

UNITED STATES

ENVIRONMENTAL PROTECTION AGENCY

CORRESPONDENCE AND COMMUNICATION MANUAL

Correspondence and Communication Manual

INTRODUCTION

The "United States Environmental Protection Agency Correspondence and Communication Manual" provides Agencywide guidelines for preparing correspondence. The Manual also ensures compliance with the regulatory requirements of the "Federal Information Resources Management Regulation" (FIRMR).

Much of EPA communication, whether internal interoffice, with other federal agencies, or with the public, is through the written word. All correspondence, therefore, must be cordial, responsive, correctly written, and attractive. Positive action must be taken to meet high standards of writing. The development of quality letters and memorandums improves agency effectiveness, and prompt replies render efficient service to the public and gain good will for the Agency.

The models of address, salutation, and complimentary close frequently depend upon the background, experience, and personal relationship of those signing and receiving the letter as well as the purpose of the letter. The examples contained in this manual are conventional forms for general use and may vary under certain circumstances.

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**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CORRESPONDENCE AND COMMUNICATION MANUAL**

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CHAPTER I

CORRESPONDENCE POLICY

I. PURPOSE

This Manual specifies the policies, standards, and formats to be used by anyone who writes, edits, reviews, signs, types, files, or controls correspondence Agencywide. Proper use of this manual and the supplementary references in it will improve the quality, management, and control of correspondence.

II. OBJECTIVES

The objectives of correspondence management are to limit correspondence to essential requirements, to improve the quality of necessary correspondence, to provide prompt replies, and to provide for the creation of correspondence in an economical and efficient manner and in accordance with the "Federal Information Resources Management Regulation" (FIRMR), Subpart 201-45.102, "Correspondence Management."

III. STANDARDIZATION

Wordperfect 5.0/5.1 or other software compatible with Spellcheck is the preferred wordprocessing software to be used in the Agency. Ten (10) pitch is the preferred standard size type to be used Agencywide.

IV. DEFINITION OF CORRESPONDENCE

In this manual, "correspondence" refers to any written form of communication such as letters, notes, memorandums (action, decision, information), facsimiles, telegrams, and cablegrams.

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V. CORRESPONDENCE CONVENTION

In this manual, sections that apply specifically to the Administrator and Deputy Administrator are printed in bold. Underlining is used for emphasis.

VI. REFERENCES

This manual provides guidance on EPA standards for grammar, punctuation, capitalization, abbreviations, spelling, and format. Essential tools to be used are

United States Government Printing Office Style Manual. Washington, D.C.: United States Government Printing Office, 1984.

Webster's New World Thesaurus. New York: Prentice Hall Press, 1985.

Webster's Secretarial Handbook. Springfield, MA: Merriam Webster, Inc., 1983.

Webster's II New Riverside University Dictionary. Boston: Houghton Mifflin Co., 1989.

Strunk William Jr. and E. B. White, The Elements of Style, 3rd ed. New York: Macmillan Co., 1979.

VII. WRITING STYLE

No matter what form the correspondence takes, observe the following:

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A. Style

Write concisely. Avoid unnecessary words.

Break complex sentences into simple ones.

Do not use a long or unusual word when a simple one will do.

Be direct, not roundabout or stiff. Be clear. Use passive voice judiciously.

Avoid the use of jargon, acronyms, and insider terminology.

Follow the opening with a few words describing the incoming letter. Avoid restating the whole incoming letter in the first sentence.

B. Responsiveness

Answer the question that was asked. Be frank and responsive, but do not add gratuitous information. Do not confuse the reader. If you are deliberately proposing an incomplete response, attach an explanation so that reviewers know your purpose.

Be sure the response has an Agencywide perspective; coordinate with other offices. Be sure the facts are correct.

C. Tone

Be friendly and respectful. Treat governmental and environmental organizations as partners.

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Be sincere, not heavyhanded or defensive, particularly with members of Congress. Present your subject as positively as possible.

Be aware of protocol.

Do not give directions to the correspondent.

Be personable. Use a personable and conversational, yet professional, tone.

D. Form

Be sure to include the incoming letter and background or explanatory material in the correspondence package. These inclusions help reviewers evaluate the response. Do not use right-margin justification for letters or memorandums.

Take care to make the letter attractive. Adjust the letter's spacing to assure that the signature-block page has at least a full paragraph of text whenever applicable.

Be cautious with dated references. Such references may be affected by delays in signing correspondence. For example, use "recent meeting" rather than "last week's meeting."

Do not include the year for dates in the recent past. When used, the year is not followed by a comma, unless the sentence would otherwise need one.

Be sure that legal citations and names of people, organizations, and legislation are accurate.

VIII. CUTTING CORRESPONDENCE COSTS

A. The Telephone/Voice Mail

If a written reply is not essential, telephone. A call is faster and often more effective. You may leave a message with the date and substance of the call.

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, dictate. Dictation is usually faster than writing longhand.

D. Form Letters and Memorandums

If your office regularly answers requests for similar information from several correspondents, you may want to design a form letter. Some of the benefits of a form letter are (1) faster reply; (2) less typing; (3) more productivity; and (4) no errors.

E. Proofing and Editing

Proofread your work carefully and use an automated spellcheck function. 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. To save time and avoid confusion, write and edit

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legibly. Be certain that everything is included in the package and assembled properly when it leaves your office.

F. Responding to Routine Requests for Information

When responding to routine requests for information or publications, return the requester's letter with the material.

G. Mailing Lists

All mailing lists should be updated continually to insure that they are current. They should be reviewed periodically also to be sure that they are serving their intended purposes.

IX. SENSITIVE/CLASSIFIED INFORMATION

A. Sensitive Information

EPA employees are individually responsible for exercising alertness and discretion in handling sensitive documents. Perform the preparation, transmittal, maintenance, and disposition of sensitive correspondence in accordance with policies in these Agency manuals:

Security Manual, dated 2/6/81

TSCA Confidential Business Information (CBI) Manual, 1985 ed.

Contractor Requirements for the Control and Security of TSCA, 1985 ed.

Facilities Management Service Division (FMSD) Security Volume, dated 7/16/86

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Privacy Act Manual, 1986 ed.

Records Management Manual, 1984 ed.

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" status. For such correspondence, type the administrative control designation. Safeguard all correspondence containing the "FOR OFFICIAL USE ONLY" designation. Put it in a locked cabinet when not in use, and transmit it in a sealed envelope.

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CHAPTER II LETTERS

I. GENERAL

Prepare as a letter all EPA correspondence addressed to persons outside the Agency, such as members of the Cabinet and the Congress; members of other Federal, State, and local agencies; foreign and other dignitaries; and the general public.

II. STATIONERY

Use appropriately printed letterhead approved for your office. When preparing letters for the signature of an official in another office, use the approved letterhead of the office in which the correspondence will be signed.

Use "The Administrator" letterhead when the correspondence is to be signed by the Administrator. Use "Office of the Administrator" letterhead for correspondence to be signed by the Deputy Administrator or personnel in staff offices of the Administrator.

III. MARGINS

Use one-inch margins on the left-hand and right-hand sides of the page as well as for the top and bottom of the page. Margins may be adjusted to make the letter attractive.

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IV. DATE

A. Date Included

The date should be placed in the center at the top of the page, just below the letterhead seal. When you know the date of signing, type it in or date-stamp the letter and any other copies. Show the month in letters or numbers, the day and year in numbers only.

This is an example:

July 4, 1991

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. It will then dispatch the letter (unless otherwise instructed) and return the official file copy, together with the background material, to the originating office.

V. INSIDE ADDRESS

Single-space and type the address in block style flush with the left-hand margin. If the title of the addressee is so long that it might overrun the center of the page, it may be typed on two lines, with the second line indented two spaces.

Be sure to spell out the name of the State and use no more than five lines for the complete address.

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This is an example:

**Mrs. Edith E. Holiday
Assistant to the President
and Secretary of the Cabinet
Executive Office of the President
Washington, DC 20500**

VI. SALUTATION

Type the salutation, followed by a colon. Type it two lines below the last line of the address and flush with the left-hand margin.

This is an example:

Dear Mrs. Holiday:

VII. BODY OF LETTER

A. Vertical Spacing

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. Letters with only one paragraph of 10 lines or fewer are double-spaced.

B. Paragraphs

Indent the first line of each paragraph five spaces. Do not number the paragraphs. 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 block on the last page.

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Avoid dividing words at the end of more than two consecutive lines or words of five or fewer letters. Avoid separating the month from the day at the end of the line.

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 include quotations marks.

VIII. SUCCEEDING PAGES

Type the second and succeeding pages of correspondence on plain paper. Center the page number without parentheses or any other marks, at the top of all succeeding pages. Continue the body of the correspondence three lines below the page number. Maintain the same margins used on the first page. Do not type the addressee's name or other identification on succeeding pages.

IX. COMPLIMENTARY CLOSE

Type the complimentary close two lines below the last line of the body of the letter, beginning at the center of the page and 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 the closing.

Use "Sincerely yours" for the Administrator and "Sincerely" for the Deputy Administrator.

X. SIGNATURE BLOCK

A. Typed Signatures

If the signing official is known, type the name five lines below the complimentary close, beginning at the center of the page. Type the signer's title directly under his or her name. 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. When they are dispatched, all copies should have a signature stamp.

This is an example:

Sincerely,

Robert S. Currie
Director
Strategic Planning and
Management Systems Division

B. Signing-Official Unknown

If the signing-official is unknown, leave the space blank. The office of the signer will type or stamp the date, name, and title after the official has signed the document.

C. Acting-Official Signature

An acting official signs his or her own name and writes the word "for" after the typed name of the regular signing-official.

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Letters prepared for the signature of the Administrator do not require a title below the name.

This is an example:

Sincerely yours,

William K. Reilly

The title, Deputy Administrator, is required for letters prepared for the signature of the Deputy Administrator.

This is an example:

Sincerely,

**F. Henry Habicht II
Deputy Administrator**

XI. ENCLOSURES

Enclosures are separate sheets of information included with correspondence such as tables, forms, and reference letters.

A. Identified Enclosure

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-hand margin. For more than one enclosure, use the plural form and indicate the number of enclosures.

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This is an example:

Enclosures (3)

B. Unidentified Enclosure

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

C. 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-hand 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. Include with the material forwarded under separate cover, a copy of the date and signed letter.

This is an example:

Separate Cover
Forms Management Handbook
Correspondence Manual
Acquisition Handbook

XII. COPIES

When preparing a letter for signature, always prepare an original, a yellow official file-copy, and a reading or chronological file-copy for the originating offices.

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A. Yellow Official File

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 for all succeeding pages. The originator of the letter should complete the first column in the concurrence section on this form. Office symbols, surnames, and dates must be legible.

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 these offices may have an interest in it; use information copies for that purpose. 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 the letter. To indicate nonconcurrences, write "Nonconcur" in the block with your surname and date. Either orally or in a memorandum, explain the reason for non-concurrence.

B. Reading File or Chronological File

Prepare one copy for the office reading file or chronological file. It is not necessary to make a file copy for your personal use. The office reading-file or chronological-file copy is available for easy reference.

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C. Courtesy Copies

1. External Courtesy Copy

Always prepare an external courtesy copy for any of the following addressees: The President, Vice President and White House staff; cabinet members; Supreme Court Justices and other Federal court officers; members of Congress; State and municipal officials; and national and international officials.

Prepare the courtesy copy on EPA letterhead. Photocopy the original, and enclose it with the original letter. Prepare courtesy copies for selected individuals outside EPA for information, as appropriate. Use the EPA letterhead photocopy of the original.

2. Internal Courtesy Copy

Prepare information copies for EPA officials as needed. Prepare additional copies only when a definite "need-to-know" exists.

Specify courtesy copy by typing "cc:" two lines below the last line of the signature element (or enclosure or separate cover notation, as it applies) and flush with the left-hand margin. Type the name on separate lines in alignment with the first name.

Type the names of all external courtesy-copy recipients on all copies of the letter. (Do not note the names of any internal courtesy-copy recipients on the original or on any copy being sent outside EPA.)

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D. Blind Courtesy Copy (bcc:)

Make a blind courtesy copy (bcc:) for each external and EPA recipient when the originator or writer does not want the addressee to know anyone is receiving a copy.

Treat all documentation copies as blind courtesy copies. These include copies for reviewers and approvers and copies for the reading or chronological file.

Indicate blind courtesy copy by typing "bcc:" two lines below the last line of the signature element (or enclosure, separate cover notation, or courtesy copy, as applies). Do not type bcc: information on the original or any other copy leaving EPA. (Type it only on internal courtesy and documentation copies.)

XIII. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST

A. Identification (Legend Line)

Type the legend line information two lines below the last line of the signature block beginning at the left-hand margin.

