Memorandum

To: Central Office Directors
   Area Directors
   Executive Secretariat

From: Acting Deputy Commissioner of Indian Affairs

Subject: Discontinue Use of Correspondence Impact Sheet

Effective immediately, the "Correspondence Impact Sheet" will no longer be a requirement for every piece of correspondence sent forward for the signature of the Deputy Commissioner.

It is to the discretion of the program, however, to include a briefing paper in cases where the correspondence may have major impact on or effect policy change, relevancy to an upcoming meeting that the Deputy Commissioner may be involved in, etc.
# PART I - PREPARING CORRESPONDENCE

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Illustrations 1-9: 94
1.1 General

A. Purpose. This Handbook gives the format and procedures for preparing letters and memoranda to be signed in the Bureau. It also contains guidelines for envelopes and mailing, telegrams and models of address.

(1) Use this handbook in addition to the following:

(a) The Department of Interior Correspondence Handbook (309 DP). This handbook contains the guidelines for preparing correspondence for Department signature, and is distributed separately by the Department. Contact the Department for extra copies.


(2) Use this Bureau Handbook instead of the U.S. Government Correspondence Manual, since the Government Manual has been included in the Bureau Handbook.

(3) This Handbook does not cover specialized documents such as reports, Federal Register or Bureau Manual material, articles or speeches. These are covered in other parts of the Bureau Manual.

E. Arrangement of This Chapter. The following sections tell how letters and memoranda should be prepared for Bureau signature. Generally, the rules are the same for both. Where they differ, the specific instructions for each form will be given. Illustrations 1 and 2 show the format of letters and memoranda. The circled numbers shown on the illustrations refer to the section in this Handbook that discusses that part of the format.

C. Modification By Area Offices. Central Office employees are required to follow the procedures given in this Handbook. Area Directors may modify these procedures, if necessary, to meet local conditions.

D. Distribution. This Handbook will be distributed to all Bureau employees who prepare correspondence. Parts I and II are primarily for the guidance of typists, stenographers and secretaries. Part III is primarily for drafters and reviewers.
E. Correspondence Review by Secretaries. The secretary to the division or office head should review correspondence prepared in his/her division or office to insure that it was prepared correctly. Such items as grammar, spelling, punctuation, neatness, and conformity with correspondence instructions should be considered.

1.2 Types of Correspondence.

A. Letters. Letters are used for correspondence with addressees outside the Department. Tribal councils or committees are considered addressees outside the Department, therefore letters may be addressed directly to them or their members. When letters to tribal councils or committees are not addressed through an Area Director or Superintendent, send a copy to the Area Director or Superintendent concerned. Illustration 1 is a sample of the correct format for a letter prepared in the Bureau.

B. Memoranda. Memoranda are used for all correspondence within the Department of the Interior with the following exception: Correspondence to Area Directors or Superintendents authorizing the call of tribal constitutional elections and approving the results of those elections will be in letter form since that correspondence will eventually become a part of tribal records. A sample of the format of a memorandum is shown in Illustration 2. Use Optional Form 10 or Optional Form 37 for memoranda; these forms may be ordered following the same procedure used for ordering standard forms. Use Bureau stationery only for letters.

1.3 Stationery. Use Bureau stationery as follows:

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<th>First Page</th>
<th>Succeeding Pages</th>
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</thead>
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<td>Routine correspondence .......</td>
<td>Letterhead ........................</td>
<td>Plain bond</td>
</tr>
<tr>
<td>Courtesy, informational</td>
<td></td>
<td>Carbon copies</td>
</tr>
<tr>
<td>(if necessary) ..................</td>
<td>Letterhead tissue* ............</td>
<td>Plain tissue</td>
</tr>
<tr>
<td>Reading file</td>
<td>White tissue ....................</td>
<td>White tissue</td>
</tr>
<tr>
<td>(if required) ..................</td>
<td>White tissue ....................</td>
<td>White tissue</td>
</tr>
<tr>
<td>Bureau surname .................</td>
<td>White tissue ....................</td>
<td>White tissue</td>
</tr>
<tr>
<td>Chronological .................</td>
<td>White tissue ....................</td>
<td>White tissue</td>
</tr>
<tr>
<td>Other ..........................</td>
<td>White tissue ....................</td>
<td>White tissue</td>
</tr>
</tbody>
</table>

*Use letterhead tissue, if available. If not, use plain tissue stamped or typed with agency identification.

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1.4 Number of Copies. Prepare the following copies for all correspondence:

A. Surname (This is the official file copy and should be retained by the originating office). When an identical reply is used for several inquiries, make only one surname (file) copy. Note on this copy that identical letters are being sent to other addresses.

B. Office chronological

C. Mailroom

In addition, the following copies are required as outlined below:

A. Courtesy Copy.
   (1) Include in letter addressed to member of Congress or Supreme Court or to top White House Official (if letter prepared in Field Office, send additional copy to Central Office).
   (2) Include additional copy for Washington office of a member of Congress when writing to him/her outside of Washington.

B. Informational Copy.
   (1) Make for Area Director by Central Office when original sent to addressee (other than Director) in that area (include copy of incoming letter).
   (2) Make for Congressional Liaison (CL) for all Congressional correspondence.
   (3) Make for any Area or program offices referred to in letter itself.
   (4) Make for Executive Secretariat (ES) for all correspondence controlled by Department.
   (5) Make for Commissioner’s Correspondence Staff (BCCO) for all letters signed by Assistant Secretary or signed, surnamed or reviewed by Acting Deputy Asst. Secretary (Operations) or controlled by BCCO.

C. Assistant Secretary Reading File Copy. Prepare for correspondence which may interest Assistant Secretary or Acting Deputy Assistant Secretary (Operations).

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D. Secretary's File and Secretary's Reading File Copies. Prepare for all correspondence signed by Assistant Secretary. One file copy and two reading file copies.

1.5 Margins and Spacing.

A. Margins.

(1) Margins should be at least 1 inch on the sides and the bottom. On the second and succeeding pages, the top margin is 1\frac{1}{4} inches. (See section 1.7C for placement of page numbers on second and succeeding pages).

(2) When a letter or memorandum is considerably less than one page in length, side margins wider than 1 inch may be used for a more balanced look.

B. Spacing.

(1) Double space drafts, leaving three spaces between paragraphs.

(2) Single space final material, with two spaces between paragraphs. When final material is less than eight lines, it should be double spaced.

1.6 Heading.

A. Letters.

(1) "In Reply Refer to:" This phrase is pre-printed in the upper left of Bureau stationery. Underneath the phrase, type at least the name of the originating office. Any other control number used by the originating office should be added immediately after the office name. Underneath and aligned with this, type the BCCO number for any reply to controlled correspondence. (See the sample letter in Illustration 1).

(2) Date.

(a) If the date of signing is known, type it near the upper right hand corner, two lines below the first line of the letterhead.

(b) Omit the date on a letter that will be signed in another office or that may not be signed the day you type it. Stamp the date in the appropriate place on the original and all copies after the letter is signed.

(3) Address.

(a) Typing. Type the address at the left margin. Single space the address and arrange it in block style. To be visible in a window envelope, no line of the address should be longer than 4 inches.
Where window envelopes are not used, the address should begin at least 4 lines below the bottom of the letterhead to allow for date stamping. If the letter is shorter than one page, type the address so the letter is centered on the page. When runover lines are required, indent two spaces from the left margin. Limit the address to five lines. Example:

Mr. John L. Doe  
Chairman, Secretarial-Professional  
Association of the United States  
5906 Weaver Place S.E.  
Barnesboro, PA 15714

(b) Mail Codes. If letters to other elements of the Bureau or to outside agencies are to be mailed in individual envelopes, include the mail code in the address. Also include the addressee's mail code or office symbol, when known, on letters sent to another Government agency. Example:

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

(c) "Attention" Lines.

