COMPREHENSIVE
ANALYSIS OF THE ENVIRONMENT

REF: (A) MOSCOW 5114, (B) MOSCOW 4994

REQUEST EMBASSY DELIVER FOLLOWING LETTER TO KAZAKOV:

MAY 31, 1983

02.00; 02.07-21

DR. YURIY YE. KAZAKOV
COUNSELLOR, USSR STATE COMMITTEE
FOR HYDROMETEOROLOGY AND CONTROL
OF THE NATURAL ENVIRONMENT
12 PEREULOK MAVLIKA MOROZOVA
MOSCOW 123376

DEAR DR. KAZAKOV:

LET ME THANK YOU FOR YOUR LETTER OF APRIL 17 AND FOR THE
LIST OF SOVIET PROJECT LEADERS WHICH ACCOMPANIED IT. THOUGH
WE HAD PREPARED A REVISED LISTING OF ACTING US PROJECT
LEADERS IN MARCH, RECENT DEVELOPMENTS HAVE NECESSITATED

LRS

GW

DHS

FG

TY

TJ

NB

RR

UNCLASSIFIED

Figure 9-5a. Outgoing International Telegram
(Form does not reproduce)

IN TYPING CABLES ON STATE DEPARTMENT OCR FORMS, ALL MARGINS SHOULD BE LEFT-JUSTIFIED. IF A LINE IS INDENTED FOUR OR MORE SPACES THE SCANNER READS IT AS A BLANK LINE AND SKIPS TO THE NEXT LINE. IF YOU WISH TO INDENT, FOR EXAMPLE IF YOU ARE TYPING SUBPARAGRAPHS IN AN OUTLINE OR CENTERING A TITLE, THE LINE SHOULD BEGIN WITH TWO DASHES AT THE LEFT MARGIN. THIS IS SHOWN BELOW.

PLEASE NOTE THE FORMAT FOR ADDRESSES AND REFERENCES. THE ONLY PUNCTUATION IN THE REFERENCE LINE SHOULD BE PARENTHESES AROUND THE LETTERS A, B, C, ETC. AND COMMAS. IF A REFERENCED CABLE IS FROM LAST CALENDAR YEAR IT SHOULD BE PRECEDED BY THE LAST TWO DIGITS OF THE YEAR, I.E. 82 STATE 123456 OR 82 BEIJING 7890. IF THE REFERENCED CABLE IS FROM THE CURRENT CALENDAR YEAR IT IS LISTED JUST AS, SAY, STATE 123456 OR BEIJING 0078. IF YOU MUST INCLUDE A DATE-TIME GROUP FOR YOUR AGENCY'S REFERENCE IT SHOULD FOLLOW THE MESSAGE NUMBER, E.G. STATE 123456 DTG 101325Z JAN 83.

CORRECTIONS CAN BE MADE IN THE FOLLOWING WAYS:

-- USE OF THE CHARACTER CANCEL SYMBOL & ;

-- USE OF THE SELF-CORRECTING FEATURE OF A SELECTRIC TYPEWRITER: OR

-- USE OF CORRECTION TAPE. PLEASE TAKE CARE TO ALIGN THE LETTERS OR WORDS TYPED ON THE CORRECTION TAPE WITH THE REST OF THE LINE. CHARACTERS SHOULD NOT BE TYPED OVER THE EDGES OR ENDS OF THE CORRECTION TAPE.

CORRECTION FLUID, KO-REC-TYPE, SNO-PAKE OR SIMILAR MATERIALS SHOULD NOT BE USED ON THE OCR FORM.

CORRECTIONS ARE NEEDED ONLY ON THE ORIGINALS. CARBONS DO NOT HAVE TO BE CORRECTED--THEY CAN BE MESSY.

CORRECTIONS CAN ALSO BE MADE BY USING THE LINE CANCEL SYMBOL THROUGH THE FIRST SIX CHARACTERS OF THE INCORRECT LINE. THIS ELIMINATES THE ENTIRE LINE.