This is an example:

PM-208:OARM:KSinclair:sstaton:7-25:91:260-4600:Disk-
KS

This has the following meaning:

PM-208:OARM:KSinclair:sstaton:7-25:91:260-4600:Disk-
KS

Mailcode:Office:Author:Secretary:Date:Secretary's phone
number:Site for retrieval

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B. Rewritten or Retyped Correspondence

Each time correspondence or any portion of it is rewritten or revised for any reason, retype the original and ALL copies, indicating a new identification notation directly below the previous one on the current official file-copy and on internal EPA copies. Each retyping must include all identification notations. Do not destroy any of the previous official file-copies. Staple the official file-copy of the latest version on top of earlier official file-copies. Pencil a large "X" through the text and write "Rewritten" on all previous versions. Do not cut off previous concurrences. Make a copy of the text, fold it, and attach to the latest version so the concurrence show if they remain valid. Then write "Concurrences remain valid" in the concurrence blocks of the latest official file-copy; otherwise, new concurrences must be obtained as required.

C. Coauthorship

To indicate coauthorship of the letter, list the writers in alphabetical order.

XIV. ENVELOPES

Prepare envelopes to insure that efficient, economical, and uniform methods are used to dispatch the document. Always use the smallest envelope whenever possible. Smaller envelopes are cheaper, use less postage, and can be machine processed. Larger envelopes or "flats" cost up to six times that of a letter-size envelope, the postage is up to eight times as much, and they must be hand sorted. Manual sorting not only increases handling costs, but may also delay delivery time; therefore, fold documents to fit letter-size envelopes whenever possible.

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A. Envelope Selection Guidelines

Use a letter-sized envelope whenever possible. Use an envelope that is only slightly larger than the material being mailed. For an 8-1/2 x 11 inch item that cannot be folded without being damaged, use a 9-1/2 x 12 inch envelope.

For a booklet or other bulk items that cannot be folded, use an envelope which is not more than one inch longer or wider than the item inserted. 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. Whenever possible, avoid using an envelope larger than 9-1/2 x 12 inches.

B. Correct Way To Address Envelopes

Information

If applicable, either a street or a box number is used, but never both.

If an apartment, room, suite, or other unit number is used, enter it after the street address and on the same line. If it is impractical to enter such an item on the same line, the item may appear in the line above the street address, but never to the left or below.

Examples

Mr. John Simmons
1000 Reed Street
Boston, MA 48217

Ms. Susan Simmons
Apt. 1
1100 Spruce Street
New York, NY 29063

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If both a box number and a post office station name or number are used, the box number must appear first.

**Mr. LeMar Simmons
Box 10, Union Station
Philadelphia, PA 78561**

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 permitted.

**Ms. Linda Simmons
Valdosa, GA 33123**

If the letter is for rural delivery, the route number must precede the box number.

**Ms. Margie Simmons
R.R. 3, Box 75
Houston, TX 77633**

Place the zip code (required on all mail) one space but no more than two spaces to the right of the state name or two-letter state abbreviation.

**Mr. William Hicks
1234 Collier Road
Glen Cove, NY 19198**

Foreign mail must include the city and country on the same line and be marked "air mail" for faster delivery.

**Her Excellency
Dame Nita Barrow
Governor General
of Barbados
Bridgetown, Barbados**

Use two-letter State abbreviations, unless the correspondence is extremely formal.

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C. Return Address on Envelopes and Labels

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

D. Mail Codes and Organizational Codes

Mail codes identify Headquarters and Regional offices. They are an aid to mailroom personnel in processing and routing all incoming, interoffice, and outgoing mail. The Recycling, Printing Services, and Mail Management Branch (PM-215) develops and assigns mail codes. The EPA Telephone Directory is a useful reference for current mail codes and organizational codes. Use mail codes on all envelopes, mailing labels, forms, publications, and directives.

E. Window Envelopes

Follow a uniform left-hand margin "block style" when using window envelopes. Whenever possible, the address should not exceed four lines. Provide for at least a 1/4-inch clearance between the address and the left, right, and bottom edges of the window envelope. The clearance is necessary because the letter containing the address may shift in the envelope.

XV. ASSEMBLY OF FOLDER

When the correspondence is ready for review and approval, arrange it and the supporting documents or enclosures in a folder. Ordinarily a letter-sized folder will suit the purpose, but if the correspondence has legal-sized documents, use a legal-sized folder. Arrange the outgoing correspondence on the

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right side of the folder so that the 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 EPA Form 1320-2, "Correspondence Signature Tabs," (blue) to indicate page or pages to be signed. Place incoming correspondence and reference documents on the left side of the folder. When charts, graphs, or tables typed sideways are included, they should be positioned so that the tops are aligned with the left-hand side of the preceding page.

A. Placement of Envelope

A prepared envelope is placed in a vertical position directly behind the original letter.

B. Routing Slip

Prepare a routing slip (Optional Form 41) for each folder. This slip includes the date, originator's name, room number, building, telephone number, names of all reviewers, and office name. Use "SPECIAL", "HAND-CARRY," etc., labels or stamp to indicate the proper priority, if appropriate, and attach to routing slip.

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

A. Responding to 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 (official file, etc.). Prepare an original for each recipient. Then list the names

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and addresses on a separate sheet, headed "Identical Letter To:" and attach a copy to the official file and any information copies.

B. Responding to Multiple-Signed Letters

There are several ways of addressing letters signed by two or more persons. One way is to 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 also. Prepare an original for each recipient (you may send clean photocopies) and only one set of file copies.

You may also address all signers jointly. If there are no 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.

A third way is to 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-hand 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 copies to show the listing, type "See Attached List" after the "Identical Letter To:" notation. List the names and addresses on a separate sheet, headed "Identical Letter To:" and attach a copy to each information and file copy.

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C. Petitions or Resolutions

When responding to a petition or a resolution, address the person who submitted the document or the first person who signed it. Prepare the usual file copies.

XVII. PREPARATION OF DRAFT LETTERS OR DOCUMENTS

Type the identification of the draft at the top right-hand section of the page and include the number of the draft, the originator's full name, and the organizational symbol or mail code (or name of originating office), and the date. Double-space drafts.

A. Within EPA

All internal mail between Agency units located within the same geographical area (Crystal Mall, Crystal Station, Fairchild, etc.) should be dispatched using a messenger envelope. Official mail envelopes should not be used for this type of mail. An interagency, brown envelope should be used. Address these envelopes as follows: Name, organization, mail code where applicable, building, and room number.

B. Interagency Mail (Outside of Geographical Area)

Dispatch of interagency mail (between Regions/Labs and Headquarters, and other government buildings) must be mailed in a fully addressed Official Mail envelope.

XVIII. FORMS OF ADDRESS

A. GENERAL RULES

Use the forms of address listed in this section for salutations and closing.

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 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 appear on the sample letters at the end of this chapter, and also Appendix D. 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." 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." is used unless the woman addressed prefers the alternate title. 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."

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

Normally, use the State (or territorial possession) abbreviation 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 DC rather than the District of Columbia on all types of correspondence. Do not abbreviate the name of a foreign country.

Correspondence and Communication Manual

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

Alabama	AL	Missouri	MO
Alaska	AK	Nebraska	ME
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

Correspondence and Communication Manual

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

Correspondence and Communication Manual

CABINET LETTER

Appropriate Letterhead

Honorable James A. Baker II
Secretary of State
Washington, DC 20250

Dear Mr. Secretary:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Dick Thornburgh
Attorney General

Correspondence and Communication Manual

SUCCEEDING PAGE

2

Type the second and succeeding pages of correspondence on plain white paper. Center the page number (numbers only--no parentheses). Continue the body of the correspondence three lines below the page number. Maintain the same margin used on the first page. Do not type the address's name or other identification on succeeding pages.

Sincerely,

(name of signer)
(title)

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

Honorable James A. Baker II
Secretary of State
Washington, DC 20250

Dear Mr. Secretary:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Dick Thornburgh
Attorney General

bcc: Mr. Carter (PM-345)
Mrs. Loren (AMS)

PM-345:MLKing:lvance:1/25/91:rm3333:WSM:389-6543:(Disk)MLK-1
Rewritten:PM-345:JKJackson:smason:1/31/91:rm4545:WSM:245-9987

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

CONGRESSIONAL LETTER

Appropriate Letterhead

Honorable Steny Hoyer
House of Representatives
Washington, DC 20515

Dear Mr. Hoyer:

This is an example of congressional letter prepared for the signature of the Program Office. It should refer to the date of the incoming correspondence in the first paragraph.

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Louis Sullivan
Secretary of Health and
Human Services

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

Honorable Steny Hoyer
House of Representatives
Washington, DC 20515

Dear Mr. Hoyer:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Louis Sullivan
Secretary of Health and
Human Services

bcc: Walter Perkins (OA-220)

PM-254:CWood:solever:3/15/91:rm9900:WSM:382-4000:(Disk)CE-3
Rewritten:OA-JJordan:panunsen:3/25/91:rm1200:WSM:475-1515

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

FEDERAL LETTER

Appropriate Letterhead

Honorable Alfred C. Sikes
Chairman
Federal Communications Commission
Washington, DC 20554

Dear Chairman Sikes:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Dick Thornburgh
Attorney General

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

Appropriate Letterhead

Honorable Alfred C. Sikes
Chairman
Federal Communications Commission
Washington, DC 20554

Dear Chairman Sikes:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable Dick Thornburgh
Attorney General

bcc: Mr. Carter (PM-345)
Mrs. Loren (AMS)

PM-345:MLKing:luv:1/25/91:rm3333:WSM:389-6543:(Disk)MLK-1
Rewritten:PM-345:JKJackson:smason:1/31/91:rm4545:WSM:245-9987

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

STATE LETTER

Appropriate Letterhead

Honorable Roy R. Romer
Governor of Colorado
Denver, Colorado 90889

Dear Governor Romer:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: David Jamison (PM-456)
Linda Thompkin (PM-678)

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

Appropriate Letterhead

Honorable Roy R. Romer
Governor of Colorado
Denver, Colorado 90889

Dear Governor Romer:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: David Jamison (PM-456)
Linda Thompkin (PM-678)

bcc: Lamar Kelly
Barbara Rivers

PM-345:BASimpson:sam:rm5566:WSM:555-9981:2/14/91:(Disk) BAS-1
Rewritten:PM-456:JGBrown:dov:2/16/91:rm1122:WSM:382-9988

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

LOCAL LETTER

Appropriate Letterhead

Ms. Jennifer Ray
Editor
Washington, DC 20554

Dear Ms. Ray:

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

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Ed Baker
Washington Business Journal

Correspondence and Communication Manual

FOREIGN DIGNITATIES LETTER

Appropriate Letterhead

The Right Honorable
Brian Mulroney, P.C., M.P.,
Secretary of the State for
External Affairs of Canada
Ottawa, Canada 20223

Dear Mr. Prime Minister:

This is an example of a foreign dignitaries letter prepared for the signature of the Program Office. It should refer to the date of the incoming correspondence in the first paragraph.

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable James A. Baker III
Secretary of State

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

The Right Honorable
Brian Mulroney, P.C., M.P.,
Secretary of the State for
External Affairs of Canada
Ottawa, Canada 20223

Dear Mr. Prime Minister:

This is an example of a foreign dignitaries letter prepared for the signature of the Program Office. It should refer to the date of the incoming correspondence in the first paragraph.

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

cc: Honorable James A. Baker III
Secretary of State

bcc: Ms. Power (PM-345)
Mrs. Carter (MS-456)

PM-345:MLKing:luv:1/25/91:rm3333:WSM:389-6543:(Disk)MLK-1
Rewritten:PM-345:JKJackson:smason:1/31/91:rm4545:WSM:245-9987

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

MULTIPLE SIGNED LETTER ADDRESS FIRST SIGNER ONLY

Appropriate Letterhead

Mr. Jack Brooks
Assistant Director for
General Management
Office of Management and Budget
Washington, DC 20503

Dear mr. Brooks:

This is an example of a address first signer only letter prepared for the signature of the Program Office. It should refer to the date of the incoming correspondence in the first paragraph.

Certain features of this letter should be noted. Use letterhead approved for your office or the approved letterhead of the office in which letter will be signed.

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 courtesy 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 typed name of signature element. Add the identification/legend to the official file and all internal copies only. To facilitate dispatch, provide fully addressed envelopes of the appropriate size and weight.

Sincerely,

(name of signer)
(title)

Enclosure(s)

"Identical Letter To:"

Mr. Arthur Anderson
Arthur Anderson and Company

Mr. Frank Smith
U.S. Department of Labor

Correspondence and Communication Manual

PREPARATION OF DRAFT LETTERS OR DOCUMENTS

D R A F T
#4
Karen Lee
OAR-(234)
12/18/90

Mr. Richard Clark
Partner
McKinsey and Company
1750 Pennsylvania Avenue, N.W.
Washington, DC 20024

Dear Mr. Clark:

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

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 courtesy copy of the correspondence is identified by full name and title.

Sincerely,

(name of signer)
(title)

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CHAPTER III

MEMORANDUMS

I. GENERAL

Prepare as a memorandum all routine intra-agency correspondence. Correspondence addressed to anyone outside EPA is always in the form of a letter.