(i) General. Specific addresses should be used, rather than "Attention" lines, whenever possible. An "Attention" line can usually be avoided by including in the address the reference entered after the "Reply to Attention of:" caption on the incoming letter. If an "Attention" line must be used, type "Attention:" on the line below the first line of the address, flush with the left margin. Example:

Electrical Supply Division  
Attention: J.F. Jones  
Building 25  
Federal Plaza  
East Cranston, KY 20014

(ii) Congressional Correspondence. Occasionally, referral slips on Congressional correspondence include a notation to reply "Attention: Miss ______." Since the Congressman's office may send the Bureau's reply to the constituent, it is more appropriate to place the "Attention" line on the envelope rather than on the face of the letter. Example:

Honorable John N. Doe  
Attention: Miss Jones  
House of Representatives  
Washington, D.C. 20515

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(d) Replies to Petitions or Resolutions. When replying to a petition or resolution, address the person who submitted it or the first person who signed, and mention the other signers. If practical, make a carbon copy for each signer of a multiple-signed petition or resolution. Make only one official file (surname) copy and indicate on it the distribution of copies as shown below.

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

(i) Address First Signer Only. Address the reply to the first person who signed the letter and state in the first paragraph that the reply is intended for the others also. If practical, make a carbon copy for each of the signers. Prepare only one official file (surname) copy and indicate on it the distribution of copies as shown in sections 1.9D and 1.9G, below.

(ii) Address All Signers Jointly. If there are not more than 10 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 as shown on Chapter 5 of this Part. Prepare an original for each recipient, but only one official file (surname) copy.

(iii) 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 made to the other signer(s). Prepare an original for each recipient, but only one official file (surname) copy. On the surname copy, type "Identical letter to: below the signer's title or any other preceding notation, beginning at the left margin. On the next line, list the names and addresses of the recipients of the letter. If there is not enough space at the bottom of the page, type the list on a separate sheet and attach it to the surname copy.

(f) Other Points.

(i) In sending telegrams or special delivery letters, use street addresses; for other correspondence and Mailgrams, use post office box numbers.

(ii) "Stop" codes listed in the Departmental Telephone Directory are used only sending mail to other Federal agencies in the Washington area—never for Congressional mail. (B.I.A. Central Office mail to the Hill is sorted in our Mailroom and taken to Ramp P for regular daily trips to the Capitol Mailroom).

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Agency title (including B.I.A.) must always appear in address (envelope, etc.). Although there is only one agency (B.I.A.) in Window Rock, Arizona, there are a number of agencies (Area Directors, etc.) in Sacramento, Phoenix, etc.

"Ms." now is used in addressing women whose marital status is unknown.

"Aberdeen Area Director" is preferable to "Area Director, Aberdeen."

Members of Congress are addressed differently when corresponding with their local (field) offices than when corresponding with Washington Offices (See Chapter 5). Use committee titles, if signed so.

Memoranda. The only two forms of stationery authorized by the Department Manual for memoranda are Optional Form 10, "U.S. Government Memorandum" and Optional Form 37, "U.S. Government 2-way Memo." No other stationery may be used. See Illustration 2 for a sample of a correctly typed memorandum.

(1) "Date" Line.

(a) If the date of signing is known, type it in the upper left hand corner, opposite the word "date."

(b) Omit the date on a memorandum that will be signed in another office or that may not be signed the day you type it. Stamp the date in the appropriate place after the letter is signed and date all copies.

(2) "Reply to Attention of" Line. Type the name or title of the originating official opposite this line.

(3) "Subject" Line.

(a) The subject of a memorandum is a brief, usually not more than ten words, statement of what the memorandum is about. Type this phrase in the upper left corner opposite the word "Subject". If more than one line is needed for the subject, begin succeeding lines flush with the first line. Capitalize only the first letter of the first word and all proper nouns. Example:

Subject: Designation of members of the Amalgamated Welfare and Recreation Board

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(b) When writing back to the same office or person on the same subject, type the sender's reference after the subject. Example:

Subject: Disposition of records (Your ltr, 9/11/79)

(c) If you write a second memorandum to the same person on the same subject before you receive a reply, include your reference after the subject. Example:

Subject: Disposition of records (Our ltr, 9/11/79)

(4) "To" Line. Type the name or title of the person(s) to receive the memorandum.

(5) "Through" Line. If the memo is to be sent through another office for concurrence, type "through" two lines below the "To" line, aligned with the preprinted word "To." Type the name or title of the individual or office through whom the memo is to be routed on the same line, aligned with the name of the person to receive the memorandum.

1.7 Text.

A. Salutation. Each letter must have a salutation. Type flush with the left margin, 2 lines below the last line of the address. If using a window envelope, begin the salutation at least six lines below the last line of the address. When an "Attention" line is used, the salutation is still directed to the addressee, not to the person named in the "Attention" line. Never use a first name in typing the salutation. See Illustration 1 for placement of salutation. Chapter 5 shows the proper salutation for certain addressees. Do not use salutations in memoranda.

B. Spacing. Begin the text 2 lines below the salutation on a letter or the "To" line on a memorandum. Begin each main paragraph flush with the left margin. Indent subparagraphs 5 spaces. Begin second and succeeding lines flush with the left margin. Single space the body of the letter; double space between paragraphs. Double space letters of one paragraph or less than 10 lines; triple space between paragraphs when the text is double spaced.

C. Succeeding Pages. Type the second and succeeding pages on plain bond paper. Starting with the second page, type the page number 7 lines from the top of the page, in the center of the line. Continue the text 2 lines below the page number.
D. Numbering and Lettering Paragraphs.

(1) When it is necessary to break a paragraph into subparagraphs, the subparagraphs may be numbered and lettered. Indent the first line of each subparagraph or further subdivision. Begin second and succeeding lines at the left margin.

(2) Main paragraphs may also be numbered if the numbering would be helpful to later correspondence. Illustration 3 illustrates the way paragraphs and subparagraphs should be numbered.

(3) Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph on the following page unless at least two lines can be carried over to that page.

E. Quotations.

(1) Run a quotation of less than two lines into the text. Use double and single quotations as shown in the following sentence: The regulation states"...ambiguous references such as 'herein' 'above,' and 'below' shall not be used."

(2) A quotation of more than two lines is blocked 5 spaces from the left and right margins of the text. Double space between quoted paragraphs. Quotation marks are usually omitted. If you need them, use opening marks at the beginning of each paragraph, but use closing marks only at the end of the last paragraph.

(3) Indicate omissions from quoted material by three asterisks or periods, with one space between each. When the omission is a full paragraph or more, indicate it by a full line of asterisks, with five spaces between each.

1.8 Signature.

A. Letters.

(1) The complimentary close "Sincerely" is required on all letters. Type this 2 lines below the last line of the text, in the middle of the page.

(2) Type the signer's title 6 lines below the complimentary close, and flush with it. Do not type the signer's name.

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(a) The correct typing for the Assistant Secretary's title is: Assistant Secretary - Indian Affairs.

(b) The correct typing for the Commissioner's title is: Commissioner of Indian Affairs.

(3) See 15 BIAM 1.3 for signatory authority of various Bureau officials.

B. Memoranda. Do not type anything in the signature area of a memorandum, since a complimentary close is not used and the signer's title is already given in the heading.

1.9 Disposition Blocks. Disposition Blocks are used to show concurrence or approval by higher organizational levels. Type disposition blocks flush with the left margin, on the fourth line below any preceding entry. Use the format below for disposition blocks:

Concur: ____________________________

Director, Office of Administration ____________________________ Date

Approved: ____________________________

Commissioner ____________________________ Date

1.10 Notations.

A. Accompanying Attachments or Enclosures.

(1) Use of Words "Attachment" and "Enclosure." Use the word "attachment" to refer to all material accompanying a memo. Use the word "enclosure" to refer to material accompanying a letter.

(2) Attachments or Enclosures Identified in Text. When enclosures or attachments accompanying a letter or memorandum are mentioned in the text, type the appropriate word and the number flush with the left margin, 3 lines below the signer's title (9 lines below the text).

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(2) Attachments or Enclosures Not Identified in Text. When attachments or enclosures are not identified in the text, type the appropriate word, flush with the left margin, 3 lines below the signer’s title (9 lines below the text). List each attachment or enclosure on a separate line below the notation, flush with the left margin. List each attachment or enclosure by title or with a short descriptive phrase. If you need more than one line to identify an attachment or enclosure, indent succeeding lines two spaces. Example:

Enclosures:
Form Letters Handbook
XYZ Agency Pamlet on the Processing of Plain Letters
Organization Chart

B. Material Sent Under Separate Cover. When material referred to in the text is sent under separate cover, type "separate cover" flush with the left margin, two lines below the signer’s title or the enclosure notation or 3 lines below the text. List all material sent, whether or not referred to in text. Example:

Separate cover:
Form Letters Handbook
Plain Letters Pamlet
Correspondence Manual – 10 copies

C. Postscripts. Although writing a postscript is discouraged, one may be added to avoid retyping. Type the postscript 2 lines below the signer’s title or any other preceding notation or 3 lines below the text. Beginning at the left margin, type the letters "P.S." followed by the postscript. The signing official must sign or initial the postscript. When the signer adds a handwritten postscript, type it on all copies.