CERTAIN CHARACTERS ARE NOT READ BY THE OPTICAL SCANNER UNDERSCORES, ASTERISKS, DOLLAR SIGNS, PLUS SIGNS AND

PERCENT SIGNS CANNOT BE USED. THEY MUST BE SPELLED OUT.

THE NUMERAL "ONE" SHOULD BE 1, NOT 1.

THE PARENTHESIS MUST BE { } NOT ().


THE END OF MESSAGE SYMBOLS YY OR AA MUST BE AT THE END OF THE ENTIRE TEXT. DO NOT USE IT ON ANY OTHER PAGE. PLEASE NOTE "YY" IS NOT THE SAME AS "yy" OR "AA".

IF YOU HAVE QUESTIONS ON CABLE PREPARATION PLEASE CALL OES/SCT ON 632-9042 AND TALK WITH THE SECRETARY HANDLING CHINA.

Figure 9-5b. Outgoing International Telegram, Detailed Instructions

AIRGRAM

7830 079-1995

DEPT DISTRIBUTION				HANDLING	CLASSIFICATION	MESSAGE REFERENCE NO
ORIGINATOR EPA					UNCLASSIFIED	A-46
AF	ARA	BF/OS	CU	TO Department of State FROM: AmEmbassy Warsaw DATE: June 8, 1983 E.O. 12356 E.O. 12812 N/A TAGS: KSCA. TPHY, PL SUBJECT: EPA/SFCP - Forwarding of Fiscal Reports REF. Enclosed for forwarding to the Environmental Protection Agency (attention: Gary R. Waxmonsky, East European Programs Manager, EPA, Washington, D.C. 20460) are four copies each of the fiscal reports for the following projects: JB-5-533-12 Dr. Kazimierz Bauman, J -5-537-4 Dr. Jerzy Kurbiel, P -5-537-5 Dr. Wieslaw Gazdowicz, J -2-141-EPA Dr. Wladyslaw Wysocki, J -3-142-EPA Dr. Henryk Janiak.		
D/NA	D/LOS	EA	EB			
LUR	FADRC/DR	FADRC/LR	FBO			
ICA	INR	IO	L			
U/MO	MC	NEA	OES			
PER	PM	PPT	S/IL			
S/NM	S/P	S/PRS	S/S			
SCA	SCS	SY	VO			
Suggested Distribution				Enclosures (as stated) <div style="text-align: center;">  </div>		
POST ROUTING						
TO	ACTION	INFO				
AMB						
DCM						
POL						
ECON						
COMM L						
USIS						
AGR						
AID						
DAO						
CONS						
ADM						
E&F						
GSO						
PER						
SY						
CLR						
DRAFTED BY SCI:EKurhanowicz				DRAFTING DATE 6/8/83	PHONE NO. 331	CONTENTS AND CLASSIFICATION APPROVED BY ECON/SCI:JPorlar
CLEARANCES						

 OPTIONAL FORM 247 (Rev. 6-76)
 DEPARTMENT OF STATE
 50247-102

GPO 1976 O-313-630(100-1)

Figure 9-6. Department of State Airgram

CHAPTER 10 - FORMS OF ADDRESSTable of Contents

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The White House.....	2
Executive Office of the President.....	3
The Vice President.....	4
The Federal Judiciary.....	5
The Congress.....	6
Legislative Agencies.....	7
Executive Departments.....	8
Independent Agencies.....	9
Military Services.....	10
Diplomatic Corps.....	11
The Organization of American States.....	12
United Nations.....	13
State and Local Governments.....	14
Ecclesiastical Organizations.....	15
School Officials.....	16
Private Citizens.....	17
Name of Addressee Unknown.....	18

CHAPTER 10 - FORMS OF ADDRESS1. GENERAL RULES.

a. Use the forms of address listed in this chapter for salutations and closings.