II. STATIONERY

Use appropriately printed letterhead approved for your office. When preparing a memorandum for the signature of an official in another office, use the approved letterhead of the office in which the correspondence will be signed. When typing a memorandum always prepare an original and an official yellow copy. Prepare additional copies only when a definite "need-to-know" is expressed by the originator.

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.

III. MARGINS

Use 1" margins on the left-hand and right-hand sides of the page and for the top and bottom of the page. Margins may be adjusted to make the memorandum look attractive.

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IV. DATE

A. Date Included

The date should be placed in the center at the top of the page just below the letterhead seal. When you know the date of signing, type in the date or date-stamp the memorandum and any other copies. Show the month in letters or numbers, and the day and year in numbers only.

This is an example:

July 4, 1991

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 memorandum is signed is responsible for adding the date to the original and all copies of the memorandum, dispatching the correspondence (unless otherwise instructed) and returning the official file copy with all background material to the originator.

V. MEMORANDUM FORMAT

Type and underline the word "MEMORANDUM" in all capitals at least two lines below the office heading and flush with the left-margin.

VI. SUBJECT

Type the word "SUBJECT" in all capitals two lines below the word "MEMORANDUM" and flush with the left-hand margin. Type the subject two spaces to the right of the "SUBJECT" heading. Capitalize the first letter of each word, except for articles, prepositions, and conjunctions. The subject line is a brief statement focusing attention on the contents of the memorandum. Limit this statement to one line whenever possible.

For memorandums addressed to the Administrator, Deputy Administrator, and other senior management officials, indicate in capital letters at the end the subject line that it is an Action, Decision, or Information Memorandum.

VII. FROM

Type the word "FROM" in capitals two lines below the SUBJECT and flush with the left-hand margin. Type the name of the person who will sign the memorandum to the right of the FROM line but even with the first word of the subject line. Type the signer's title directly under his or her name.

Memorandums prepared for the Administrator's or Deputy Administrator's signature do not have a "FROM" line. Type the name five lines below the last line of the memorandum, beginning at the center of the page. Memorandums prepared for signature of the Administrator do not require a title below the name. The title, "Deputy Administrator," is required for memorandums prepared for the signature of the Deputy Administrator.

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VIII. THRU LINE

Type "THRU" flush with the left-hand margin two lines below the "FROM" addressee. Indicate the full name, title, and mail code of the official through which the memorandum is being sent, beginning directly under the previous name(s). Do not date the memorandum until after the "thru official" has signed off.

IX. TO

Type the word "TO" in capitals two lines below the word "THRU" and flush with the left-hand margin. Type the full name, title, and mail code of the official to whom the memorandum is being sent, beginning under the name of the person who will sign the memorandum.

This is an example:

MEMORANDUM

SUBJECT: New Policy Announcement for 12th Floor

FROM: Gordon Binder
Chief of Staff (A-100)

THRU: Charles L. Grizzle
Assistant Administrator (PM-208)

TO: Headquarters
Regions
Laboratories

Correspondence and Communication Manual

A. Multiple-Addressees Memorandums

Identical memorandums to multiple-addressees are usually sent to organizations or persons outside the originating office. Type "See Below" after the "TO" caption, providing there is enough space at the bottom of the page. Type "Addressees" flush with the left-hand margin, listing the addressees' names and mail code two spaces below.

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 and titles on a separate sheet of plain white paper.

This is an example:

MEMORANDUM

SUBJECT: Comptroller Policy Announcement

FROM: Richard J. Bashar
Associate Comptroller

TO: See Below

X. BODY OF MEMORANDUM

A. Vertical Spacing

Begin the body of the memorandum three lines below the addressee. Do not divide the last word on the first line. Single space the body of the memorandum; double space between paragraphs.

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Memorandums with only one paragraph of 10 lines or fewer are doubled spaced.

B. Paragraphs

Indent the first line of each paragraph five spaces. Do not number the paragraphs. Do not end the memorandum by typing fewer than two lines on the last page. Do not begin a new paragraph near the bottom of the page unless there is space for 12 lines above the stop-typing mark. Avoid dividing words of five or less letters. Avoid separating the month from the day at the of the line. Never hyphenate the last word on a page.

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 include quotations marks.

XI. SUCCEEDING PAGES

Type the second and succeeding pages of a memorandum on plain white paper. Center the page number, without parentheses or other marks, at the top of all succeeding pages. Continue the body three lines below the page number. Maintain the same margin used on the first page. Do not type the addressee's name or other identification on succeeding pages.

XII. ATTACHMENTS

Attachments are separate sheets of information such as tables, forms, and reference material included with the correspondence. An attachment is included with a memorandum.

A. Identified Attachment

When an attachment is identified in the text, type the word "Attachment" two lines below the last line of the text and flush with the left-hand margin. For more than one attachment, use the plural form and indicate the number of attachments.

This is an example:

Attachments (3)

B. Unidentified Attachment

When a attachment is not identified in the text, type the notation listing each attachment on a separate line. If no more than one line is required, indent two spaces for succeeding lines. Describe the attachment by title or in as few words as needed to identify it.

C. 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-hand margin, two lines below the signature element or the attachment notation if there is one. List the material to be sent, even if it is

Correspondence and Communication Manual

identified in the text. Include a copy of the date and signed letter with the material forwarded under separate cover.

This is an example:

Separate Cover

Statistical Chart

Human Resources Handbook

Senator Moynihan's Letter

XIII. COPIES

When preparing a memorandum for signature, always prepare an original, a yellow file-copy, and a reading or chronological file-copy for the originating offices.

A. Yellow Official File

1. Preparation

Prepare an official file-copy for each memorandum. Use Form 1320-1, "Concurrence Sheet" for the first page and yellow for all succeeding pages. The originator of the memorandum should complete the first column in the concurrence section on EPA Form 1320-1 (official symbols, surnames, and dates must be legible).

2. Concurrence

EPA Form 1320-1 acts as the first page of the official file copy and as a clearance document

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(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" 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 Copy

Prepare one 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 easy reference.

C. Internal Courtesy Copies (cc:)

Prepare information copies for EPA officials as needed. Prepare additional copies only when a definite "need-to-know" exists.

Specify courtesy copy by typing "cc:" two lines below the last line of the text (or attachment or separate cover notation, as it applies) and flush with the left-hand margin.

Type the names of all external courtesy-copy recipients on all copies of the memorandum. Do not note the names of any internal courtesy-copy

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recipients on the original or on any copy being sent outside EPA.

D. Blind Courtesy Copy (bcc:)

Make a blind courtesy copy "(bcc:)" for each external and EPA recipient when the originator or writer does not want the addressees to know they are receiving a copy.

Treat all documentation copies as blind courtesy copies. This includes the following: copies for reviewers and approvers, and the copies for the reading or chronological file.

Indicate blind courtesy copy by typing "bcc:" two lines below the last line of the text (or attachments, separate cover notation, or courtesy copy, as applies.) Do not type blind courtesy copy information on the original or any other copy leaving EPA. Type it only on internal courtesy and documentation copies.

XIV. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST

A. Identification (Legend Line)

Type the identification or legend line two lines below the last line of the text or attachments beginning at the left-hand margin.

This is an example:

PM-208:OARM:KSinclair:ssanton:7:25:91:260-
4600:Disk-KS

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This has the following meaning:

PM-208:OARM:KSinclair:sstanton:7:25:91:260-4600:Disk-KS

Mailcode:Office:Author:Secretary:Date:Secretary's phone number: Site for retrieval

B. Rewritten or Retyped Correspondence

Each time correspondence or any portion of it 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 official file-copy and on internal EPA copies. Each retype must include all identification or legend notations. Do not destroy any of the previous official file-copies. Staple the official file-copy of the latest version on top of earlier official file-copies. Pencil a large "X" through the text on all previous versions.

Do not cut off previous concurrences. Make a copy of the text, fold it, and attach to the latest version so that concurrences show, if they remain valid. If previous concurrences remain valid, write "concurrences remain valid" in the concurrence blocks of the latest official file copy; otherwise, new concurrences must be obtained as required.

C. Coauthorship

To indicate coauthorship of the memorandum, list the writers in alphabetical order.

XV. ASSEMBLY OF FOLDER

When the correspondence is ready for review and signature, arrange it and the supporting documents or attachments in a folder. Ordinarily a letter-sized folder will do, but if the correspondence has legal-sized documents, use a legal-sized folder. Arrange the outgoing correspondence and attachments on the right side of the folder so that the official file-copy protrudes approximately 1-1/2 inches below the original memorandum 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 Tab" (blue) to indicate page or pages to be signed. Place incoming correspondence and reference documents on the left side of the folder. When charts, graphs, or tables that are 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 side of the preceding page.

A. Routing Slip

Prepare a routing and transmittal slip (Optional Form 41) for each folder. This includes the date, the originator's name, names of all reviewers, subject, office name, room number, building number, and telephone number. Use "SPECIAL" or "HAND-CARRY" etc., labels or stamp to indicate the proper priority, if appropriate, and attach the routing slip.

XIV. DECISION MEMORANDUM

A decision memorandum must accompany any document submitted for the signature of the Administrator, Deputy Administrator, or senior management officials unless the issue is well known and noncontroversial or clearly documented in the incoming communication. The Administrator, Deputy Administrator, or senior management officials should not 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 Decision Memorandum and tabbing them for easy reference. The decision memorandum recommends a course of action to be considered by the Administrator, Deputy Administrator, or senior management officials either on the merits of the accompanying documentation or on further discussion in a meeting of the principals concerned. The Administrator, Deputy Administrator, or senior management official can indicate his or her decision by checking approval or disapproval on the original decision memorandum. Examples of documents that may accompany a decision memorandum are these: correspondence prepared for signature, EPA Directives, Federal Register documents, and interagency agreements.

A. Basic Elements of Decision Memorandums

Most decision memorandum issues can be expressed completely and clearly in one or two pages, exclusive of supporting material. A decision memorandum should be composed of the following basic elements:

Correspondence and Communication Manual

1. Subject

Indicate in capital letters after the subject of the memorandum that it is a "DECISION MEMORANDUM."

2. Issue

State the problem or issue, preferably in one sentence.

3. Discussion

Provide 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, Deputy Administrator, or senior management officials 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."

4. Alternatives

When there is more than one alternative action, 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. If the

Correspondence and Communication Manual

option is the position of a particular office or individual, identify that office or individual. The identification may be in parentheses after the option. Examples of influencing factors mentioned as pros and cons include the following:

Arguments in support of the recommendation

Problems with recommended course of action

Advice concerning approval or nonclearance of other offices

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

Budgetary, personnel, legal, political, and cost-benefit implications in implementing the recommended course of action

Relation of the proposed action to policies or anticipated positions of the Administration and the Agency and Congress

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

5. Recommendation/Approval/Disapproval

List the recommendations in relation to the numbered options listed in the "Alternatives" section. Phrase the recommendation in terms of

Correspondence and Communication Manual

the action the Administrator, Deputy Administrator, or senior officials should take. Except when an accompanying document is recommended for signature or approval, incorporate approval and disapproval lines into the body of the memorandum immediately after each independent recommendation to make it easy for the Administrator, Deputy Administrator, or senior management officials to indicate the decision.

6. Disposition

In some cases, it may be convenient to include a section that gives 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, and for Congressional and EPA constituency-group notification.

7. Supporting Papers

Include supporting papers and other relevant documents as attachments to the decision memorandum. Letter and tab all supporting documents and list them at the end of the memorandum. The record of clearance will vary with the form of the signature document.

B. Modifications of Basic Format

1. Complex Issues

In some situations, the central issue or problem of the decision memorandum will involve several issues and will require a more complex document. In such cases, the main part of the format can be used as a building block to develop a comprehensive decision 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 sub-issue. If necessary, prepare a separate decision paper for each sub-issue. Number each sub-issue with a Roman numeral (e.g. Subissue III), and use a separate page for each subissue. Underline the short statement of the issue. Circulate issue papers for concurrences as separate documents before compiling them into the main memorandum for presentation to the Administrator, Deputy Administrator, or senior management officials. When a complex or controversial issue requires a lengthy decision memorandum to present sufficient background information and analysis upon which to base a decision, submit a summary on top of the decision memorandum. Include the following in the summary:

Statement of the Problem or Issue: Concise statement of the broad issue, with a list of numbered sub-issues, if any.

Correspondence and Communication Manual

Time: The time limitation, if any, when the decisions must be made.

Recommendation: A brief summary of the action steps recommended in the accompanying decision memorandum.

2. Documents for Signature or Approval

When a decision memorandum accompanies another document which requires a 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.

XVII. INFORMATION MEMORANDUM

Use this format to present material to the Administrator, Deputy Administrator, and senior management officials, as for example, a response to a request for information, a status report on a project or program, or a recent article or book of interest. 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.

Information memorandum do not need to be cleared with senior management officials outside your respective office. The initiator may, as it seems useful or appropriate, distribute copies to other offices.

Correspondence and Communication Manual

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 attachment should be referenced.