Send a copy of the letter with the material sent under separate cover.

D. Notation of Carbon Copies. A writer may wish to identify carbon copy recipients for the benefit of the addressee. Type "cc:" two lines below any preceding notations, flush with the left margin. Below and flush with the first recipient's name or designation, list the names or designations of the other recipients, each on a separate line. Do not show the Bureau's internal or administrative distribution on this list. Example:

cc: Senator Phil A. Buster
    Senator Hans R. Idle
    Mr. G. Glogy

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E. Memorandum for Record (M/R). Occasionally, a secondary memorandum is prepared which contains supporting information for the outgoing correspondence. In such a case, type the notation "M/R:" on all file copies of the outgoing correspondence. Type the notation flush with the left margin, immediately below any preceding typing. Two spaces after the colon, type the subject of the memorandum for record. Example:

M/R: Explanation of Position on Correspondence


(1) First Writing.

(a) In the lower left corner, two lines below the notation showing the distribution of copies, type the information shown in the sample below:

Bureau initials (only on correspondence to be signed in the Department)  BIA:620: J Doe:abc:2/2/79:x5328

Mail code of originating office (only for Central Office use)

Writer's Extension

Typist's Initials

Date of Typing

(b) Do not use photocopies as file or informational copies going within the Department unless the information in (a) above is written or typed in the lower left corner.

(2) Rewrite.

(a) No Change in Meaning. If correspondence is rewritten without changing its meaning:

(i) Type previous surnames and dates on the new surname copy.

(ii) Reroute the new correspondence together with the previous original and surname copy to the person requesting the change and the remaining reviewers indicated.
(b) Change in Meaning. If the rewrite changes the meaning, route the correspondence through all reviewers for surnaming, after review by the person requesting the change. Show original and rewrite information in the lower left corner of the new surname copy. Example

620:ABSmith:cag:7/25/79
Rewritten:600:CDBrown:kfa

Insert the word "rewrite" on the route slip. "X out" the original and surname copy in red, fold them lengthwise and clip them to the inside left of the folder, on top of any other papers.

G. Blind Copy Distribution Block. Show the distribution of all copies other than those listed on the original document. Type "bcc" below the identification entries, flush with the left margin. When space is not available below the text, the left margin may be used. Starting one space after the colon, list the recipients of copies, one below the other. Use several columns for this list if necessary. When there is not enough room for this information at the bottom of the page, it may be typed in the left margin rather than on a new page. For copies within an office, mail code numbers may be used instead of organizational designations. Mark a copy for each recipient. Example:

500: DEGreen:wm 1/4/80
bcc: AS Reading File
    400
    420
    Surname - 500
    Chrony - 500
    Mailroom

H. Reply Reference.

(1) Type the name or symbol of the preparing office and any additional reference immediately below the printed words "In Reply Refer To:". If the reference is long, use additional lines, single spaced and blocked.

(2) The name or abbreviation of the preparing office is the minimum reply reference. File number references may be used in addition.
I. Correspondence Control Number. The Bureau correspondence staff (BCCO) assigns a number to each piece of controlled incoming mail. Type this number on outgoing correspondence as follows:

(1) Letters. On each letter prepared in reply to incoming controlled correspondence, type "BCCO" followed by the control number immediately below the reply reference.

(2) Memoranda. If a memorandum relates to Bureau controlled correspondence, type "BCCO" followed by the BCCO number on the "Subject" line of the memorandum.

J. Special Mailing Instructions. If the envelope is to be prepared in another office, add special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED or REGISTERED). Type or stamp the instruction 2 lines below the last line of the "In Reply Refer To" notation, flush with the left margin. When more than one instruction is used, type them continuously on the same line, separated by a dash.

K. Security Classification. Only the Secretary may assign a security classification. If correspondence is classified, type the classification above the letterhead and also at the bottom of the page on the original and all copies. Address two envelopes, one slightly larger than the other, so that the smaller can be inserted into the larger. Stamp or type the security classification on the smaller envelope.

L. Administrative Marking. If access to a piece of correspondence should be limited for administrative reasons, stamp or type the appropriate marking (either "FOR GOVERNMENT USE ONLY" or "ADMINISTRATIVELY RESTRICTED") above the letterhead and at the bottom of each page of the original and all copies. Address two envelopes, one slightly larger than the other, so that the smaller can be inserted into the larger. Stamp or type the security classification on the smaller envelope.

1.11 Assembly for Signature. When correspondence is ready for review or signature, arrange it and the accompanying papers using one of the following methods:

A. Single Unit Assembly. Use this method when the correspondence is signed in the originating office.

(1) Arrange all material in a single unit.

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(2) Attach signature and surnaming tabs on page preceding page to be signed or surnamed.

(3) Attach an attention tab to any explanatory material.

B. Folder Assembly. Arrange correspondence to be signed outside the originating office in a manila folder (or in the correspondence control folder, if one accompanied the correspondence). Arrange the correspondence as shown below and in Illustration 4.

(1) Left Side of Folder. On the left side of the folder, arrange the material in the following order:

(a) Incoming letter or memorandum, if any.

(b) Interim reply or acknowledgment, if any.

(c) Background or explanatory material. Exclude most internal background material from the folder to reduce the size of the review packet.

(d) Copy of attachments or enclosures, if applicable.

(2) Right Side of Folder. On the right side of the folder, arrange the material in the following order:

(a) Plastic cover, with flap placed under flap of brown envelope, to protect original outgoing correspondence.

(b) Original outgoing correspondence.

(c) Courtesy copy (only if required).

(d) Enclosures, if any, in the order in which listed on correspondence.

(i) Do not include bulky enclosures which do not require a policy review. Instead, insert a sheet stating that the enclosures have been omitted and giving a room and extension from which they may be obtained.

(ii) Bulky enclosures which require policy review and large envelopes should be marked "Enclosures," fastened together with a large binder clip, and placed on the bottom of assembled correspondence within the folder. Files transmitted as related correspondence may be attached behind the folder with a large binder clip or with rubber bands.

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(e) Addressed envelope, if necessary, or plain white envelope with flap folded over front of foregoing papers. Place envelope flush with left side, so that they project to the right.

(f) Informational copies going outside the Department with any enclosures. Addressed envelopes should be attached.

(g) Brown envelope with flap folded over front of all outgoing papers. The brown envelope separates all outgoing papers from file copies and serves as a guide to the surname copy.

(h) Informational copies going to other offices within the Department.

(i) Surname copy, with copy of any enclosures stapled to it.

(j) Assistant Secretary's or Commissioner's Reading File copy, if applicable.

(k) Informational copies going to Bureau offices outside the originating office.

(l) Office chronological copy.

(m) Mailroom chronological copy.

If there is more than one letter or memorandum to be surnamed, clip surname tabs (Form DI-187) to the upper right corner of the pages preceding the surname copies of the additional letters or memoranda. The brown envelope serves as a finder for the first surname copy.

If a letter or memorandum is more than one page, clip a signature tab (Form DI-186) to the lower right corner of the page preceding the one to be signed. The same procedure applies when there is more than one letter or memorandum to be signed.

(3) Front of Folder. On the front of the folder, place a completed routing sheet listing all reviewers in the order in which they will review the correspondence. The writer will specify the routing. Enter the name of the originating office and any remarks on the routing sheet. The following routing sheets are used in the Washington Office:
(a) Controlled Correspondence Cover Sheet (Form 5-1504). This form is attached by BCCO to priority correspondence which it controls. Full instructions for completing the form are on its reverse. A sample of this form is shown in Illustration 5.

(b) Central Office Route Slip (Form 5-1502). Use this form to show routing for non-controlled correspondence. A sample of this form is shown in Illustration 6.

(c) Departmental Route Slip (Form DI-535). Use this form for routing correspondence to recipients within the Department of the Interior.

1.12 Corrections.

A. If a small correction can be made by erasing or with correction fluid, typed corrections are only required on the original. You may use a pen to correct the copies.