(1) Address all Presidential appointees and Federal and State elective officials as "Honorable." As a general rule, do not address county and city officials as "Honorable", with the exception of mayors. People once entitled to "Judge," "General," "Honorable," or similar distinctive titles may retain the title throughout their lifetime.

(2) Examples of salutations to persons in specific positions are attached. Note that when a man occupies the position, you should use the title "Mr." before such formal terms as "President," "Vice President," "Chairperson," "Secretary," "Ambassador," and "Minister." When a woman occupies the position, use the title "Madam" in place of "Mr." Use "Mr." or "Ms." to denote the appropriate gender when the surname rather than a formal title follows. If there is doubt whether the correspondent is a man or woman, use Mr./Ms. The marital status of a woman is ordinarily not relevant to the Agency's business and therefore the term "Ms." rather than "Miss" or "Mrs." should be used routinely in Agency correspondence. Substitute "Miss" or "Mrs." only if it is the known preference of the woman addressed. When addressing a specific person, use either a title that is not gender-specific or a version of that title that denotes the correct gender. For example use "chairperson," "chair," or "chairwoman" to address a woman who chairs an organization, not chairman.

b. Observe the following general rules when addressing communications to individuals by name and/or title.

(1) Use open punctuation in addresses.

(2) Use figures for street numbers ten and above; spell out street numbers below ten.

(3) Normally, you may use the state (or territorial possession) abbreviation (listed in Chapter 12, figure 12-1) for the envelope address. The letter writer may wish to convey a high degree of formality in a letter, in which case, write out the complete state name. Use the state abbreviation on all memorandums that require a complete address. You may use D.C. rather than the District of Columbia on all types of correspondence. Do not abbreviate the name of a foreign country.

2. THE WHITE HOUSE.

<u>Addressee</u>	<u>Envelope & Letter Address</u>	<u>Salutation and Complimentary Close</u>
The President	The President The White House Washington, D.C. 20500	Dear Mr./Madam President: Respectfully,
Assistant to the President	Honorable (full name) Assistant to the President The White House Washington, D.C. 20500	Dear Mr./Ms. (surname): Sincerely yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington, D.C. 20500	Dear Mr./Ms. (surname): Sincerely yours,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House Washington, D.C. 20500	Dear (rank) (surname); Sincerely yours,

3. EXECUTIVE OFFICE OF THE PRESIDENT.

<u>Addressee</u>	<u>Envelope & Letter Address</u>	<u>Salutation and Complimentary Close</u>
Director of Office of Management and Budget	Honorable (full name) Director Office of Management and Budget Washington, D.C. 20503	Dear Mr./Ms. (surname): Sincerely yours,

4. THE VICE PRESIDENT.

The Vice President	The Vice President of the United States Washington, D.C. 20510	Dear Mr./Madam Vice President: Sincerely yours,
The President of the Senate	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr./Madam President: Sincerely yours,

5. THE FEDERAL JUDICIARY.

The Chief Justice	Honorable (full name) The Chief Justice of the United States Washington, D.C. 20543	Dear Mr./Madam Chief Justice: Sincerely yours,
-------------------	----------------------------------------------------------------------------------------------	------------------------------------------------------

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Associate Justice	Honorable (full name) Associate Justice The Supreme Court of the United States Washington, D.C. 20543	Dear Mr./Madam Justice (surname): Sincerely yours,
U.S. Court of Claims	Honorable (full name) Chief Judge, United States Court of Claims Washington, D.C. 20544	Dear Judge (surname): Sincerely yours,
Administrative Office of the U.S. Courts	Honorable (full name) Director, Administrative Office of the United States Courts Washington, D.C. 20544	Dear Mr./Ms.(surname): Sincerely yours,
 6. <u>THE CONGRESS.</u>		
Senate President	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr./Madam President: Sincerely yours,
President Pro Tempore of the Senate	Honorable (full name) President Pro Tempore United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Senate Majority Leader	Honorable (full name) Majority Leader United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Secretary of the Senate	Honorable (full name) Secretary of the Senate United States Senate Washington, D.C. 20510	Dear Mr./Ms. (surname): Sincerely yours
Sergeant at Arms (Senate and House)	Honorable (full name) Sergeant at Arms United States Senate Washington, D.C. 20510 or House of Representatives Washington, D.C. 20515	Dear Mr./Ms. (surname): Sincerely yours,