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FORMAT FOR A MEMORANDUM

Appropriate Letterhead

MEMORANDUM

SUBJECT: Format for a Memorandum

FROM: Gary Clark
 Office of Executive Secretariat (A-101)

 Warren Stevens, Director
 Special Projects Division (RD-345)

TO: Richard Ross, Director
 Human Resource Management Division (MD-29)

This memorandum shows the format to be used for an EPA memorandum. Indent the first line of each paragraph five spaces. Do not number the paragraphs. Do not begin a new paragraph near the bottom of this page unless there is space for 12 lines above the stop-typing mark. Double space between paragraphs.

Type the second and succeeding pages of correspondence on plain white paper. Center the page number (without any other marks). Continue the body of the correspondence three lines below the page number. Maintain the same margin used on the first page. Do not type the address's name or other identification on succeeding pages.

Attachments are separate sheets of information such as tables, forms, and reference material, included with the memorandum.

Attachments

cc: Jim Pleasant (ANR-455)

Correspondence and Communication Manual

YELLOW OFFICIAL FILE COPY

MEMORANDUM

SUBJECT: Format for a Memorandum

FROM: Gary Clark
Office of Executive Secretariat (A-101)

Warren Stevens, Director
Special Projects Division (RD-345)

TO: Richard Ross, Director
Human Resource Management Division (MD-29)

This memorandum shows the format to be used for an EPA memorandum. Indent the first line of each paragraph five spaces. Do not number the paragraphs. Do not ~~being~~ a new paragraph near the bottom of this page unless there is space for 12 lines above the stop-typing mark. Double space between paragraphs.

Type the second and succeeding pages of correspondence on plain white paper. Center the page number (without any other marks). Continue the body of the correspondence three lines below the page number. Maintain the same margin used on the first page. Do not type the address's name or other identification on succeeding pages.

Attachments are separate sheets of information such as tables, forms, and reference material, included with the memorandum.

Attachments

cc: Jim Pleasant (ANR-455)

bcc: Diana Lewis (OS-420)

PM-224:OARM:MCBowers:dward:rm2524:WSM:245-3900:06-30-91:Disk-RRoss

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

MULTIPLE-ADDRESS MEMORANDUM

Appropriate Letterhead

MEMORANDUM

SUBJECT: Preparation of a Multiple-Address Memorandum

FROM: Steve Young
Office of Executive Secretariat (A-101)

TO: See Below

When the same memorandum is going to multiple addressees within the agency or office and you want it to go to a particular official, use a multiple-addressee 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 line 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.

Addressees:

Regional Administrator (Region 2)
Regional Administrator (Region 6)
Deputy General Counsel (LE-130)
Director, Office of Water (WH-556)
Director, Office of Human Resource Management (PM-212)

cc: Jordan Luke (PM-219)
Brian James (TS-792)

Correspondence and Communication Manual

OFFICIAL YELLOW FILE COPY

MEMORANDUM

SUBJECT: Preparation of a Multiple-Address Memorandum

FROM: Steve Young
Office of Executive Secretariat (A-101)

TO: See Below

When the same memorandum is going to multiple addressees within the agency or office and you want it to go to a particular official, use a multiple-addressee 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 line 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.

Addressees:

Regional Administrator (Region 2)
Regional Administrator (Region 6)
Deputy General Counsel (LE-130)
Director, Office of Water (WH-556)
Director, Office of Human Resource Management (PM-212)

cc: Jordan Luke (PM-219)
Brian James (TS-792)

PM-224:OARM:MCBowers:dward:rm2524:WSM:245-3900:06-30-91:Disk-RRoss

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

DECISION MEMORANDUM

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - DECISION MEMORANDUM

FROM: Charles Russell, Director
Communications Strategy Task Force (A-107)

THRU: Office of the Executive Secretariat (OEX)
The Deputy Administrator (when the memorandum is
addressed to the Administrator)

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

ISSUE

DISCUSSION

ALTERNATIVES

Option A: _____

- pro: 1. _____
2. _____
- con: 1. _____

Option B: _____

- pro: 1. _____
2. _____
- con: 1. _____

Correspondence and Communication Manual

DECISION MEMORANDUM (CONTINUED)

2

RECOMMENDATION

Approved: _____

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, attached to the memo as a tab, and reference it.

Correspondence and Communication Manual

DECISION MEMORANDUM

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - DECISION MEMORANDUM

FROM: Charles Russell, Director
Communications Strategy Task Force (A-107)

THUR: Clarence Mahan, Director
Office of Research Program Management (RD-674)

TO: Erich Bretthauer
Assistant Administrator

ISSUE

DISCUSSION

ALTERNATIVES

Option A: _____

pro: 1. _____
2. _____
con: 1. _____

Option B: _____

pro: 1. _____
2. _____
con: 1. _____

Correspondence and Communication Manual

DECISION MEMORANDUM (CONTINUED)

2

RECOMMENDATION

Approved: _____

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, attached to the memo as a tab, and reference it.

Correspondence and Communication Manual

DECISION MEMORANDUM (WITH ATTACHMENTS)

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - DECISION MEMORANDUM

FROM: Charles Russell, Director
Communications Strategy Task Force (A-107)

THUR: Clarence Mahan, Director
Office of Research Program Management (RD-674)

TO: Erich Bretthauer
Assistant Administrator

ISSUE

DISCUSSION

ALTERNATIVES

Option A: _____

pro: 1. _____
2. _____
con: 1. _____

Option B: _____

pro: 1. _____
2. _____
con: 1. _____

Correspondence and Communication Manual

DECISION MEMORANDUM (WITH ATTACHMENTS CONTINUED)

2

RECOMMENDATION

Consequently, I recommend that you sign the attached documents

.....

Attachments:

Correspondence and Communication Manual

DECISION MEMORANDUM

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - DECISION MEMORANDUM

FROM: Charles Russell, Director
Communications Strategy Task Force (A-107)

THRU: Office of the Executive Secretariat (OEX)
The Deputy Administrator (when the memorandum is
addressed to the Administrator)

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

ISSUE

DISCUSSION

ALTERNATIVES

Option A: _____

pro: 1. _____
2. _____
con: 1. _____

Option B: _____

pro: 1. _____
2. _____
con: 1. _____

Correspondence and Communication Manual

DECISION MEMORANDUM (WITH ATTACHMENTS CONTINUED)

2

RECOMMENDATION

Consequently, I recommend that you sign the attached documents

.....

Attachments:

Correspondence and Communication Manual

**MEMORANDUM ADDRESSED TO THE ADMINISTRATOR
(DATE BEFORE FORWARDING TO ADMINISTRATOR)**

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - **INFORMATION MEMORANDUM**

FROM: Linda Fisher
Assistant Administrator

THRU: Office of the Executive Secretariat (OEX)
The Deputy Administrator

TO: The Administrator

SUMMARY

. **TEXT**

Correspondence and Communication Manual

OFFICIAL YELLOW FILE COPY

MEMORANDUM ADDRESSED TO THE ADMINISTRATOR
(DATE BEFORE FORWARDING TO ADMINISTRATOR)

Appropriate Letterhead

MEMORANDUM

SUBJECT: _____ - INFORMATION MEMORANDUM

FROM: Linda Fisher
Assistant Administrator

THRU: Office of the Executive Secretariat (OEX)
The Deputy Administrator

TO: The Administrator

SUMMARY

. TEXT

cc: Vic Kimm
Mike Wood

OPTS:TS:788:JJohnson:dbrown:rmE711D:382-1295;;06-30-91:Disk-JJohnson

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

MEMORANDUM FOR THE ADMINISTRATOR'S SIGNATURE (WILL BE DATED AT TIME DISPATCHED)

MEMORANDUM

SUBJECT: Memorandums for the Administrator's Signature

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

This is an example of a memorandum prepared for the signature of the Administrator. Certain features of this memorandum 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 memorandum is to transmit additional documents, some reference to these documents should be made in the body of the memorandum and the word "Attachment(s)" should appear two spaces below the typed name or signature element.

William K. Reilly
(name only, no title)

Attachment(s)

Correspondence and Communication Manual

OFFICIAL YELLOW COPY

MEMORANDUM

SUBJECT: Memorandums for the Administrator's Signature

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

This is an example of a memorandum prepared for the signature of the Administrator. Certain features of this memorandum 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 memorandum is to transmit additional documents, some reference to these documents should be made in the body of the memorandum and the word "Attachment(s)" should appear two spaces below the typed name or signature element.

William K. Reilly
(name only, no title)

Attachment(s)

cc: AX (3) Three copies are requested by the Office of Executive Secretariat of any correspondence for the signature of the Administrator/Deputy Administrator

OARM/IO (2)
Lee Jones (1)
Mike King (2)
Jason Jackson (1)

OARM:PM-217:MDavis:llance:6-30-91:rm.1133:WSM:382-6543:AX1565:MLK-1
Rewritten:PM219:JJackson:smartin:7/3/91:rm.4545: WSM: 245-9987

CONCURRENCES								
SYMBOL								
SURNAME								
DATE								

Correspondence and Communication Manual

MEMORANDUM FOR THE DEPUTY ADMINISTRATOR'S SIGNATURE (WILL BE DATED AT TIME DISPATCHED)

MEMORANDUM

SUBJECT: Memorandums format for the Deputy Administrator's Signature

TO: James Edwards, Deputy Director
International Issues Division

This is an example of a memorandum prepared for the signature of the Deputy Administrator. Certain features of this memorandum should be noted. "The 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. Any memorandum addressed to senior management should be addressed in the order shown above.

F. Henry Habicht II
Deputy Administrator

Attachment(s)

NOTE:

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

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SUCCEEDING PAGE

2

Type the second and succeeding pages of correspondence on plain white paper. Center the page number (numbers only with no parentheses). Continue the body of the correspondence three lines below the page number. Maintain the same margin used on the first page. Do not type the address's name or other identification on succeeding pages.

Sincerely,

(name of signer)
(title)

CHAPTER IV
EXECUTIVE AND CONGRESSIONAL CORRESPONDENCE
RESERVED

CONTENTS OF CHAPTER V

**INTERNATIONAL CORRESPONDENCE
AND COMMUNICATIONS**

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CHAPTER V

INTERNATIONAL CORRESPONDENCE AND COMMUNICATIONS

I. GENERAL

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 go by any means, such as Department of State telegrams and audio or video tapes, photographic film or prints, microforms, magnetic tape facsimiles, E-Mail and disk, or wire recordings, as well as correspondence.

II. RESPONSIBILITIES

A. Office of International Activities

The Office of International Activities (OIA) is responsible for the conduct of all international activities in the Agency, including correspondence and communications. These responsibilities include the following:

Coordinating contacts with foreign embassies, international organizations, and other representatives in the United States.

Requesting from foreign sources information concerning Agency activities.

Scheduling meetings between foreign individuals and Agency officials.

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Coordinating matters between the Department of State and other agencies active in foreign affairs, including transmitting of information and correspondence through Department of State channels.

B. Incoming Correspondence

1. Headquarters

Headquarters offices receiving foreign correspondence must provide copies of foreign-origin correspondence of an official nature to the Office of International Activities. The appropriate individual distributes material to the program coordinator.

2. Regional Offices

Regional offices receiving international correspondence must contact the Office of International Activities for a determination of the appropriate action to be taken.

3. Deadline

International correspondence must be acknowledged within two weeks after receipt.

C. Outgoing Correspondence

Route to the Office of International Activities copies of all official correspondence and other communications directed to foreign governments, organizations, and individuals; international organizations; and U.S. agencies active in foreign affairs. Matters requiring

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coordination with the Department of State and other agencies active in foreign affairs, including the transmission of information and correspondence through the Department of State channels, must be referred to 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 II of this Manual. Prepare envelopes for the original and courtesy copy to the addressee and the copy to the appropriate Department of State country-desk officer.

D. Department of State Regulations

1. Prepare 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, DC 20520 + 4 digit code

2. Address communications sent to U.S. 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 other appropriate
country)
Department of State
Washington, DC 20520

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3. Official U.S. Government correspondence with the following countries and areas is prohibited: Albania, Iran, Mongolia, North Korea and Vietnam. 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 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

Prepare all Department of State telegrams 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. No cable can be sent to the Department of State for dispatch without written clearance by the Office of International Activities.

Transmit telegrams only when the subject matter is urgent or concerns policy and other related matters. Prepare telegrams on Optional Form 185, "Outgoing Telegram" (this form is printed on non-reproducing pink ink) using only the USASI OCR typing element, and forward them to the Office of International Activities for

Correspondence and Communication Manual

processing with the two copies intact. Make an extra copy of the telegram for retention by the originating office. Type the message within the brackets marking the right-hand and left-hand margins: "Outgoing International Telegram." Detailed instructions are included in Chapter VII of this manual.

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CHAPTER VI PRIVACY ACT/FREEDOM OF INFORMATION

I. 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. 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 FOI office will complete a computer generated "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.