B. If corrections require retyping a page, retype the copies along with the original.

1.13 Surnaming. Concurrences are generally shown on Bureau correspondence by a surname and date in the right margin of the official file (surname) copy. A stamp may or may not be used to indicate the location for surnames.

1.14 Disposing of Correspondence After Signature.

A. Signing Office. After a piece of correspondence is signed, the appropriate employee in the signing office shall:

(1) Stamp the date on the original and all copies;
(2) Stamp the name of the signing official on all copies;
(3) Stuff and seal the addressed envelopes;
(4) Place envelopes (and/or original memorandum) and copies in the "out" box for pickup and distribution by Mailroom employees.

B. Mailroom. Mailroom employees shall distribute correspondence as indicated.
C. Originating Office. After receiving signed and stamped correspondence, the originating office shall do the following, as appropriate:

1. Prepare surname copy for filing.

2. If the letter is the final reply, attach the incoming letter to the surname copy of the reply and file.

3. If the letter is an acknowledgment:

   a. Send the original incoming letter with a copy of the acknowledgment to the office which will be making a reply.

   b. Attach a photocopy of the incoming letter to the surname copy of the acknowledgment and file.
Chapter 2 — INFORMAL COMMUNICATIONS

2.1 Informal Replies. When a simple acknowledgment or an informal letter is to be made, a copy of the letter after adding your comment. See Illustration 7 for an example.

2.2 Inter-Office Transmittals.

A. Optional Form 41, Routing and Transmittal Slip. Use OF-41 to make brief, informal comments concerning correspondence or other documents routed to one or more addresses. No record (file) copy of the routing slip should be made. If necessary, both sides of the slip may be used for remarks. See Illustration 8 for an example of this form, which is available through the GSA store.

B. Note Pads. The Central Office may use note pads for transmittals. These pads may be imprinted with letterheads, but not seals, emblems, insignia, or names, addresses or telephone numbers of individuals. This type of paper may not be used to transmit material outside the Bureau. Area and Agency offices may have pads of this type printed and bound for their use at their own expense.

C. Memorandum of Call. Use Standard Form 63 to inform office employees of a visitor or phone call. The form is self-explanatory.
CHAPTER 3

ENVELOPES AND MAILING

1. GENERAL

When you are ready to send correspondence to the addressee, you have to prepare either an envelope or an address label. The only exception is internal mail that does not need to be enveloped and that will be delivered by an agency messenger or consolidated in the mailroom for forwarding to agency field offices. If such mail contains sufficient address information after the “To:” caption, it can be sent without further addressing. If it does not, put the necessary address on a routing slip, and attach it to the correspondence. See chapter 2, paragraph 3, of this part for instructions on the use of the routing slip.

2. ENVELOPES AND MAILING LABELS

a. Postage- and fees-paid envelope and label. A mailing envelope has the notation “Postage and Fees Paid” and the agency name and number centered at the left of the indicium. The return address, the words “Official Business,” and the statement “Penalty for Private Use $300” appear in the upper left corner of the address side (see figure 1 of this chapter). A mailing label bears the same notations as the envelope. Use labels on packages or oversized plain envelopes.

   (1) Letter-size envelopes. Use window envelopes whenever possible. They eliminate one typing operation and the possibility of transcription errors. They also eliminate the time-consuming process of matching letters to envelopes. (See figure 2 of this chapter.) Use window envelopes also for Optional Form No. 10, United States Government Memorandum, or similar informal agency letterhead. (See figure 3 of this chapter.) If you can’t use a window envelope, select a regular envelope. You should requisition envelopes that are listed in the GSA section of the Federal Supply Catalog issued by the Federal Supply Service, General Services Administration, and that conform to the standards specified in the U.S. Postal Regulations.

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Figure 1.—Postage and Fees Paid Envelope

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Figure 1. Window Envelope

Figure 2. Window Envelope with Optional Form 10

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(2) Oversize envelopes. Use large envelopes for mailing multiple enclosures such as pamphlets, printed materials, etc. Don't use envelopes that are too large for the material since the contents may become damaged by shifting during handling. Also, the mailing cost is higher for large envelopes (see figure 8). When the materials are heavy, wrap them as a package, if possible. If an envelope is used, reinforce it with gummed tape or use one that closes with a metal clasp or with a button-and-twine device. Press the envelope flat before mailing. If the envelope does not have the postage and fees-paid notation and return address printed on it, attach an address label.

b. Interoffice, chain envelopes. Use Standard Forms 65–A, 65–B, and 65–C, U.S. Government Messenger Envelopes, when mail and printed matter between Government offices within the same city are to be delivered by an agency messenger or by interagency messenger service. Use the lettersize Standard Form 65–A whenever possible for reasons of economy and ease of handling in the mailroom. (See figure 4 of this chapter.) Standard Forms 65–B and 65–C should be used only when a smaller messenger envelope is not adequate. Refer to figure 8 for a cost comparison. These envelopes can be used to send mail through postal channels only as part of a consolidated mailing. The 4½- by 9½-inch envelope has 12 printed spaces for addresses, the 9½- by 12-inch size has 58, and the 12- by 16-inch size has 75. The "Stop" space is used primarily in the Washington, D.C., metropolitan area. It may, however, be used elsewhere. (See figure 5 of this chapter.)

3. TYPES OF MAIL SERVICE
The following types of mail service are available for official U.S. Government mail.

a. U.S. Postal Service. Always use the most economical method of mailing possible. Refer to figure 8 for a cost comparison. Under the postage and fees-paid system, no postage is affixed to individual pieces of mail sent by an agency. However, agencies must reimburse the U.S. Postal Service annually for all mail dispatched. When a large amount of mail is to be sent to one destination, send the copies under one cover rather than in separate envelopes to save envelopes and reduce postage costs. Select the proper mail classification or service to be used, keeping in mind economy as well as efficiency. The principal mail services offered by the U.S. Postal Service are as follows:

(1) Airmail

Description
Fastest service for international mail weighing 10 ounces or less.

Application
Do not use airmail service on domestic mail.
Figure 5.—Examples of Addressing Messenger Envelope

(2) Express Mail
(a) Domestic

Description
Guaranteed next-day delivery service to over 400 cities nationwide. Programed or regular service available. Depending on volume, could be less expensive than first-class mail.

Application
Check advantages of using this service with your local post office when speed of delivery is critical.

(b) International

Description
Provides faster but more expensive service than airmail to Australia, Belgium, France, Hong Kong, Japan, Netherlands, and United Kingdom.

Application
Check with your local post office when speed of delivery to these countries is critical.

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(3) First-Class Mail

Description
Fastest service (next to express mail) for domestic mail. Receives same service as airmail. More than 90 percent of first-class domestic mail is delivered within 2 days.

Application
Use for handwritten and typewritten correspondence and other material requiring speedy delivery. NOTE: The Postal Service will treat as first-class mail all pieces weighing 13 ounces or less unless they are endorsed to a lower class.

(4) Priority Mail (heavy pieces)

Description
Fastest available mail service for first-class mail weighing over 13 ounces and other classes over 9 ounces and not more than 70 pounds.

Application
Use only when speed of delivery is critical. NOTE: Pieces over 13 ounces will be treated as third- or fourth-class mail by the Postal Service unless they are endorsed as priority mail.
(5) Third-Class Mail

(a) Bulk Rate

Description
Requires Postal Service permit and special premall sorting and preparation by ZIP codes. Rates are applied to mailings of identical pieces of printed matter and merchandise sent to different addresses in quantities of not less than 50 pounds or 200 pieces. Savings exceed 50 percent of first-class postage on pieces weighing 1 ounce or less.

Application
Use for qualifying mail when speedy delivery is not essential.

(b) Single-Piece Rate

Description
Low-cost service for single pieces of printed matter and merchandise weighing over 1 ounce and less than 16 ounces.

Application
Use instead of first class for qualifying mail when speedy delivery is not essential.

(6) Fourth-Class Mail (parcel post)

Description
Lowest cost service for printed matter and merchandise weighing between 16 ounces and 70 pounds. (Postage savings are as much as 70 percent over priority mail.) An even lower special fourth-class rate is available for books weighing up to 70 pounds (no minimum limitation). Qualifying books must contain at least 24 pages, at least 22 of which must be printed and consist wholly of reading matter or bibliography or consist of reading matter with only incidental blank spaces for notation. The Postal Service indicates that 95 percent of parcel post items sent from the Washington, D.C., parcel post facility should be delivered within the 48 contiguous States within 2 to 7 days, depending on distance.