CORRESPONDENCE

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Speaker of the House	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr./Madam Speaker: Sincerely yours,
Clerk of the House of Representatives	Honorable (full name) Clerk of the House of Representatives Washington, D.C. 20515	Dear Mr./Ms. (surname): Sincerely yours,
Architect of the Capitol	Honorable (full name) Architect of the Capitol Washington, D.C. 20510	Dear Mr./Ms. (surname): Sincerely yours,
Chair of Senate Committee	Honorable (full name) Chairman/Chairwoman Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr. Chairman:/ Dear Madam Chairwoman: Sincerely yours,
Chair of House Committee	Honorable (full name) Chairman/Chairwoman Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman:/ Dear Madam Chairwoman: Sincerely yours,
Chair of a Joint Committee	Honorable (full name) Chairman/Chairwoman Joint Committee on (full name) Congress of the United States Washington, D.C. 20515	Dear Mr. Chairman:/ Dear Madam Chairwoman: Sincerely yours,
Chair of Senate Subcommittee	Honorable (full name) Chairman/Chairwoman Subcommittee on (name) (Name of parent committee) United States Senate Washington, D.C. 20510	Dear Mr. Chairman:/ Dear Madam Chairwoman: Sincerely yours,
Chair of House Subcommittee	Honorable (full name) Chairman/Chairwoman Subcommittee on (name) (Name of parent committee) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman:/ Dear Madam Chairwoman: Sincerely yours,

Senator (in Washington)	Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
(away from Washington)	Honorable (full name) United States Senator (Local address) 00000	Dear Senator (surname): Sincerely yours,
Senator-elect	Honorable (full name) Senator-elect United States Senate Washington, D.C. 20510	Dear Mr./Ms. (surname): Sincerely yours,
Former Senator	Honorable (full name) (Local address) 00000	Dear Senator (surname): Sincerely yours,
Office of a Deceased Senator	Secretary to the late Senator (full name) United States Senate Washington, D.C. 20510	Dear Mr./Ms. (surname): Sincerely yours,
Senate Committee Staff Official	Mr./ Ms. (full name) (Title) Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr./Ms. (surname): Sincerely yours,
Representative (in Washington)	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr./Ms. (surname): Sincerely yours,
(away from Washington)	Honorable (full name) Member, United States House of Representatives (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
(member of the medical profes- sion also)	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Dr. (surname): Sincerely yours,
Representative-elect	Honorable (full name) Representative-elect House of Representatives Washington, D.C. 20515	Dear Mr./Ms. (surname): Sincerely yours,

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Representative at Large	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr./Ms.(surname): Sincerely yours,
Former Representative	Honorable (full name) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
Office of a Deceased Representative	Secretary to the late Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr./Ms.(surname): Sincerely yours,
House Committee Staff Official	Mr./Ms. (full name) (Title) Committee on (name) House of Representatives Washington, D.C. 00000	Dear Mr./Ms. (surname): Sincerely yours,

7. LEGISLATIVE AGENCIES.

Librarian of Congress (Head of the Library of Congress)	Honorable (full name) Librarian of Congress Washington, D.C. 20540	Dear Mr./Ms. (surname): Sincerely yours,
Comptroller General of the United States	Honorable (full name) Comptroller General of the United States Washington, D.C. 20548	Dear Mr./Ms. (surname): Sincerely yours,
Public Printer (Head of the U.S. Gov- ernment Printing Office)	Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr./Ms. (surname): Sincerely yours,