II. FOI CORRESPONDENCE ADDRESSED TO AN ORGANIZATIONAL UNIT OR OFFICIAL

If an organizational unit or EPA official directly receives correspondence that is identifiable as a FOI request, the recipient should immediately hand-carry the request to the Program FOI Coordinator. The FOI coordinator, in turn, promptly hand-carries the request to the appropriate FOI office. NOTE: No response should be sent out until the office is actually assigned responsibility by the FOI office to respond to the request.

III. PREPARING RESPONSES TO FOI REQUESTS

Prepare responses to FOI requests following the correspondence procedures in Chapter II for letters. For more detailed information on the FOI policies and procedures, see EPA Freedom Of Information Act Manual 1550 or contact your FOI Office.

CONTENTS CHAPTER VII

**TELEGRAMS, CABLEGRAMS,
AND FACSIMILE COMMUNICATIONS**

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CHAPTER VII

TELEGRAMS, CABLEGRAMS, AND FACSIMILE COMMUNICATIONS

I. GENERAL

Use telegrams (including mailgrams), cablegrams, and facsimile transmissions only for unclassified messages and when speed is essential.

II. LOCATION

The Communications Center is located in the Mall area at Waterside Mall near the Washington Information Center (WIC).

III. TELEGRAMS AND CABLEGRAMS

Prepare telegrams and cablegrams on Standard Form 14 (SF-14).

A. Types of Telegrams

You can prepare a telegram in the following forms:

1. Single

A single message is sent to only one addressee.

2. Book

A book message is sent to two or more addressees, with each delivered telegram showing only the addressee who receives the message and designating whether it is for "action" or "information."

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3. Multiple Address

A multiple-address message is sent to two or more addressees, with each telegram showing all recipients and designated either "action" or "information."

Telegrams can be delivered to any location in the United States, with the exception of Hawaii, and Canada.

Cablegrams are overseas messages sent to businesses or individuals who do not have telex terminals. You can send a Cablegram to Hawaii and to any country other than the United States or Canada. Cablegrams are generally printed out and hand-delivered, but in some areas of the world they may be mailed or telephoned to the recipient.

B. Copies of Telegrams and Cablegrams

Use SF-14, "Telegraphic Message," when preparing the original telegram or cablegram. An official yellow file-copy, EPA Form 1320 showing concurrences, should remain with the original SF-14 until the telegraph message 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 copy to the (yellow) official file-copy.

C. Signatures

The responsible official signs the message in the space provided between the body of the message and the signature element.

D. Numbers

Type numbers as Arabic numerals. In writing fractions, use

Correspondence and Communication Manual

numerals and the diagonal mark, not the typewriter fraction. Write compound numbers with a hyphen.

This is an example:

2 1/2 pages
1980-90

E. Dates

In writing dates, use hyphens to separate the month, day, and year.

This is an example:

9-26-90

F. Underscoring

Do not underscore for emphasis, because underscoring is not transmitted.

G. Punctuation

Do not 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.

H. 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" or "required" to the addressee.

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I. 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.

IV. HAND-CARRYING A TELEGRAPHIC MESSAGE

At Headquarters the originating office is responsible for hand-carrying the signed message to the Communications Center. Enter in the SF-14 column identified as "name," the name of the person to be contacted and the phone extension as well.

V. FACSIMILE TRANSMISSION (FAX)

Provide the EPA Communications Center with the original or a legible photocopy of the document to be transmitted by facsimile service. The Communications Center provides a cover sheet to be completed by the originating office before the document can be transmitted. This cover sheet must be filled out in black ink only. Intercity facsimile transmission service is available between EPA Headquarters and many metropolitan areas in 48 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 3:00 p.m. 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 3:00 p.m. Longer messages should be submitted earlier. Facsimile equipment can handle copies up to 8-1/2 by 14 inches. Reduce larger copies to this size before submission. Facsimile communication is particularly suitable for the exchange of priority letters, drawings, charts, forms, and photographs when postal service would be too slow.

VI. FACSIMILE ACCESS NUMBERS (FAX)

The Communications Center staff can provide facsimile telephone numbers to all Regional Offices and Laboratories. These numbers are printed in the EPA Headquarters Telephone Directory as well; 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: (1) facsimile access number (telephone number to the receiving machine); (2) confirmation or verification phone number to the receiving machine; (3) type of facsimile machine and its speed for best reception.

Fax delivery is available to virtually any Group III FAX machine in the United States and in any country capable of receiving facsimile transmissions.

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CHAPTER VIII

LEGAL CITATIONS

I. 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.

II. CONGRESSIONAL PUBLICATIONS

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

H.R. 416, 81st Cong., 1st sess. (year)

A. Bills, Resolutions, Documents, and Reports

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

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B. Hearings

Hearings before the Senate Committee on Interstate and Foreign Commerce on H.R. 11662, 74th Cong., 2nd sess., 163 (year)

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 (year)

Daily edition: 106 Cong. Rec. H. or S. 2844 (daily ed. Feb 22, 1960)

III. STATUTES

A. The Constitution

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

B. Current Slip Laws

(Title of Act), Pub. L. No. 85-143, 83 Stat. 852 (1957) , or, if no title: Act of Aug. 14, 1957, Pub L. No. 85-143, 83 Stat. 852

C. Revised Statutes

R. S. 3679; or Section 3679, Revised Statutes

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D. Statutes at Large

Act of August 14, 1957, 71 Stat. 366

Act of August 28, 1957, §14, 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 Regions Act of 1947, 61 Stat. 136 (When the Congress has given an act a popular name, you should always cite the act by the 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 as follows:

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 and that would be as follows:

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

When a statute or act has been codified in the United States Code, the citation is to the Code only. As a rule, the act itself specifies the correct form of citation.

IV. FEDERAL REGISTER MATERIAL

A. The Federal Register

24 Fed. Reg. 8081 (date)

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B. Code of Federal Regulations

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

C. Executive Orders

Exec. Order No. 10,006 of October 9, 1948 (Federal Register citation)

D. Proclamations

Proclamation No. 3279 of March 10, 1959 (Federal Register citation)

V. 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. 2nd 842 (9th Cir. 1927)

Court of Claims: Carroll v. United States, 117 Ct. Cl. 53 (year). In 1982 the Court of Claims became or was renamed the U.S. Claims Court, so the citation would read 117 Cl. Ct. 53 (year) for cases adjudicated after 1981.

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B. Attorney General's Opinions

39 Op. Att'y Gen. 541

C. Comptroller General's Decisions

Published: 28 Comp. Gen. 547

Unpublished: B-92533, February 28, 1950

APPENDIX A

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APPENDIX A

NUMERALS

I. PURPOSE

Whether to express a number in figures or to spell it out is often a troublesome choice. This appendix covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. Item V covers large numbers, some of which may be written in the text by combining figures and words.

II. RULES FOR NUMERALS

The following rules offer overall guidance in choosing the best method of expressing a number:

- A. Spell out numbers at the beginning of a sentence and isolated numbers of less than 10. Use figures for numbers of more than one digit and for numbers in groups.
- B. Prefer Arabic numerals to Roman numerals.
- C. Except in legal documents, avoid repeating in figures a number which has been spelled out.

III. NUMBERS THAT ARE SPELLED OUT

- A. **Numbers of less Than 10 Within a Sentence, Except as Shown in Item IV, Subitem B, are Spelled Out:**

six horses
three times as large

five recommendations
seven automobiles

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B. Numbers of Less Than 100 Preceding a Compound Modifier Containing a Figure

two 3/4-inch boards
twelve 6-inch guns

but 120 8-inch boards

C. Rounded Numbers and Indefinite Expressions

a hundred cows, dollars, men but 100-odd pupils, 250-fold
the early seventies but the 1870's, not the '70's or
the eighties in the 70's
midsixties but mid-1961
a thousand and one reasons
less than a million dollars

D. Numbers Used With Serious and Dignified Subjects and in Formal Writing

**the Thirteen Original States
in the year nineteen hundred and sixty-five
millions for defense but not one cent for tribute**

E. Large Numbers Denoting Amounts Which are Formally Spelled Out as in Legal Work

one thousand six hundred
and twenty
nine hundred and seventy
three thousand eight-
hundred and eighty-two

fifty-two thousand one
hundred and ninety-
five
eight thousand and
ninety-two

F. Fractions Standing Alone or Followed by "of a" or "of an"

one-half inch
one-half of a farm, not 1/2
of a farm but 1/2 to 3/4 pages

three-fourths of an inch
not 3/4 inch or 3/4 of
an inch

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G. Ordinal Numbers Less Than 10th (See also Item IV, subitem E)

First Congress	ninth century	eighth parallel
Second Street	Ninth Avenue	

IV. NUMBERS EXPRESSED IN FIGURES

A. Single Numbers of 10 or More Within a Sentence

50 ballots, guns, horses
nearly 10 miles
about 40 men

B. Groups of Two or More Numbers in a Sentence, If Any One of the Numbers is 10 or More

The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but The man has three suits, two pairs of shoes, and five pairs of socks.

C. Serial Numbers (Commas Are Not Used in Serial Numbers)

Bulletin 725	pages 352-357	ME 5-90201
290 U.S. 325	1900 19th Street	lines 5 and 6

D. Quantities, Measures, and Time

1. Ages

6 years old
52 years 10 months 6 days
a 3-year-old boy

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2. Dates

June 1959; June 20, 1959 <u>not</u> June, 1959, <u>or</u> June 20th, 1959 March 6 to April 15, 1959 <u>not</u> March 6, 1959, to April 15, 1959	15 April 1960 (military) 4th of July, <u>but</u> Fourth of July, meaning the holiday <u>but</u> the last of April or the first of May, not referring to specific days
--	--

3. Decimals

Place a zero before a decimal where there is no unit, except in market quotations. (See Item IV, subitem 5.) Omit decimal point and zeros after number unless the zero is needed to indicate exact measurement.

0.25 inch 1.25 gage height 10.0 approximately 10
feet

4. Degrees

longitude 77 04'06"E. (spaces omitted) latitude 49 26'14"N.	104 temperature <u>but</u> two degrees of justice an angle of 57
---	--

5. Market quotations

4-1/2 percent bonds	Treasury bonds sell at 95
Metropolitan Railroad, 109	sugar, .03; <u>not</u> 0.03

6. Mathematical expressions

multiplied by 3	divided by 6
-----------------	--------------

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7. Measurements

7 meters, yards, miles, acres, bushels, but tenpenny
nail,
fourfold, three-ply

8. Money (see also Item V.)

\$0.75 or 75 cents	\$3 (<u>not</u> \$3.00) per 200 pounds
0.5 cents \$3.65	<u>but</u> \$3.00 to \$3.65

9. Percentages

23 percent	0.5 percent <u>or</u> one-half
25.5 percent	of 1 percent
5 percentage points	

10. Proportions

1 to 4 1:62,500 1-3-5

11. Time

6 hours 8 minutes 20 seconds half past 4 or 4:30 a.m.
 10 years 3 months 29 days 12M. (noon) and 12 p.m.
but four centuries, three (midnight)
 decades 1300 (military time) not
 10 o'clock or 10 p.m. 1300 hours
not 10 o'clock p.m. or
 10:00 p.m. but 10:30 p.m.

12. Unit Modifiers

5-day week 8-year-old wine 8-hour day 10-foot pole
but a two-story house
 a five-man board
 \$20 million airfield

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E. Ordinal Numbers of 10th or More (See Also Item III, subitem G)

20th century	82nd Congress	20th Congressional District
17th region	171st Street	200th Place

1. Ordinal of 10th or More Combined with an Ordinal Less Than 10th

the 9th and 10th times We represented the 1st, 4th, and 12 wards.
but The district comprised the first and second precincts.

2. Always Express the Designation of Military Units in Figures, Except Corps, Which Is Designated by Roman Numerals.

2d Infantry Division	323d Fighter	5th Fleet
7th Air Force	9th Naval District	XII Corps

V. LARGE NUMBERS

Large numbers are usually expressed in figures; however, numbers from a million up and which end in four or more zeros may be expressed in text by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading.

Amount expressed

<u>in figures</u>	<u>Preferable in text</u>	<u>Acceptable in text</u>
299,789,665.....	299,789,665	
\$1,200,390,180.....	\$1,200,390,180	
\$12,000,000*.....	\$12 million.....	12 million dollars
\$1,000,000,000*.....	\$1 billion.....	1 billion dollars <u>or</u> one billion dollars

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\$3,250,000*3.25 million.....	3 1/4 million <u>or</u> three and one-fourth million <u>or</u> three and one-quarter million
750,000,000*750 million.....	3/4 billion <u>or</u> three- fourths of a billion <u>or</u> three- quarters of a billion
9,000,000 to.....	9 million to.....	nine million to one billion
1,000,000,000*	1 billion	

*Correct for tabular work and for text when used with other numbers ordinarily written in figures, as "\$12,000,000 and \$9,250,600."