Application
Use for qualifying mail when speedy delivery is not essential.

(7) Registered Mail

Description
Security service. Movement is controlled throughout the postal system. Delivery can be restricted to the addressee. For an additional fee, a return receipt (proof of delivery) can be obtained from the addressee. Postal indemnity is limited to $100 for official Government mail.

Application
Use only when required by law for material that requires extensive security and protection or to transmit SECRET defense-classified material. Obtain return receipts only when proof of receipt by addressee is essential for the records of the sending agency.

(8) Certified Mail

Description
Proof of delivery service. Available only for first-class and priority mail. The carrier obtains the addressee's signature, which is kept for 2 years by the delivering post office. A return receipt can also be obtained for an additional fee. Certified mail does not offer extra security or payment for loss. Certified mail costs substantially less than registered mail. Restricted delivery may be obtained for an additional fee.

Application
Use only when proof of delivery is essential and the material has no monetary value. Use for CONFIDENTIAL defense-classified material.
Part I

(9) Special Delivery

Description
Receives preferential handling to the extent possible in dispatch and transportation and ensures delivery by addressee's post office on day of receipt.

Application
Use only when specifically required by law or when prompt delivery by receiving post office is essential.

(10) Insured Mail

Description
Insurance is available for third- and fourth-class and priority mail for protection against loss or damage up to $200. Restricted delivery and return receipts are available for an additional fee.

Application
Use only when the replacement cost of the item justifies the expense of insurance. Normally, Federal agencies should not insure third- and fourth-class mail.

(11) Restricted Delivery

Description
Provides means to restrict delivery to addressee or to an agent of the addressee who has been specifically authorized in writing by the addressee to receive restricted delivery mail.

Application
Use only when it is desired to limit delivery to addressee or agent.

(12) Special Handling

Description
Provides preferential handling in dispatch and transportation between post offices. Does not provide special delivery.

Application
Use for third- and fourth-class mail when it is necessary to give such material preferential handling. It is less expensive to send a third- or fourth-class parcel by special handling than to send the same parcel by first-class or priority mail.

(13) Return Receipt

Description
Provides receipt for delivery signed by the addressee or agent. Available for mail that is sent COD, is insured for more than $15, or is registered or certified.

Application
Use only when it is desired to know to whom or when delivery was made or when a signed receipt is needed.

b. Military Official Mail. Military Official Mail (MOM) service is available for all official Government mail addressed to an overseas Military Post Office (APO or FPO). MOM receives airlift from the point of exit from the United States to overseas APO's or FPO's at approximately one-half the cost of airmail. Mail sent via MOM is generally transported by land from the mailing point to the point of exit. Because of the savings involved, you should use this service whenever possible. All parcels sent via MOM should be marked with large letters “MOM” to the upper right of the address in the area between the address and the indicium. Envelopes need not be marked. When using MOM or other military postal system services, follow the Department of Defense mail cost reduction policies shown in figure 6.

c. Intra-agency mail service. Mail addressed to persons within an agency who occupy the same or an adjacent building is delivered by the agency's messengers. Under special conditions, the messengers may deliver mail to addressees in other agencies within the same city or area. If additional information is required, attach a routing slip. If a cover is desirable, use a chain envelope such as Standard Form 65-A, -B, or -C. U.S. Government Messenger Envelope. A sealed envelope is seldom used for within-agency mail sent by messenger.

d. Mail service between agencies.

(1) In many cities an interagency messenger service provides fast pickup and delivery between Federal agencies within that city. In Washington, D.C., this service is called the U.S. Mail and Messenger Service. Postal Service Form OM 2 lists the Washington, D.C., agencies receiving the service and a "Stop" number for each delivery point. Stop numbers are also listed in most
MAILINGS TO, FROM, AND BETWEEN OVERSEAS AREAS VIA THE MILITARY POSTAL SYSTEM (APO/FPO)

1. Letter Mail. All official correspondence, including payroll checks, will be sent as first-class mail.

2. Publications and Blank Forms. All bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms will be sent as third-class mail, fourth-class mail, or special fourth-class rate—books. Exceptions are as follows:
   a. Material that is classified, accountable, or critical to flying or marine safety matter may be sent as first-class mail.
   b. Bulk distribution of immediate action regulations/directives or emergency publication/form requisitions may be sent as first-class mail or Military Official Mail (MOM) in such cases, other publications and blank forms will not be included as filler.

3. Periodicals. Individually addressed copies and bundles of unaddressed copies of periodicals (including magazines, journals, newsletters, digests, briefs, bulletins, and summaries) will be mailed at the regular third- or fourth-class rate depending upon weight, unless they have been authorized for second-class or controlled circulation rates. Copies of second-class and controlled circulation publications must be mailed at the rates prescribed for those publications. Exceptions to use higher-cost first-class mail or Military Official Mail (MOM) may be granted by the department or agency director concerned. Exceptions will be limited to shipments of free periodicals from CONUS to overseas target audience addressees based upon a determination that timely delivery is essential to the support of an internal information program and of such urgency that the intended readers must receive the periodical in a timely fashion.

4. Logistics Parcels. Priority mail (airmail) may be used only for the highest priority logistics items. Other essential items may be sent as first-class mail when necessary to meet a required delivery date (RDD). All other items will be sent as third- or fourth-class mail or held for consolidation as freight, whichever is less costly.

5. Administrative Parcels. First-class or MOM service may be used only when RDD requires airlift on overseas segments (e.g., unaccompanied hold baggage and motion picture or TV films). All other administrative items will be sent only as third- or fourth-class mail.

6. Exceptions for use of higher-cost postal services, such as priority mail (airmail), on a one-time or recurring basis should be limited to those instances where its nonuse could result in the inability to perform an operational mission, greater total overall costs, or other instances where it is considered essential by the head of the agency concerned.

SPECIAL MAIL SERVICES

Because of the handling costs involved, registered, certified, numbered insured, certificates of mailing, return receipts, and restricted delivery should be limited to those instances specifically required by law or agency directive. Exceptions to use such special mail services on a one-time or recurring basis should be limited to those instances where it is essential that the Government be able to produce evidence of a mailing or notification for use in subsequent litigation, financial or claims dispute, or when absolutely necessary to provide protection for sensitive, controlled, pilferable, or irreplaceable, one-of-a-kind material.

agencies' telephone directories. Material should normally be sent in one of the three sizes of the U.S. Government Messenger Envelope. See paragraph 2b for guidelines on the use of these Supp. 1, Release 26, 3/19/80 envelopes. Folded material may be sent via interagency messenger service in a plain envelope or in a postage and fees-paid envelope on which the indicium is lined out.

FIGURE 6.

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Figure 7.—Special Mailing Instructions

(2) Don't use the U.S. Mail and Messenger Service for:
   (a) Security classified mail.
   (b) Mail to an addressee not included in the U.S. Mail and Messenger Service.
   (c) Unofficial mail.

Diplomatic pouch. Agencies can arrange with the State Department for diplomatic pouch service if it is needed. In general, this service is used for official mail to an agency's representatives under the jurisdiction of diplomatic or consular posts abroad. All such mail is dispatched through the Department of State.

4. TYPING AND MAILING INSTRUCTIONS

a. Postal Service mail.

   (1) Return address. The return address, if not printed on the envelope, should be typed or stamped in the upper left corner over the words “Official Business.” Include the office symbol below the printed or typed return address.

   (2) Special mailing instructions. To prepare the envelope for a letter requiring special mail service, type (or, preferably, stamp) the mailing instruction, such as SPECIAL DELIVERY, directly below the indicium (see figure 1). This placement applies to all special mailing instructions with the exception of CERTIFIED, REGISTERED, and INSURED, which are placed in Supp. 1, Release 26, 3/19/80.

   (3) Arrangement of address.

      (a) Single space the address on an envelope or label. If the line is too long, continue it on the next line flush with the left margin. All lines of the address must be in block style. All addresses appearing on letter-size envelopes must be within the address “read-zone.” This is an area not larger than \(2\frac{3}{8}\) by \(8\) inches located 1 inch from the left edge and 5\(\frac{3}{4}\) inch from the bottom edge of the envelope. If the mail piece is less than 9 inches long, the “read-zone” extends to the right edge.