8. EXECUTIVE DEPARTMENTS.

Members of the Cabi- net, and heads of the military de- partments addressed as "Secretary"	Honorable (full name) Secretary of the (Title) Washington, D.C. 20412	Dear Mr./Madam Secretary: Sincerely yours,
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Titles for Cabinet Secretaries are: Secretary of State; Secretary of the Treasury; Secretary of Defense; Secretary of the Interior; Secretary of Agriculture; Secretary of Commerce; Secretary of Labor; Secretary of Health and Human Services; Secretary of Housing and Urban Development; Secretary of the Department of Transportation; Secretary of Education; and Secretary of Energy.

Attorney General (Head of the Department of Justice)	Honorable (full name) The Attorney General Washington, D.C. 20530	Dear Mr./Madam Attorney General: Sincerely yours,
Deputy, Under, and Assistant Secretaries	Honorable (full name) Deputy (Under or Assist- ant) Secretary of the (Title) Department of the (Title) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,

9. INDEPENDENT AGENCIES.

Postmaster General United States Postal Service	Honorable (full name) The Postmaster General United States Postal Service Washington, D.C. 20260	Dear Mr./Ms. Postmaster General: Sincerely yours,
Deputy and Assistant Postmaster General	Honorable (full name) Deputy Postmaster General United States Postal Service Washington, D.C. 20260	Dear Mr./Ms.(surname): Sincerely yours,
Head of a Federal Agency, Adminis- tration, Authority, Board, Corporation, Institution, or System	Honorable (full name) (Title), (name of agency) (Local address) 00000	Dear Mr./Ms.(surname): Sincerely yours,

or, if the incumbent has a military title:

Major General (full name) President, (name of corpo- ration) (Local address) 00000	Dear General (surname): Sincerely yours,
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Head of a subordinate organization within an independent agency	Mr./Ms. (full name) (Title), (name of organization) (Name of agency) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
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or, if the incumbent has a military title:

	Rear Admiral (full name) (Title) (Name of agency) (Local address) 00000	Dear Admiral (surname): Sincerely yours,
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Chair of a Commission	Honorable (full name) Chairman/Chairwoman (name of Commission) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
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Member of a Commission	Honorable (full name) Member, (name of Commission) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
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Chair of a Board	Honorable (full name) Chairman/Chairwoman (name of Board) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
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10. MILITARY SERVICES.

a. Army (USA), Air Force (USAF) Marine Corps (USMC)

General, Lieutenant General, Major General, Brigadier General	(Full rank) (full name) (abbreviation of service designation) (Post office address of organization and zip code)	Dear General (surname): Sincerely yours,
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Colonel, Lieutenant Colonel	(Same as above)	Dear Colonel (surname): Sincerely yours,
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Major	(Same as above)	Dear Major (surname): Sincerely yours,
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Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
First Lieutenant Second Lieutenant	(Same as above)	Dear Lieutenant (surname): Sincerely yours,
Chief Warrant Officer, Warrant Officer	(Same as above)	Dear Mr./Ms. (surname): Very truly yours,
Master Sergeant, Ser- geant Major, First Sergeant, Platoon Sergeant, Techni- cal Sergeant, Staff Sergeant, Sergeant	(Same as above)	Dear Sergeant (surname): Very truly yours,
Corporal	(Same as above)	Dear Corporal (surname): Very truly yours,
Private First Class, Private	(Same as above)	Dear Private (surname): Very truly yours,

b. Navy (USN), Coast Guard (USCG)