APPENDIX B

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CAPITALIZATION

I. GENERAL

Problems of capitalization which most often arise in government writing are covered in this appendix. Commonly used principles are briefly stated and then supported by examples. For words or terms not included here, correct practice can be determined by relating such words and terms to the principles that are given. Two main rules govern use of capitals: (a) proper nouns, titles, and first words in a sentence are capitalized; and (b) common nouns are not capitalized unless they have gained the status of proper nouns. Consistency in capitalizing is important. Once a practice has been adopted, as for example, capitalizing a word for emphasis, that practice is carefully followed throughout the piece of writing.

II. PROPER NOUNS

A. Names of Persons, Places, and Things

Capitalize names of persons, places, and things; also capitalize their derivatives which retain proper noun meanings.

John Macadam, Macadam family
Paris, Parisian
Italy, Italian
Rome, Roman
Capitol in Washington, D.C.

Do not capitalize names which have become common, or their derivatives which have general meanings.

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macadamized
plaster of paris
italics, italicize
roman (type)
a State capitol

B. Common Nouns Used as Proper Nouns

Capitalize common nouns used as parts of proper names and of titles.

Massachusetts Avenue
Federal Express
Cape of Good Hope
Union Station
Budget and Accounting Procedures Act
Appendix C
Column 2
Exhibit D7
The Versailles Treaty

Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference.

the longest avenue
the express to Boston
the southernmost cape
the railway station in Washington
act of 1951
a part of appendix C
in column 2, page 3
a reprint of exhibit D7
the treaty of 1919

Capitalize common nouns when used alone as a well-known

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short form of a proper name.

British Commonwealth: the Commonwealth

Cherokee Nation: the Nation

Union of South Africa: the Union

Unites States: the States

Do not capitalize when used in a general sense:

a commonwealth of nations

a nation of warlike people

a union between families

state's evidence

Capitalize plural forms of common nouns when used as a part of a proper name.

Seventh and I Streets

Lakes Erie and Ontario

State and Treasury Departments

Do not capitalize when used in a general sense.

two old streets

these inland lakes

executive departments

C. Names of Organized Bodies

1. Federal Government Units

Capitalize titles of the Federal Government and its units, and their shortened forms. Capitalize other substitutes only to show distinction.

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The U.S. Government: the Federal Government, the
National Government, the Government
U.S. Congress: 86th Congress
the Senate, the House Committee of the Whole: the
Committee
Environmental Protection Agency: the Agency
Department of Agriculture: the Department
Division of Grants: the Division
Bureau of the Census: the Census Bureau, the Bureau
Geological Survey: the Survey
Interstate Commerce Commission: the Commission
American Embassy: the Embassy
Department of Defense: Military Establishment,
Armed Forces
U.S. Army: the Army, Regular Army, the Infantry,
81st Regiment, Army Band
U.S. Navy: the Navy, Navy (Naval) Establishment;
Marine Corps

Do not capitalize when used in a general sense, or
when referring to other than a Federal Government
unit.

democratic government, a federal union, two national
governments, city government
a congress of citizens
a senate or house unit in Iowa
committees of the Senate, a PTA committee
an employment agency
any department of the Government
a division of the organization
formation of a bureau, the census bureau in Laurel
a survey of minerals
a commission on trade rights, inter-state commissions
a foreign embassy; also the consulate, the consulate
general

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a defense establishment, armed forces exploring the
area, also armed services
an army, Grant's army, infantrymen, the regiment, the
March King's band
naval shipyard, naval station, corps of fighting men

2. International Organizations

Capitalize names of international organizations.

United Nations; the Security Council, the Assembly,
the Secretariat, the International Court of Justice
World Health Organization

Do not capitalize when used in a general sense.

united nations in the Middle East, a council of citizens,
a town assembly, a secretariat for the director, a
citizen's court
funds for a health organization

3. Names of Organized Bodies

Capitalize names of Federal Government units and
international organizations. Capitalize names of other
organized bodies when used as titles.

West Virginia Assembly, West Virginia House of
Delegates
California State Highway Commission: Highway
Commission of California
Dutchland Railroad Company: the Dutchland Railroad

Do not capitalize when used in a general sense.

the assembly, the State senate, the house of delegates

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in West Virginia
the highway commission, the commissioner for
highway construction
the railroad company, the railroad in Pennsylvania

D. Names of Members of Organized Bodies

Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense.

a Representative (Member of Congress)
a Republican (member of a political party)
a Catholic (member of the Roman Catholic Church)

Do not capitalize when used in a general sense.

a representative of a group
a republican form of government
catholic (universal) interests

E. Official Designations of Countries, Domains, and Their Divisions

Capitalize names of countries and their divisions when used as proper names, as parts of proper names, or as proper adjectives.

United States: the Republic, the Nation, the Union
New York State: the Empire State
Northwest Territories: the Territory(ies)
Province of Quebec: the Province
U.S.S.R. (Union of Soviet Socialist Republics): Cominform
(Communist Information Bureau), Communist International

Do not capitalize when used in a general sense.

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a republic, two nations, national income, union of States
(U.S.)
church and state
a dominion of the Western Hemisphere
farming provinces of Canada
a socialist form of government, experiment in communism

F. Names of Regions, Localities, and Geographic Features

Capitalize names of regions, localities, and geographic features when used as proper nouns.

the North Atlantic States
the West, the Midwest
Equatorial Africa
the Middle East (Asia)
the Promised Land
the Continent

Do not capitalize terms used to denote mere direction or position.

north, south, east, west, northerly, northern, northward
road to the west, a midwest direction
equatorial countries
middle eastern section of the State
a land of promise
continental boundaries

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G. Names of Calendar Divisions, Holidays, Historic Events, and Periods of Time

Capitalize names of months of the year and days of the week.

January, February, March
Monday, Tuesday, Wednesday

Do not capitalize names of the seasons or the words "year" and "century" when used with numbers.

spring, summer, autumn, winter
the year 1960, the 20th century

Capitalize names of events and of holidays

Battle of Lexington
War of 1812, World War II
Feast of the Passover
Fourth of July, the Fourth

Do not capitalize when used in a general sense.

the battle fought at Lexington
the war years, two major wars
a religious feast
on July the fourth, a national holiday

III. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS

A. Titles Preceding Names

Capitalize titles preceding proper names.

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President Roosevelt
King George
Chairman McDowell
Ambassador Page

Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee
ambassador at large

B. Titles Following Names or Titles Used Alone

Capitalize titles following names, or used alone as substitutes for names, when they indicate preeminence.

Ronald Reagan, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Reagan, a former president
George Bush, Vice President of the United States; the Vice President
George Schultz, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary, the Assistant Secretary, the Director, the Chief, or the Assistant Chief

Do not capitalize when used in a general sense or when not indicating preeminence.

Burns Mason, president of the Potomac Railway; president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university
Caleb Johnson, vice president of SDA Exchange; the vice president of SDA
secretaries of the military departments (part of the clerical

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staff), but Secretaries of the military departments (heads of Army, Navy, Air Force); the director, or chief, or assistant chief of the laboratory

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

IV. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, AND SO FORTH

Capitalize all words in titles of publications and documents, except "a," "an," "the," "at," "by," "for," "in," "of," "on," "to," "up," "and," "as," "but," "if," "or," and "nor."

Statutes at Large, Revised Statutes
District Code
Bancroft's History
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, but Senate bill 416
House Resolution 68, but House bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

Do not capitalize when used apart from titles or in a general sense.

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate

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a committee resolution
a pact between nations
the treaty signed at Ghent

V. THE DEFINITE ARTICLE

Capitalize the word "the" when used as part of a name or title.

The Dallas (Oregon)
The Weirs (New Hampshire)
The Hague
The Attorney General (if so written in copy)

Do not capitalize when "the" is used adjectively or with titles of newspapers, periodicals, vessels, airships, or firm names.

the Dallas region
the Weirs streets
the Hague Court; also the Netherlands
the attorney general of Texas
the Times, the Atlantic Monthly
the Mermaid, the U-3
the National Photograph Company

VI. PARTICLES IN NAMES OF PERSONS

Capitalize particles in foreign names or titles: d', da, dells, du, van, and von.

D'Orbigny
Da Ponte
Du Pont

Do not capitalize in foreign names when preceded by a forename or title.

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Alcide d'Orbigny
Cardinal da Ponte
E. I. du Pont de Nemours & Co.

Capitalize particles in anglicized names, even if preceded by a forename or title.

Justice Van Devanter
Samuel F. Du Pont

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (his usage)
Irenee du Pont (her usage)

VII. FIRST WORDS

Capitalize the first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series or items following a colon.

The question is, Shall the bill pass?
He asked, "And where are you going?"
Lives of great men all remind us
 We can make our lives sublime.
The vote was as follows: In the affirmative, 23; in the negative, 11;
 not voting, 3.

Do not capitalize a fragmentary quotation or a supplementary remark following a colon.

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He objected "to the Phraseology, but not to the ideas."
Revolutions are not made; they happen.

VIII. GUIDE TO CAPITALIZATION

Act, when used as part of a title (Classification Act of 1949) but the
Act when used to refer to a specific act.
act of 1949
the act

Administration, when used as a shortened name for an organization
administration, when referring to the President's administration (the
administration's foreign policy)

Armed Forces, when used for overall military establishment
(British Armed Forces) but the armed forces
armed services

Branch, when used as a shortened name of a particular branch but
branch, when used generally (the branch offices; the audit
branches; executive, judicial, or legislative branch)

Budget of the United States
budget message
president's budget

Bureau, when referring to a specific bureau
Bureau-wide
bureau, when used general

Cabinet members
President's Cabinet
the Cabinet

Chapter II, when used a part of title (Chapter II: Accounting)
chapter II, when used alone to refer to a chapter

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Committee, when used a part of the name of any congressional or other committee

the Committee (without name), when referring to an international committee or to a noncongressional Federal committee

(Committee of Defense Ministers (NATO); the Committee)

(National Advisory Committee for Aeronautics; the Committee)

committee (without name), when referring to a congressional committee (Joint Committee on Atomic Energy; joint committee;

the committee; your committee) (Committee on Appropriations;

the committee) (Subcommittee on Appropriations; the

subcommittee) (the subcommittee of the Appropriations

Committee)

Congress of the United States

the Congress, if referring to a national congress

Member of Congress (when referring to a specific member)

Congressional Directory, the directory

Congressional Library, the Library

congressional action or committee

Department, when referring to a Federal, District of Columbia, or international unit department, legislative, executive, judicial departments

Division, when used as a shortened name of a particular one

division, when used generally; the divisions

Executive Order No. 34, when used with the number or in referring to a specific one

Executive Order, when used generally, or when the order is not identified (You are required by Executive Order to ...)

Exhibit 2, when used as part of a title

exhibit 2, when used alone

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Federal Government (any national government)
Federal Land bank (but Federal Land Bank of Louisville)
Federal Reserve bank (but Federal Reserve Bank of New York)
federally

Government, United States, British, French, etc.
Government department or official
Government-owned, (U.S. or foreign specific government)
Governmentwide, specific government
government, military
governments, European

governmental
governmentwide, State or city
Legislative, if part of a name
legislative session or branch

Nation, synonym for United States
nation, the French nation

nationwide

National, when used with capitalized name
national defense agencies

Naval, if part of name
naval command, district, expenditures

point 4 program

Presidency, office of the head of a government

President of the United States
president of the Erie Railroad

Presidential assistant, order, proclamation

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presidential candidate, election

program, European recovery
universal military training

schedule A, when used alone; capitalized if used with title

section 3, capitalized if used as part of title

Senator, United States Senator
senator, if referring to a Senate senator, unless preceding a name

senatorial

Service, if referring to a specific Federal or District of Columbia
unit

service, naval, postal, airmail

spring (season)

State, when referring directly to one or all of the 50 States; States
rights; State's attorney

state's evidence

statehood

statewide

Title II, if used as part of title (Title II: Appropriations)
title II, if used alone

APPENDIX C

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APPENDIX C

PUNCTUATION AND WORD USAGE

I. PUNCTUATION

Punctuation marks are to the reader what road signs are to the driver. They make it easier to understand what is coming up. They are rules, but there are also many exceptions. Some punctuation marks may be substituted for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks.

A. Apostrophe

1. Use of apostrophe

To indicate contractions or omitted letters.

I've it's (it is)

To indicate the coined plurals of letters, figures, and symbols.

three R's 5's and 7's + 's

To show possession. Add "'s" when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound.

officer's Mars' hostess' Co.'s Cos.' Jones' Jonesses'

To show possession in compound nouns, add the apostrophe or "'s" to the final word.

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brother-in-law's secretary-treasurer's

To show joint possession in nouns in a series, add the apostrophe or "'s" to the last noun.

soldiers and sailors' home

To show separate possession in nouns in a series, add the apostrophe or "'s" to each noun.

John's, Thomas', and Henry's ratings

To show possession in indefinite pronouns, add the apostrophe or "'s" to the last component of the pronoun.

someone's desk somebody else's books others' homes

2. Omit apostrophe

To form the possessive of personal pronouns.

theirs yours hers its

To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe, add "s".

**twos and threes ifs, ands, and buts yeses and noes
do's and don'ts which's and that's**

To follow names of countries and other organized bodies ending in "s", or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in "s."