      (b) Type “ATTN:” (when used) immediately below the addressee's name followed by the name of the person to whose attention the mail is directed.

      (c) Federal Government agencies are encouraged to use the U.S. Postal Service's two-letter abbreviations of the States of the United States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands.
Islands. A complete list of these abbreviations is included in chapter 5 of part II. Type the two-letter abbreviation without periods or spacing on the last line of the address, one space after the comma used to separate a city and State as illustrated in figures 1, 2, 3, and 7.

(d) Federal Government agencies are required to use ZIP codes in both the mailing and return address on all correspondence. A National ZIP Code Directory, USPS Publication 65, is published annually by the U.S. Postal Service. For information on availability of copies, contact your agency publications supply unit. Type the ZIP code on the last line of the address two spaces following the last letter of the State. Example:

John Dawson, Inc.
ATTN: Mr. James Brown
1234 Fifth Avenue
New York, NY 10029

(4) Preparation of registered mail. Registered mail must be securely sealed. Postal regulations on registered mail forbid the placing of paper strips, cellophane tape, or wax or paper seals over the intersection of the flaps on the envelope or package where the special postmark impressions will be made.

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b. Agency and interagency messenger services.

(1) When a routing slip is addressed for delivery by an agency messenger, it should contain sufficient information to ensure delivery. In most cases the office symbol of the addressee or the abbreviated name of his office is enough.

(2) When a plain or postage- and fees-paid envelope is addressed for delivery by a messenger, it should include the office symbol of the addressee or his name and title, if necessary. For interagency mail, the addressee's agency should also be included, and, if applicable, the "Stop" number. Single space the address and put the "Stop" number two lines below it. Example:

Mr. John Doe, A9
Department of Justice

Stop 219

(3) When addressing a chain envelope, cross out the used spaces. Enter the office symbol of the addressee including name and title, if necessary, in the address space. If the addressee is in another agency, include the agency's name in the address, and put the correct "Stop" number in the space provided to the right. (See figure 5.)
CHAPTER 4
TELEGRAMS, MAILGRAMS, AND FACSIMILE SERVICE

1. GENERAL
Telegram and other forms of message transmis-
sions are used for correspondence when speed is
important and a written record is required. Since
these communications are more expensive than
telegrams, they should be used only when necessary.

2. GUIDELINES FOR USING
TELEGRAMS
a. Always allow for time zone differences when
sending telegrams. If a telegram is sent too late
arrive at the receiving station before closing
time, it won't be delivered to the addressee until
the next business day. The Time Zone Map in
figure 1 of this chapter will help you schedule

b. Don't send a telegram on Friday or the day
before a holiday if it is too late for delivery on
the same day unless it is certain that the re-
ceiving office will be open or that the individual
addressee will be on duty during the weekend
or holiday.

c. When a telegram is to be sent to one or more
addressees for action and to others, for infor-
mation, use the mail for the information copies.
Also, action copies may be mailed to nearby
addressees.

d. Don't use a telegram at Government expense
for such purposes as hotel reservations for per-
sonal use and expressions of condolence unless
the message relates primarily to official business.

3. TYPES OF TELEGRAPHIC
MESSAGES
You can prepare a telegram in either single,
book, or multiple-address form.
a. Single. A single message is sent to one addressee only.

b. Book. A book message is sent to two or more addressees, with each delivered telegram showing only one addressee. No addressee will know who the other recipients are. Recipients of book messages can be designated as either "action" addressees or "information" addressees.

c. Multiple-address. A multiple-address message is sent to two or more addressees, with each delivered telegram showing all recipients. Recipients of multiple-address messages can be designated as either "action" addressees or "information" addressees.

4. PRECEDENCE

Precedence designates the relative urgency of a message and indicates the speed to be used in its handling and transmission. The precedence assigned to a message should be no higher than is required to ensure that it reaches all addressees in time for appropriate action. Different precedences may be assigned for action addressees and for information addressees. Messages to be sent over Government networks such as the Advanced Record System (ARS) or the military Automatic Digital Network (AUTODIN) should be assigned precedence designators in accordance with the National Communications System (NCS) application criteria set forth in a through d, below. Domestic messages sent direct via commercial systems such as Western Union should use the precedence designators described in e, below. Commercial cable messages will be sent in accordance with f, below. The following table indicates the various precedence categories:

<table>
<thead>
<tr>
<th>Precedence Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via</td>
</tr>
<tr>
<td>Govt. Systems</td>
</tr>
<tr>
<td>FLASH (Z)</td>
</tr>
<tr>
<td>IMMEDIATE (O)</td>
</tr>
<tr>
<td>PRIORITY (P)</td>
</tr>
<tr>
<td>ROUTINE (R)</td>
</tr>
<tr>
<td>No Equivalent</td>
</tr>
<tr>
<td>Via</td>
</tr>
<tr>
<td>Commercial Telegram</td>
</tr>
<tr>
<td>No equivalent</td>
</tr>
<tr>
<td>No equivalent</td>
</tr>
<tr>
<td>No equivalent</td>
</tr>
<tr>
<td>None or FR</td>
</tr>
<tr>
<td>OVERNIGHT (NL)</td>
</tr>
<tr>
<td>Via</td>
</tr>
<tr>
<td>Commercial Cable</td>
</tr>
<tr>
<td>No equivalent</td>
</tr>
<tr>
<td>No equivalent</td>
</tr>
<tr>
<td>ETAT PRIORITE FR</td>
</tr>
<tr>
<td>ETAT FR</td>
</tr>
<tr>
<td>OVERNIGHT (ETAT LT)</td>
</tr>
</tbody>
</table>

a. Z (FLASH)

PROCESSING, TRANSMISSION, AND DELIVERY: FLASH messages are handled as fast as possible. They are processed, transmitted, and delivered in the order received and before all messages of other precedences. ROUTINE, PRIORITY, or IMMEDIATE precedence messages are interrupted on all communications circuits involved until handling of the FLASH message is completed.

CONDITIONS AND CRITERIA FOR USE

FLASH is the highest order of precedence that may be assigned to a message. It is reserved for use only on messages having an immediate bearing on:

1. Command and control of military forces essential to defense and retaliation.

2. Critical intelligence essential to national survival.

3. Conduct of diplomatic negotiations critical to the arresting or limiting of hostilities.

4. Dissemination of critical civil alert information essential to national survival.

5. Continuity of Federal Governmental functions essential to national survival.

6. Fulfillment of critical U.S. internal security functions essential to national survival.

7. Catastrophic events of national or international significance.

EXAMPLES, MESSAGES PERTAINING TO:

1. Initial enemy contact.
(2) Recall or diversion of friendly aircraft about to bomb targets unexpectedly occupied by friendly forces, or emergency action to prevent conflict between friendly forces.

(3) Extremely important and perishable intelligence.

(4) Major strategic decisions of great urgency.

(5) Imminent large-scale attacks.

(6) Preattack shutdown of facilities which if damaged would pose a significant hazard to public health and safety.

(7) National security information requiring the immediate attention of the President or the Secretary of State.

(8) Presidential action notices essential to national survival during attack or preattack conditions.

b. O (IMMEDIATE)

PROCESSING, TRANSMISSION, AND DELIVERY: IMMEDIATE messages are processed, transmitted, and delivered in the order received and before PRIORITY and ROUTINE precedence messages. When practicable, ROUTINE or PRIORITY messages are interrupted on all communications circuits involved until the handling of IMMEDIATE messages is completed.

CONDITIONS AND CRITERIA FOR USE

IMMEDIATE is the second order of precedence. It is generally reserved for use on messages pertaining to:

(1) Situations that gravely affect the security of national and allied forces.

(2) Reconstitution of forces in a postattack period.

(3) Intelligence essential to national security.

(4) Conduct of diplomatic negotiations to reduce or limit the threat of war.

(5) Implementation of Federal governmental actions essential to national survival.

(6) Situations that gravely affect the internal security of the United States.

(7) Civil defense actions concerning direction of our population and its survival.

(8) Disasters or events of extensive seriousness having an immediate and detrimental effect on the welfare of the population.

(9) Vital information having an immediate effect on aircraft, spacecraft, or missile operations.

EXAMPLES, MESSAGES PERTAINING TO:

(1) Amplifying information on initial enemy contact.

(2) Unusual major movements of foreign military forces in time of peace or strained relations.