Fleet Admiral, Admiral, Vice Admiral, Rear Admiral	(Same as above)	Dear Admiral (surname): Sincerely yours,
Captain	(Same as above)	Dear Captain (surname): Sincerely yours,
Commander	(Same as above)	Dear Commander (surname): Sincerely yours,
Lieutenant Commander, Lieutenant, Lieu- tenant (JG), Ensign, Warrant Officer	(Same as above)	Dear Mr./Ms.(surname): Sincerely yours,

c. Retired
Officer (Same as above)
(Local address) 00000

Dear (rank)
(surname):
Sincerely yours,

11. DIPLOMATIC CORPS.

American Ambassador Honorable (full name)
American Ambassador
(City), (Country)

Dear Mr./Madam
Ambassador:
Sincerely yours,

American Minister Honorable (full name)
American Minister
(City), (Country)

Dear Mr./Madam Minister:
Sincerely yours,

Foreign Ambassador in His/Her Excellency
the United States (full name)
Ambassador of (Country)
(Local address) 00000

Dear Mr./Madam Ambassador:
Sincerely yours,

Foreign Minister in Honorable (full name)
the United States Minister of (Country)
(Local address) 00000

Dear Mr./Madam Minister:
Sincerely yours,

12. THE ORGANIZATION OF AMERICAN STATES.

Secretary General of Honorable (full name)
the Organization of Secretary General of the
American States Organization of American
States
Pan American Union
Washington, D.C. 20006

Dear Mr./Madam Secretary
General:
Sincerely yours,

United States Representative on the Honorable (full name)
Council of the Organization of American States
United States Representative on the Council of
Organization of American States
Department of State
Washington, D.C. 20502

Dear Mr./Ms. (surname):
Sincerely yours,

13. UNITED NATIONS.

United States Representative to the Honorable (full name)
United Nations United States Representative to the United
Nations
Department of State
Washington, D.C. 20520

Dear Mr./Ms. (surname):
Sincerely yours,

14. STATE AND LOCAL GOVERNMENTS.

Governor of a State	Honorable (full name) Governor of (name of State) (City), (State) 00000	Dear Governor (surname): Sincerely yours,
Acting Governor of a State	Honorable (full name) Acting Governor of (name of State) (City), (State) 00000	Dear Mr./Ms. (surname): Sincerely yours,
Treasurer, Comptroller, or Auditor of a State	Honorable (full name) State Treasurer (Comptroller) (Auditor) (City), (State) 00000	Dear Mr./Ms. (surname): Sincerely yours,
State Senator	Honorable (full name) (Name of State) Senate (City), (State) 00000	Dear Mr./Ms. (surname): Sincerely yours,
State Representative	Honorable (full name) (Name of State) House of Representatives (City), (State) 00000	Dear Mr./Ms. (surname): Sincerely yours,
Mayor	Honorable (full name) Mayor of (name of city) (City), (State) 00000	Dear Mayor (surname): Sincerely yours,

15. ECCLESIASTICAL ORGANIZATIONS.

Minister, Pastor, or Rector (with doctoral degree)	Reverend (full name) (Title), (name of church) (Local address) 00000	Dear Dr. (surname): Sincerely yours,
Minister, Pastor, or Rector (without doctoral degree)	Reverend (full name) (Title), (name of church) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
Rabbi (with doctoral degree)	Rabbi (full name) (Local address) 00000	Dear Dr. (surname): Sincerely yours,
Rabbi (without doctoral degree)	Rabbi (full name) (Local address) 00000	Dear Rabbi (surname): Sincerely yours,

Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (province) (Local address) 00000	Dear Cardinal (surname): Sincerely yours,
Catholic Archbishop	The Most Reverend (full name) Archbishop of (province) (Local address) 00000	Dear Archbishop (surname): Sincerely yours,
Catholic Bishop	The Most Reverend (full name) Bishop of (province) (Local address) 00000	Dear Bishop (surname): Sincerely yours,
Catholic Monsignor (Higher rank)	The Right Reverend (full name) (Local address) 00000	Dear Monsignor (surname): Sincerely yours,
Catholic Monsignor (Lower rank)	The Very Reverend Monsignor (full name) (Local address) 00000	Dear Monsignor (surname): Sincerely yours,
Catholic Priest	Reverend (full name) (add initials of order, if any) (Local address) 00000	Dear Father (surname): Sincerely yours,
Mormon Bishop	Bishop (full name) Church of Jesus Christ of Latter-day Saints (Local address) 00000	Dear Bishop (surname): Sincerely yours,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address) 00000	Dear Bishop (surname): Sincerely yours,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address) 00000	Dear Dean (surname): Sincerely yours,
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address) 00000	Dear Bishop (surname): Sincerely yours,