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**United States control
children's hospital**

**United Nations meeting
merchants exchange**

B. Brackets

1. Pairs of Brackets

To enclose a correction.

He arrived at 13 {12} o'clock.

To supply something omitted.

Mr. Adams {arrived} late.

To explain or to identify.

The president pro tem {Arnold} spoke briefly.

To instruct or to add comment.

To report is as follows {read first paragraph}:

To enclose sic when it is used to show that an error in a quotation has been recognized but not changed.

It's {sic} counterpart is missing.

In a quotation to show comments not a part of quoted material.

Do you know these men {handling the witness list}?

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When brackets are used as an editing mark, leave out material within brackets.

The conduct of all {Agency} international activities in EPA.

2. Single Brackets

At the beginning of each paragraph, but only at the close of the last paragraph, when extensive material is enclosed.

C. Colon

1. Use of colon

To separate an introductory statement from explanatory or summarizing material that follows:

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

To introduce formal statements, questions, or quotations

The committee stated the principle thus: In our foreign relations, people instead of governments are out first concern.

The following question came up for discussion: What policy should be adopted?

He said: {If the quotation is not more than one sentence, use a comma instead of a colon.}

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To follow a formal salutation.

**Dear Mr. Franklin: Ladies and Gentlemen: To Whom it
May Concern:**

To separate the hour and the minutes in clock time.

8:15 a.m. 11:59 p.m.

To follow introductory headings which lead directly to
subentries.

Policy:

General:

Salaries

Responsibilities

Specific:

To separate parts of citations.

Luke 4:3 Journal of Education 3:342-358

To indicate proportion. (Use double colon as ratio
sign.)

1:2::3:6 Concrete mixed 5:3:1

D. Comma

1. Use of a comma

To separate words or figures that might otherwise be
misunderstood or misread.

**Instead of hundreds, thousands, came.
To John, Smith was very helpful.**

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**Out of each 20, 10 are rejected.
What the difficulty is, is not known.**

To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter.

**I said, "Don't you understand the question?"
"I understand it," she replied, "but I disagree with the answer."
"Why?" he said.
"It's unreasonable!" she exclaimed.**

To indicate the omission of an understood word or words.

Then he was enthusiastic: now, indifferent.

To separate a series of modifiers of equal rank.

**It is a young, eager, intelligent group.
but
He is a clever young man. (No comma when the final modifier is considered part of the noun modified.)**

To follow each of the members within a series of three or more, when the last two members are joined by "and", "or", or "nor."

**horses, mules, and cattle
by the bolt, by the yard, or in remnants
not snow, rain, nor heat
by 5, 10, or 20**

To separate an introductory phrase from the subject it modifies.

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Beset by the enemy, they retreated.

Before and after academic degrees and names of States, preceded by names of cities, within a sentence. (Do not use a comma before "Jr.", or "Sr." since these elements are restrictive, or essential to identify the person.)

**Henry Smith, Ph.D., Chairman
Washington, DC, schools**

To set off parenthetical words, phrases, or clauses.

The atom bomb, developed by the Manhattan project, was first used in World War II.

The situation in the Middle East, he reported, might erupt. The person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started that fire" is essential to identify the person.)

To set off words or phrases in apposition or in contrast.

**Mr. Jay, attorney for the plaintiff, asked for a delay.
You will need work, not words.**

To separate the clauses of a compound sentence if they are joined by a simple conjunction such as "or", "nor", "and", or "but."

The United States will not be an aggressor, nor will it tolerate aggression by other countries.

To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

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To separate the title of an official and the name of his organization, in the absence of the words "of" or "of the."

**Chief, Insurance Branch
Chairman, Committee on Appropriations**

To separate thousands, millions, and so forth, in numbers of four or more digits.

4,230 50,491 1,000,000

To set off the year when it follows the day of the month in a specific date within a sentence.

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

After the word "that" when followed by a parenthetical phrase, and another comma at the end of the parenthetical phrase.

It is recommended that, since each member of the Agency must follow the directive, it should be circulated throughout the office.

To set off abbreviations which introduce a summary or explanation of what has gone before in the sentence.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

2. Omit comma

To separate the month and year in a date.

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Production for June 1955

On 5 July 1956 we dedicated the arsenal.

(Military form of date)

To separate units of numbers in build-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

1/2500

Motor No. 189463

1.9047

Metropolitan 9-3201

page 2632

1727-1731 Broad Street

1450 kilocycles, 1100 meters (no comma unless more than four digits, radio only)

To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A.H., & Sons)

There are other factors--time, cost, and transportation--but quality is the most important.

To separate two nouns one of which identifies the other.

The booklet "Infant Care" Wilson's boat "The Main"

To separate the name and the number of an organization.

Western Legion Post No. 12

E. Dash

1. Use the dash
 (two hyphens and no space)

To mark a sudden break or abrupt change in thought.

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**He said--and no one contradicted him--"The battle is lost."
If the bill should pass--which Heaven forbid!--the service will
be wrecked.**

**To indicate an interruption or an unfinished word or
sentence.**

He said, "Give me lib--"

Q. Did you see--?

A. No, sir.

**To serve instead of commas or parentheses, if the
meaning is clarified by the dash.**

**These are shore deposits--gravel, sand, and clay--but marine
sediments underlie them.**

**To introduce a final clause that summarizes a series of
ideas.**

**Freedom of speech, freedom of worship, freedom from want,
freedom from fear--these are the fundamentals of moral
world order.**

**To follow an introductory phrase leading into two or
more successive lines and indicating repetition of that
phrase.**

I recommend--

That we accept the rules

That we publish them

**To serve instead of a colon when a question mark
closes the preceding idea.**

How can you explain this?--"Fee paid, \$5."

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To precede a credit line or signature.

**Still achieving, still pursuing,
Learn to labor and to wait.**

--Longfellow

This statement is open to question.--Gerald H. Forsythe

NOTE: These are the only instances where a dash is used in correspondence.

F. Exclamation Point

Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence

**How beautiful! "Great!" he exclaimed.
O Lord, save Thy people!
Who shouted, "All aboard!" (Question mark omitted)**

G. Hyphen

1. Use of the hyphen

To connect the elements of certain compound words.

To indicate continuation of a word divided at the end of a line.

To separate the letters of a word which is spelled out for emphasis.

d-o-l-l-a-r-s

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H. Parentheses

1. Use of pairs of parentheses

To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman).

Q. (Continuing.)

A. (Reads:)

The result (see figure 2) is most surprising.

To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in *littre*’) nor in English dictionaries.

To enclose an explanatory word that is not part of the statement.

The Erie (PA) Ledger

but the Ledger of Erie, PA

To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) usually light for its size.

To enclose a reference at the end of a sentence.

Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical

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reference, place the period after the end reference, even if this reference is a completed sentence.

The specimen exhibits both phases (pl. 14, A,B).

The individual cavities show great variation. (See pl. 4.)

This sandstone (see pl. 6) occurs in every county of the State (see pl. #1).

NOTE: No punctuation is used in front of a parenthesis; place it after the closing parenthesis.

2. Use of single parenthesis

Use single parenthesis when enclosing extensive material: At the beginning of each paragraph but at the close of only the last paragraph.

I. Period

1. Use the period

To end a declarative sentence that is not exclamatory, and to end an imperative sentence.

He works for Johnson & Sons, Inc.
Do not be late.

To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.
May we hear from you soon.

To follow abbreviations, unless by usage the period is omitted.

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gal. NE. qt. but USDA

NOTE: In abbreviations made up of single letters, no space is allowed between the period and the following letter, except that one space is allowed after the periods following the initials in a proper name.

J. Question Mark

1. Use the question mark

To indicate a direct query, even if not in the form of a question.

**Did he do it? Can the money be raised? is the question.
He did what? Who asked, "Why?" (Note single question mark.)**

To express more than one query in the same sentence.

Can he do it? or you? or anyone?

To express doubt.

He said the boy was 8(?) feet tall.

K. Quotation Marks

1. Use quotation marks

To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

**The answer is "No."
"Your order has been received," they wrote.
He said, "John said 'No'."
"John," said Henry, "why do you go?"
"The equipment will be forwarded promptly."**

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To enclose any matter following the terms "entitled", "the word", "the term", "marked", "endorsed", or "signed". Do not use them to enclose expressions following the terms "known as", "called", "so-called", and so forth, unless such expressions are misnomers or slang.

Congress passed the act entitled "An act..."
It was signed "John."
After the word "treaty," insert a comma.
The so-called investigating body.

To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

He voted for the "lameduck" amendment.
His report was "bunk."
The "invisible government" is responsible.
George Herman "Babe" Ruth.

2. Limited use of quotation marks

Limit quotation marks, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States? "

3. Placement of other punctuation marks with quotation marks.

Always type the comma and the final period inside the quotation marks. other punctuation marks are placed inside only if they are a part of the quoted matter.

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**"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Is this what we call a "Correspondex"?
"Have you an application form?"
Who asked, "Why?"
Why call it a "gentlemen's agreement"?**

L. Semicolon

1. Use the semicolon

To separate independent clauses not joined by a conjunction, or joined by a conjunctive adverb such as "hence", "therefore", "however", "moreover", and so forth.

The report is not ready today; it may be completed by Friday.

The allotment has been transferred to the Production Division; hence, construction of the partitions must be delayed.

To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and in case there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and , if you want it to be interesting, give it emphasis.

To separate statements that are too closely related in meaning to be written as separate sentences.

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No; we receive one-third.

War is destructive; peace, constructive.

To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

II. Word Usage

A. Words and Phases

Ability -- power to accomplish: His ability as an orator is not questioned.

Capacity -- power to receive or contain: His capacity for work is unlimited.

Above -- the use of above as a noun or an adjective is undesirable and should be avoided.

**Examples: The foregoing (not above) paragraph...
 The preceding (not above) statement...**

Above subject,

Above-named, and

Above-mentioned are overworked terms. It is preferable to repeat the subject or use a synonymous word or phrase.

Instead of "the above-mentioned contract," why not merely "the contract" or "this contract."

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Admission -- implies access to rights or privileges: His admission to the society shows his standing.

Admittance -- is limited to actual physical entrance: He could not gain admittance to the grounds.

Advise -- primary meaning is to give counsel or advice.

Inform -- to make known, to communicate knowledge of.

Affect -- (a verb) means to influence.

Effect -- (a noun) means result or consequence.

(a verb) means to bring about as a result of, to accomplish.

Example: The law cannot affect us, although it may effect great changes as soon as it goes into effect.

Alternative -- there can be only two alternatives. To express choice among more than two options, use "possibilities", "options", "opportunities", "courses."

Among -- use in connection with more than two persons or things.

Between -- use in connection with two persons or things.

Amount -- the sum total of two or more units.

Number -- refers to units counted.

Quantity -- refers to something measurable.

As to -- should not be used before an indirect question beginning with "how", "what", "when", "where", "whether", "whom", or "why".

Examples: I am inquiring why (not "as to why") you did not come.

I am uncertain whom (not "as to whom") you mean.

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Attached hereto -- use "attached".

Balance -- an excess on either the debit or credit side of an account.

Remainder or rest -- that which is left after removal of a part.

Beside -- means near, close by, by the side of.

Besides -- means moreover, in addition to.

Both -- two considered together: Both cost ten dollars.

Each -- means any number taken one at a time: Each of them costs five dollars.

Consensus of opinion -- redundant; use only "consensus".

Consideration is being given -- use instead: "is being considered".

Continual -- means periodically recurring.

Continuous -- means continuing without interruption.

Example: A continuous performance might be continually interrupted by a clown in the audience.

Data -- is the plural of the Latin word "datum" and takes a plural verb when used as the subject of a sentence.

Due to -- "due" is an adjective and "due to" should be used only immediately after the work it modifies or after the verb "is;" not used in place of "owing to", "because of", or "on account of."

Each other -- use when speaking of two.

One another -- use when speaking of more than two.

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Enclosed herewith -- use enclosed.

Expect -- to regard as likely to happen.

Suspect -- to doubt the truth of.

Farther -- expresses distances: I can walk no farther.

Further -- means more, to a greater extent or degree: Expect no further and from me.

Fewer -- refers to number: There are fewer serious mistakes in this pamphlet (meaning that the number of mistakes has decreased).

Less -- refers to degree: There are less serious mistakes in this pamphlet (meaning the degree of seriousness has been reduced).

Following -- as a participle, should not be used without a noun to qualify: The following list is based on other lists (not the following is a list based on numerous other lists).

Happen and Transpire -- Discriminating writers use "occur" or "happen" for events; reserve "transpire" for its real meaning of "become known" or "come to light."

I would like -- use instead, "I should like".

Imply -- to hint at or express indirectly: He implied Mr. Jones would not be appointed.

Infer -- to draw a logical conclusion from given date or premises: I inferred from what he said that Mr. Jones would not be appointed.

In my estimation -- use instead, "in my opinion".

Inside -- do not use to express time; do not use "of" after

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"inside": The bulletin will reach you within (not "inside" or "inside of") a week.