(3) Enemy counterattack, requests for or cancellation of additional support.

(4) Commitment of a Reserve force to attack.

(5) Special weapons logistical support when essential to sustain operations.

(6) Widespread civil disturbance.

(7) Distress assistance.

(8) Urgent information concerning the launch, operation, or recovery of spacecraft or missiles.

(9) Damage assessment and remaining capability.

(10) Emergency health and welfare services and public health and safety.

(11) Control of electromagnetic radiations.

(12) Federal assistance to State and local political authorities during natural disasters or civil disturbances.

(13) The operation and protection of federally owned and/or occupied buildings or facilities under Federal jurisdiction during emergencies.

(14) Assistance to foreign countries in time of natural disaster.

(15) Coordination and direction of:

   (a) Warnings, reports, and implementation of natural disaster programs and related operations.

   (b) Nonmilitary survival efforts.

   (c) National rehabilitation efforts during postattack period.
Part I

(d) Nonmilitary buildup, expansion of mobilization base, and related operations.

(16) Critical alerting information to or from air traffic control centers necessary to permit recovery and diversion of military and civil aircraft in flight.

(17) Restoration of critical public utility services.

(18) Emergency actions concerning the procurement or delivery of supplies or services urgently needed to sustain operations in support of critical national security requirements.

c. P (PRIORITY)

PROCESSING, TRANSMISSION, AND DELIVERY: PRIORITY messages are processed, transmitted, and delivered in the order received and before all messages of ROUTINE precedence.

CONDITIONS AND CRITERIA FOR USE

PRIORITY is the third order of precedence. It is assigned to messages that furnish essential information for the conduct of military or civil operations and actions in progress.

EXAMPLES, MESSAGES PERTAINING TO:

(1) Information on locations where attack is impending or where fire or air support will soon be placed.

(2) Air-ground integrated operations.

(3) Important intelligence.

(4) Important diplomatic information.

(5) Important information concerning the launch, operation, or recovery of spacecraft or missiles.

(6) Movement of naval, air, and ground forces.

(7) Coordination between governmental agencies concerning the performance of emergency preparedness functions.

(8) Major civil aircraft accidents.

(9) Maintaining the public health, safety, and welfare of our population.

(10) Critical logistic functions, provisions of critical public utility services, and administrative military support functions.

(11) Distributing essential food and supplies critical to health.

(12) Accomplishing tasks necessary to ensure critical damage control functions.

(13) Preparations for adequate hospitalization.

(14) Continuity of critical Government functions.

(15) Arranging minimum transportation for accomplishing the aforesaid functions.

(16) Continuing or reestablishing our more important financial, economic, health, and safety activities and producing, procuring, and distributing food materials and supplies that are considered necessary for the immediate support of a war effort, for the national defense, or for expediting the means of meeting the effects of natural disasters.

(17) Prompt delivery of information by press representatives to news media organizations and newspapers covering news of national or widespread disasters.

d. R (ROUTINE)

PROCESSING, TRANSMISSION, AND DELIVERY: ROUTINE messages are processed, transmitted, and delivered in the order received and after all FLASH, IMMEDIATE, or PRIORITY messages.

CONDITIONS AND CRITERIA FOR USE

ROUTINE is the lowest order of precedence. It is assigned to those communications that justify transmission by electrical means but are of insufficient urgency to require a higher precedence.

EXAMPLES

ALL OTHER OFFICIAL MESSAGES.

e. Domestic commercial telegrams are handled in accordance with two precedence levels. Full Rate (FR) telegrams are transmitted and delivered as quickly as possible, usually within 2 hours, and do not require a precedence symbol assign-
ment on the message form. Overnight (NL) messages are delivered on the next business day at reduced cost and are identified by the symbol NL inserted in the precedence block of the message form. All commercial telegrams must be endorsed “Official Business” by the sender.

f. International cables are handled in accordance with three precedence levels. Urgent full rate Government cables are designated ETAT PRIORITE FR and are expedited to the addressee. Normal Government cables are designated ETAT FR. Deferred reduced-rate Government cables are designated ETAT LT and are delivered on the next business day.

5. SECURITY CLASSIFICATION

Messages containing information which requires protection against unauthorized disclosure in the interest of the national defense or foreign relations of the United States shall be classified in one of three categories; namely, TOP SECRET, SECRET, or CONFIDENTIAL, depending upon the degree of its significance to national security. All other messages are UNCLASSIFIED. Authority to classify information is restricted to certain officials concerned with matters of national security. Always include the security classification in the spaces provided on the message form. If the telegram is unclassified, show “UNCLAS” in the security classification boxes at the top right and bottom right on the form. If the telegram is classified CONFIDENTIAL, SECRET, or TOP SECRET, stamp or type these words in the boxes. Classified messages, carbon copies, carbon paper, and ribbons shall be protected in accordance with security regulations prescribed by each agency.

6. “MINIMIZE” INDICATOR

During periods of abnormally heavy communication loads or national emergency, administrative or executive officers of each service or agency are notified to MINIMIZE, or reduce, the volume of electrical communication. Only essential messages are transmitted during MINIMIZE periods. The writer or authorizing officer will determine whether the urgency or importance of the message dictates immediate electrical transmission Supp. 1, Release 26, 3/19/80

and will annotate the copy “MINIMIZE CONSIDERED.” These words will be typed or stamped in capital letters to the right of the message address on the message form.

7. TYPING THE MESSAGE

The text of the telegram should be typed in the message space on the appropriate form (see figure 2 of this chapter).

a. Address. Following the word “To” at the upper left of the message space, type the name, address and ZIP code in all capital letters, block style, single spaced with open punctuation (periods are left out). Use the two-letter State abbreviation shown in chapter 5 of part II. Spell out words such as NORTH and SOUTH. When known, type the telephone number of the addressee immediately below the addressee’s name or title. If all the addressees of a book or multiple-address message don’t fit on one page, type the text on the form and attach a list of all addressees on a separate sheet of plain paper. In this instance, note on the first page of the telegram, at the top of the message section, the total number of addressees to whom the telegram goes. When a communication is sent for action to one or more addresses and for information to others, type “INFO” two lines below the last action addressee at the left margin and follow with a list of information addressees. If information copies and action copies for nearby addressees are to be sent by mail, indicate this after the appropriate address.

b. Attention line. When a telegram is directed to the attention of an individual other than the addressee, place the attention line between the addressee’s name and the address. Example:

JOHN DUTTON COMPANY
ATTENTION: THOMAS ROWE
817-372-3451
1234 FIFTH STREET EAST
FORT WORTH, TX 76102

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word of the body of the message. Block the paragraphs and double space the text, with triple spaces between the paragraphs. When typing a message on SF 14, Telegraphic Message, restrict the number of characters on a line to 69, which is the same length as a full line in most teleprinter machines. The dotted vertical guideline in the right margin indicates the limit for 69 characters when using an elite typewriter. Ignore the dotted line when using a typewriter with executive or pica type, but type no more than 69 characters.

d. Signature. Type the signature element four lines below the last line of the body of the message, flush with the left margin. It should consist of the name, title, and organizational designation (including the office symbol) of the signer. The responsible official will sign the message in the space between the body and the signature element.

8. COPIES OF TELEGRABS

Always send the original of the telegram, not a carbon copy, to the communications unit. Prepare a yellow tissue copy for official files. To ensure that it can be easily read, make it the first
9. TELEGRAPHIC STYLE

a. Articles. Omit the articles "a," "an," and "the" unless they are needed for clarity or part of a quoted passage.

b. Niceties. Avoid unnecessary words such as "please" and "Mr."