Seventh-day Advent- ist Minister	Pastor (full name) Minister (name of church) (Local address) 00000	Dear Pastor (surname): Sincerely yours,
Chaplain (military services)	Chaplain (full name) (Rank, service designa- tion) (Post office address of organization and station)	Dear Chaplain (surname): Sincerely yours,

16. SCHOOL OFFICIALS.

President of a uni- versity or college (with a doctoral degree)	Dr. (full name) President (name of institution) (Local address) 00000	Dear Dr. (surname): Sincerely yours,
President of a uni- versity or college (without a doc- toral degree)	Mr./Ms. (full name) President, (name of institution) (Local address) 00000	Dear Mr./Ms. (surname): Sincerely yours,
Dean of a school (with a doctoral degree)	Dr. (full name) Dean, School of (name) (Name of institution) (Local address) 00000	Dear Dr. (surname): Sincerely yours,
Dean of a school (without a doc- toral degree)	Dean (full name) School of (name) (Name of institution) (Local address) 00000	Dear Dean (surname): Sincerely yours,
Professor (with doc- toral degree)	Dr. or Professor (full name) Department of (name) (Name of institution) (Local address) 00000	Dear Dr. (surname): or Dear Professor (surname): Sincerely yours,
Professor (without doctoral degree)	Professor (full name) Department of (name) (Name of institution) (Local address) 00000	Dear Professor (surname): Sincerely yours,

17. PRIVATE CITIZENS.

Lawyer	Mr./Ms. (full name) Attorney at Law (Local address) 00000	Dear Mr./Ms. (surname): Very truly yours,
Physician	(Full name), M.D. (Local address) 00000	Dear Dr. (surname): Very truly yours,
One individual	Mr./Ms. (full name)	Dear Mr./Ms. (surname): Very truly yours,
Two individuals	Mr. and Ms. (full name)	Dear Mr. and Ms. (surname): Very truly yours,
	Mr. (full name) Mr. (full name)	Dear Mr. (surname) and Mr. (surname): Very truly yours,
	Ms. (full name) Ms. (full name)	Dear Ms. (surname) and Ms. (surname): Very truly yours,
Three individuals	Messrs. (surnames)	Gentlemen: or Sirs: Very truly yours,
	Mesdames (surnames)	Mesdames: Very truly yours,

18. NAME OF ADDRESSEE UNKNOWN.

Unknown	(Occupational title, job title, or office if known: Steel Worker, Chemical Worker, Vice President of Finance, Engineering Department, etc.) (Local address) 00000	Dear Reader: Very truly yours,
Unknown	Occupant (if a general mass mailing to home address) (Local address) 00000	Dear Reader: Very truly yours,

CORRESPONDENCE

1320
7/12/85

Unknown

(Area of interest if
known: Environmen-
talists, Health Effects
Scholar, Jogging En-
thusiast, etc.)
(Local address) 00000

Dear Reader:
Very truly yours,

CHAPTER 11 - LEGAL CITATIONSTable of Contents

<u>PARAGRAPH TITLES</u>	<u>PARAGRAPH NUMBERS</u>
Standardization.....	1
Congressional Publications.....	2
Statutes.....	3
Federal Register Material.....	4
Decisions.....	5

CHAPTER 11 - LEGAL CITATIONS

1. STANDARDIZATION. This chapter establishes a uniform style of citing congressional material, statutes, certain publications and Federal court cases. Omitted are forms of legal citations in briefs or other strictly legal materials prepared by attorneys, and forms of citations to publications or materials peculiar to one agency, such as Internal Revenue Rulings, Patent Office decisions, and treaties.