Kind -- these words are singular in number. Do not precede them with a plural form such as "these" or "those"; use "this" or "that".

Kind of and sort of -- should not be used as adverbs; neither should be followed by "a" or "an".

Like -- is a preposition and should be followed by a noun or pronoun, not by a statement

Example: It looks as if (nor "like") it might rain today.
It looks like rain.

No such -- not followed by "a": there is no such (not no such a) number on this street.

Plan -- do not combine with "on": He planned to take (not planned on taking) a vacation soon.

Practical -- applies to that which is suited to actual conditions or is not theoretical; "useful" applies to persons and things.

Practicable -- applies to that which has not yet been worked out or fully tested but seems feasible; usable.

Example: A man can be practical but not practicable.
A suggestion can be both practical and practicable.

Principal -- means chief, leader; or invested capital. As an adjective, it means the highest in rank or importance.

Principle -- means truth, belief, policy.

Provided -- provided is preferred to providing: I shall go provided (not "providing") it does not rain.

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Same -- should not be used as a pronoun in official correspondence. "The same as" should not be used for "in the same way as" or "just as".

Example: We will repair the typewriter and send it (not the same) to you.

You think just as (not "the same as") I do about it.

Say, State -- to "state" means to express fully or clearly and should not be used loosely to "say".

Examples: Senator Jones said (not "stated") he would leave today.

Senator Jones stated his objections to the bill.

Seems as if -- "that" (not "as if", "as though". or "like") should be used after the verb seems.

Examples: It seems to him that (not "as if" or "as though") red tape is sometimes a necessary evil.

It seems that (not "like") he is going in spite of what you told me.

Sometime -- point of time not specified: They will be here sometime in June.

Sometimes -- more than one point of time: Sometimes she works at night.

Some time -- indefinite period of time: It will take some time to complete.

Stand for -- "for" is not needed and should be omitted: He will not stand (not "stand for") such abuse.

That -- is preferable when sense is restrictive: That is a new book she gave me.

"Which" preceded by a coma, is used when a new fact is added: I have the book, which I found interesting.

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The -- should be repeated before nouns in a series unless the nouns refer to the same person or thing: The secretary and the treasurer of ...(2 persons).

The past week -- not this past week.

Through -- should not be used in the sense of finished or concluded: the performance was concluded "(not "through") at midnight.

Try and -- "to try" takes an infinitive for its object: To try to meet (not "try and meet") our goal.

Unique -- means the only one of its kind. cannot be qualified as "quite unique", fairly unique", or "most unique".

Very for very much -- "very pleased" is incorrect as "very" cannot directly modify a verb: I am very much pleased.

Whether -- is used to introduce an alternative: I shall let you know whether or not I can go.

"If" is used to introduce a supposition or condition: I'll find out if I have time.

Which -- is used when referring to things.

Who -- is used when referring to persons.

That -- is used when referring to either persons or things.

Will be given attention -- use instead "will receive attention".

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B. Correct use of prepositions with certain words.

Accompanied by a person; with a thing.

Accord with

According to

Acquiesce in

Adapted for - meaning suited to

Adapted from - meaning "changed from"

Adapted to - meaning adjusted to

Adverse to

Agree with a person; on or to a proposal or plan; upon a course of action

Angry with a person; at or about something

Argue with a person; for or against a thing

Be sure to (preferred to be sure and)

Compare to -- when the comparison is an imagined one: The British Isles may be compared to a coiled spring.

Compared with -- when an actual comparison is made between two persons or things in the same class.

Comply with

Conform to

Contend with a person; for a principle; against an obstacle.

Contrast with

Deals with (not on)

Desirous of

Different from (not different than)

Identical with (not to)

Independent of

In accordance with (not to)

In connection with -- a single preposition such as on or about is preferred.

In relation to (not with)

In the circumstances (not under the circumstances)

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Of the fact that -- this phrase can usually be cut down to that: We were not certain that (not of the fact that) he would come.

Off (never off of)

Prior to

Related to (not with)

Superior to

Unmindful of

With reference to (not in reference to) -- this phrase should be avoided; concerning or regarding is preferred.

With respect to -- this phrase should be avoided; concerning or regarding is preferred.

APPENDIX D

APPENDIX D

FORMS OF ADDRESS

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APPENDIX D

FORMS OF ADDRESS

I. THE WHITE HOUSE

ADDRESSEE

The President

**Assistant to the
President**

**Secretary to the
President**

ENVELOPE AND LETTER ADDRESS

**The President
The White House
Washington, D.C. 20500**

**Honorable (full name)
Assistant to the President
The White House
Washington, D.C. 20500**

**Honorable (full name)
Secretary to the President
The White House
Washington, D.C. 20500**

SALUTATION AND COMPLIMENTARY CLOSE

**Dear Mr./Madam President:
Respectfully,**

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

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

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**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,**

II. EXECUTIVE OFFICE OF THE PRESIDENT

**Director, Office of
Management and Budget**

**Honorable (full name)
Director
Office of Management
and Budget
Washington, D.C. 20503**

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

III. 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,**

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IV. 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,
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 Officer of the U.S. Court	Honorable (full name) Director, Administrative Office of the United States Courts Washington, D.C. 20544	Dear Mr./Ms. (surname): Sincerely yours:

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V. THE CONGRESS

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,**

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Sergeant at Arms

**Honorable (full name)
Sergeant at Arms
United States Senate (or
House of Representatives)
Washington, D.C. 20510**

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

Speaker of the House

**Honorable (full name)
Speaker of the House
of Representatives
Washington, D.C. 20515**

**Dear Mr./Ms. (surname):
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,**

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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)
United States**

**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,**

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**Chair of a Joint Committee
and Members**

**Honorable (full name)
Chairman/Chairwoman and
Members
Joint Committee on (full
name)
Congress of the United States
Washington, D.C. 20515**

**Dear Mr. Chairman:/
Dear Madam Chairwomen and
Members:
Sincerely yours,**

Chair of 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 the 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,**

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**Senator
(in Washington)**

**Honorable (full name)
United States Senate
Washington, D.C. 20510**

**Dear Senator (surname)
Sincerely yours,**

**Senator
(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 Senator (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,**

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**Senate Committee
Staff Official**

**Dear Mr./Ms. (full name)
Title
United States Senate**

**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,**

**Representative
(away from Washington)**

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

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

**Representative who is a
member of the medical
profession also**

**Honorable (full name)
House of Representatives
Washington, D.C. 20515**

**Dear Mr./Ms. (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.**

**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. 20515**

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

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VI. 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 United States
Government Printing
Office)**

**Honorable (full name)
Public Printer
U.S. Government
Printing Office
Washington, D.C. 20401**

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

VII. EXECUTIVE DEPARTMENTS

**Members of the Cabinet,
and heads of the military
departments addressed
as "Secretary"**

**Honorable (full name)
Secretary of the (Title)
Washington, D.C. 20412**

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

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**Attorney General
(Head of the
Department of Justice)**

**Honorable (full name)
The Attorney General
Washington, D.C. 20530**

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

**Deputy, Under, and
Assistant Secretaries**

**Honorable (full name)
Deputy (Under or Assistant)
Secretary of the (Title)
(Local address) 00000**

**Dear Mr./Madam (surname):
Sincerely yours,**

VIII. 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,**

**Head of a Federal Agency,
Administration, Authority,
Board, Corporation, System
of Institution**

**Honorable (full name)
(Title),(name of agency)
(Local address) 00000**

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

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If the incumbent has a military title:

**(Full Military Title, such as Major General)(full name)
President,
(name of corporation)
(Local address) 00000**

**Dear (Shortened Military Title, such as General)
(surname):
Sincerely yours,**

Head of a subordinate organization within an independent agency

**Dear Mr./Ms. (surname):
(Title),(name of organization)
(Name of agency)
(Local address) 00000
If the incumbent has a military title:**

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

**(Full Military Title, such as Rear Admiral)(Full name)
(Title)
(Name of agency)
Local address) 00000**

**Dear (Shortened Military Title, such as 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,**

Member of a Commission

**Honorable (full name)
Member, (name of
Commission)
(Local address) 00000**

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

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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IX. MILITARY SERVICES

**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,**

Colonel, Lieutenant Colonel

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Colonel (surname):
Sincerely yours,**

Major

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Major (surname):
Sincerely yours,**

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Captain	(Full rank)(full name) (abbreviation of service designation) (Post office address of organization and zip code)	Dear Captain (surname): Sincerely yours,
First Lieutenant Second Lieutenant	(Full rank)(full name) (abbreviation of service designation) (Post office address of organization and zip code)	Dear Lieutenant (surname): Sincerely yours,
Chief Warrant Officer, Warrant Officer	(Full rank)(full name) (abbreviation of service designation) (Post office address of organization and zip code)	Dear Mr./Ms. (surname): Very truly yours,
Master Sergeant, Sergeant Major, First Sergeant, Platoon Sergeant, Staff Sergeant, Sergeant	(Full rank)(full name) (abbreviation of service designation) (Post office address of organization and zip code)	Dear Sergeant (surname): Very truly yours,

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Corporal

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Corporal (surname):
Very truly yours,**

Private First Class

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Private (surname):
Very truly yours,**

**Navy (USN)
Cost Guard (USCG)**

**Fleet Admiral,
Admiral, Vice Admiral,
Rear Admiral**

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Admiral (surname):
Sincerely yours,**

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Captain

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Captain (surname):
Sincerely yours,**

Commander

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear Commander (surname):
Sincerely yours,**

**Lieutenant Commander,
Lieutenant, Lieutenant
(JG), Ensign, Warrant
Officer**

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

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

Retired Officer

**(Full rank)(full name)
(abbreviation of service
designation)
(Post office address of
organization and zip code)**

**Dear (rank) (surname):
Sincerely yours,**

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X. 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

**His/Her Excellency
(full name)
Ambassador of (Country)
(Local address) 00000**

**Dear Mr./Madam
Ambassador:
Sincerely yours,**

**Foreign Minister
in the United States**

**Honorable (full name)
Minister of (Country)
(Local address) 00000**

**Dear Mr./Madam Minister:
Sincerely yours,**

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XI. THE ORGANIZATION OF AMERICAN STATES

**Secretary General of the
Organization of American
States**

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

**Dear Mr./Madam Secretary
General:
Sincerely yours,**

**United States Representative
on the Council of the
Organization of American
States**

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

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

XII. UNITED NATIONS

**United States Representative
to the United Nations**

**Honorable (full name)
United States Representative
to the United Nations**

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

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XIII. 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,

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Mayor

**Honorable (full name)
Mayor of (name of city)
(City), (State) 00000**

**Dear Mayor (surname):
Sincerely yours,**

XIV. 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,**

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Roman Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) (Local address) 00000	Dear Cardinal (surname): Sincerely yours,
Roman Catholic Archbishop	The Most Reverend (full name) (Local address) 00000	Dear Archbishop (surname): Sincerely yours,
Roman Catholic Bishop	The Most Reverend (full name) (Local address) 00000	Dear Bishop (surname): Sincerely yours,
Roman Catholic Monsignor (Higher rank)	The Reverend Monsignor (full name) (Local address) 00000	Dear Monsignor (surname): Sincerely yours,
Roman Catholic Monsignor (Lower rank)	The Reverend Monsignor (full name) (Local address) 00000	Dear Monsignor (surname): Sincerely yours,

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Roman Catholic Priest

**Reverend (full name)
(add initials of order,
if any)**

**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

**Bishop (full name)
(Local address) 00000**

**Dear Bishop (surname):
Sincerely yours,**

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**Seventh-day
Adventist Minister**

**Pastor (full name)
Minister (name of church)
(Local address) 00000**

**Dear Pastor (surname):
Sincerely yours,**

**Chaplain
(military services)**

**Chaplain (full name)
(Rank, service designation)
(Post office address of
organization and station)**

**Dear Chaplain (surname):
Sincerely yours,**

XV. SCHOOL OFFICIALS

**President of a university
or college with a doctoral
degree**

**Dr. (full name)
President
(Name of institution)
(Local address) 00000**

**Dear Dr. (surname):
Sincerely yours,**

**President of a university
or college without a doctoral
degree**

**Mr./Ms. (full name)
President
(Name of institution)
(Local address) 00000**

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

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**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 doctoral degree)**

**Dean (full name)
School of (name)
(Name of institution)
(Local address) 00000**

**Dear Dean (surname):
Sincerely yours,**

**Professor (with doctoral
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,**

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XVI. 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. and Mrs. (full name)	Dear Mr./Ms. (surname): Very truly yours,
Two individuals	Mr. and Mrs. (full name)	Dear Mr. and Mrs. (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,

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Three individuals

Messrs. (surnames)

**Gentlemen: or Sirs:
Very truly yours,**

Mesdames (surnames)

**Mesdames:
Very truly yours,**

XVII. 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,**

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Unknown

**(Area of interest if known:
Environmentalists, Health
Effects Scholar, Jogging
Enthusiast, etc)
(Local address) 00000Dear
Reader:
Very truly yours,**