2. CONGRESSIONAL PUBLICATIONS. A citation of a congressional publication includes a reference to the Congress and session.

H.R. 416, 81st Congress, 1st sess.

a. Bills, Resolutions, Documents, and Reports.

	<u>House</u>	<u>Senate</u>
Bills	H.R. 416	S. 116
Resolutions	H. Res. 5	S. Res. 50
Concurrent resolutions	H. Con. Res. 10	S. Con. Res. 17
Joint resolutions	H.J. Res. 21	S.J. Res. 45
Documents	H. Doc. 35	S. Doc. 62
Reports	H. Rept. 214	S. Rept. 410

b. Hearings.

Hearings before the Senate Committee on Interstate and Foreign Commerce on H. R. 11662, 74th Cong., 2d sess., p. 163.

c. Congressional Record. Since the page numbers of the daily edition of the Congressional Record do not match those of the bound volumes the date must be included in the citation of the daily edition. The bound volume may be cited by volume and page.

Bound volume: 94 Cong. Rec. 917
Daily edition: 106 Cong. Rec. 2844 (Feb. 22, 1960); or Cong.
Rec., Feb. 22, 1960, p. 2844

3. STATUTES.

a. The Constitution.

United States Constitution, art. V, sec. 2; or U.S. Const., art. V, sec.2

b. Current Slip Laws.

Public Law 85-143, approved August 14, 1957; or Act of August 14, 1957 (Public Law 85-143)

- c. Revised Statutes.
R.S. 3679; or Section 3679, Revised Statutes
- d. Statutes at Large

The act of August 14, 1957, 71 Stat. 366
Section 14 of the act of August 28, 1957, 71 Stat. 447. (When a particular section of an act is cited, the page number reference is to the page where that section appears and not to the page where the act begins.)
The Labor-Management Relations Act, 1947, 61 Stat. 136. (When the Congress has given an act a popular name, you may cite the act by that name.)

- e. United States Code.

After a statute is included in the United States Code, it is sufficient for most purposes to cite the date of the act, and the code reference:

Section 15 of the act of August 2, 1946 (5 U.S.C. 55a)

For some purposes, it is desirable to cite the Statutes at Large, as well as the United States Code:

Act of June 8, 1948, 52 Stat. 633, as amended; 23 U.S.C. 10b

When a title of the United States Code has been enacted into positive law, the citation is to the Code only. As a rule, the act itself specifies the correct form of citation.

4. FEDERAL REGISTER MATERIAL.

- a. The Federal Register.

24 F.R. 8081

- b. Code of Federal Regulations.

1 CFR 30.3 (This reference signifies title 1, Code of Federal Regulations, part 30, section 3.)

- c. Executive Orders.

Executive Order No. 10006 of October 9, 1948

- d. Proclamations.

Proclamation No. 3279 of March 10, 1959

5. DECISIONS.

a. Court Decisions. Court cases are cited by the name given in the official report, the volume and page of the report, and the date of the decision.

Supreme Court: Isham v. Jones, 293 U.S. 64 (1935); Smith v. Orton, 21 Howard 241 (1858)

District courts: Kidder v. Lathrop, 43 F. Supp. 4 (S.D. Calif. 1944)

Federal courts of appeals: Martin v. Nourse, 19 F. 2d 842 (9th Cir. 1927)

Court of Claims: Carroll v. United States, 117 C. Cls. 53

b. Attorney General's Opinions.

39 Op. Atty. Gen. 541

c. Comptroller General's Decisions.

Published: 28 Comp. Gen. 547

Unpublished: B-92533, February 28, 1950