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

   2 1/2 PAGES
   1960-70

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

   9-26-75

e. Underscoring. Don't underscore for emphasis as underscoring is not transmitted.

f. Punctuation. Don't use words such as "stop," "comma," "period," or "quote" instead of punctuation marks. For international cables omit the punctuation marks and leave two spaces instead.

g. Abbreviations. Use well-known agency abbreviations such as GSA, HEW, and DOD to eliminate excess words in a telegram. Don't, however, abbreviate individual words as this may lead to confusion. For example, the abbreviation "rej'd." could mean either "requested," "required," or "requisitioned" to the addressee.

h. Coined words. Use coined words as a means of eliminating excess words. Examples:

   URTEL = your telegram
   ORTEL = our telegram
   URLET = your letter
   ORLET = our letter

10. MAILGRAM SERVICE

Mailgram is a low-cost telegram delivery service available at any Government Advanced Record System (ARS) communications terminal which provides for the transmission of messages through a computerized distribution system to U.S. Post Offices throughout the 48 contiguous States. Mailgrams are guided to the correct destination by the ZIP code assigned by the originator. Mailgrams filed on the ARS before 4 p.m. are delivered by the postal carrier to the addressee on the first mail delivery of the following business day. When mailgram delivery is desired, the word MAILGRAM should be typed in capital letters on SF 11, Telegraphic Message, at the top of the space designated "Message to be transmitted." The ZIP code must always be included by the originator in the message address immediately following the State abbreviation. Mailgram service should not be used for the delivery of messages to individuals at hotels or at other transient addresses or for the delivery of emergency or priority messages.

11. FACSIMILE SERVICE

Facsimile communications provide an exact copy of the original document to the addressee. Memorandums, documents, diagrams, handwritten notes, and other material which does not contain an address or signature must be accompanied by an attached address and authorizing signature for the guidance of the facsimile operator. Original copies should be used for facsimile transmission when possible as poor quality carbon copies will not transmit clearly. Maximum copy size usually is 8½" x 11", although some agencies may have facilities for larger copy. Printing smaller than newspaper should be avoided. Colors will be reproduced at the delivery point as black or shades of grey. If the color will be important to the addressee, a notation must be added to the original copy identifying the colors. The criteria in paragraphs 2 and 3 of this chapter generally apply to facsimile communications as well. It should be noted, however, that some offices have facsimile equipment that will receive messages on a continuous basis. For those offices, the rules in paragraphs 2a and 2b should be disregarded.

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FEBRUARY 1984
4.12 Bureau Telecommunications. Two types of telecommunications are used in the Bureau: Teletypes and Telegrams. Standard Form 14, "Telegraphic Message," is used for all telecommunications except telegrams prepared in the Central Office, which are prepared on Western Union Telefax forms.

A. Teletypes. Teletypes are sent through Government facilities provided by the Public Buildings Service (PBS). Sending and receiving centers are located in most of the large cities in the United States. This network should be used between all offices of the Bureau except as noted in c below.

(1) How the System Operates. The system maintains a communications office in the Interior Building in Washington, which sends messages over direct lines to those cities having receiving facilities nearest the Bureau stations for which the messages are destined. Where the station is located in the same city as the teletype receiving center, the message is delivered immediately to the addressee. If the station is located at a point where there is no receiving center, the message is refiled for delivery by commercial telegraph.

(2) Handling of Messages by PBS Communications Centers. All messages are handled in the order of priority in which they are received. Messages received too late for delivery on the same day as filed are transmitted so that they may be ready at the reception point for delivery or refile at the opening of the next business day.

B. Telegrams. The telegram is sent through commercial facilities and is the most expensive method of transmission. It may be used in preference to PBS teletype facilities under any of the following circumstances: (1) when fastest possible dispatch is required; (2) when the addressee is a private citizen or otherwise not located at a Federal installation; (3) where there is a consideration of privacy. The writer of the message is responsible for deciding whether the particular circumstances warrant use of the telegram.

(1) Telegrams From Field Installations. Prepare telegrams originating at field installations on Standard Form 14 unless special local instructions have been issued.

(2) Telegrams from Central Office. Prepare telegrams from the Central Office on the Telefax form (see Illustrations 1 and 2 at the end of this chapter). Place the form on a machine for direct-image transmission to Western Union. Use the Telefax form only for telegrams originated in the Central Office. Use Standard Form 14 for all other telegrams.
C. Time Deadlines on Telecommunications - Central Office.

(1) Teletypes. Messenger service is available in the mailroom to carry teletypes to the Public Building Service Communication Center until 5:15 p.m. After that hour, originating offices may carry teletypes to the Communication Center in Room 1038, until 7:00 p.m.

(2) Telegrams. Telegrams will be accepted and transmitted to Western Union by mailroom personnel until 5:15 p.m.
CHAPTER 5

MODELS OF ADDRESS

1. GENERAL

a. When it is desirable to use a salutation and closing, the models of address in this chapter are the conventional forms of address in general use. Use them as patterns for other addresses. They may be varied under certain circumstances. For example, "Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency," as appropriate. All Presidential appointees and Federal and State elective officials are addressed as "Honorable." As a general rule, county and city officials, except mayors, are not addressed as "Honorable." Persons once entitled to the title "Governor," "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout their lifetimes. Only titles for men are shown in the examples of salutations. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Use the title "Senator" for a female member of the Senate and "Ms." for a female member of the House of Representatives, Senator-elect, or Representative-elect.

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

1) Use open punctuation in addresses (periods are left out).

2) Spell out all titles in the address, except "Dr.," "Mr.," and "Ms." Don't use two titles with the same meaning with one name, for example, use "Dr. Paul White" or "Paul White, M.D.," but not "Dr. Paul White, M.D."

3) Females will be addressed as Ms.

4) If it is not known whether the addressee is a man or a woman, omit the title. For example, use "Leslie Doe."

5) In some cases the person holding a Ph.D. degree prefers to be addressed as "Dr. (full name)," rather than as "The Reverend, "Dean," "Professor," etc.

2. MODELS OF ADDRESS

The following list shows the address element, salutation, and complimentary close, when used, for certain addressees.

<table>
<thead>
<tr>
<th>ADDRESSEE</th>
<th>ADDRESS ON LETTER AND ENVELOPE</th>
<th>SALUTATION AND COMPLIMENTARY CLOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President</td>
<td>The President</td>
<td>Dear Mr. President: Respectfully,</td>
</tr>
<tr>
<td></td>
<td>The White House</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, D.C. 20500</td>
<td></td>
</tr>
<tr>
<td>Wife of the President</td>
<td>Ms. (full name)</td>
<td>Dear Ms. (surname): Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The White House</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, D.C. 20500</td>
<td></td>
</tr>
<tr>
<td>Assistant to the President</td>
<td>Honorable (full name)</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Assistant to the President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The White House</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, D.C. 20500</td>
<td></td>
</tr>
<tr>
<td>Former President</td>
<td>Honorable (full name)</td>
<td>Dear President (surname): Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>ADDRRESSEE</th>
<th>ADDRESS ON LETTER AND ENVELOPE</th>
<th>SALUTATION AND COMPLIMENTARY CLOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Vice President</td>
<td>Formal: The Vice President</td>
<td>Dear Mr. Vice President:</td>
</tr>
<tr>
<td></td>
<td>United States Senate</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20510</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Informal: Honorable (full name)</td>
<td>Dear Mr. Vice President:</td>
</tr>
<tr>
<td></td>
<td>The Vice President of the</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20501</td>
<td></td>
</tr>
<tr>
<td>Chief Justice</td>
<td>The Chief Justice of the</td>
<td>Dear Mr. Chief Justice:</td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Supreme Court of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20543</td>
<td></td>
</tr>
<tr>
<td>Associate Justice</td>
<td>Mr. Justice (surname)</td>
<td>Dear Mr. Justice:</td>
</tr>
<tr>
<td></td>
<td>The Supreme Court of the</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20513</td>
<td></td>
</tr>
<tr>
<td>President of the Senate</td>
<td>Honorable (full name)</td>
<td>Dear Mr. President:</td>
</tr>
<tr>
<td></td>
<td>President of the Senate</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20510</td>
<td></td>
</tr>
<tr>
<td>United States Senator</td>
<td>Honorable (full name)</td>
<td>Dear Senator (surname):</td>
</tr>
<tr>
<td></td>
<td>United States Senate</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20510</td>
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<td></td>
<td>or</td>
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<td></td>
<td>Honorable (full name)</td>
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<td></td>
<td>United States Senator</td>
<td></td>
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<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>United States Representative</td>
<td>Honorable (full name)</td>
<td>Dear Mr. (surname):</td>
</tr>
<tr>
<td></td>
<td>House of Representatives</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20515</td>
<td></td>
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<tr>
<td></td>
<td>or</td>
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</tr>
<tr>
<td></td>
<td>Honorable (full name)</td>
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</tr>
<tr>
<td></td>
<td>Member, United States House of</td>
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<tr>
<td></td>
<td>Representatives</td>
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<tr>
<td></td>
<td>(local address) 00000</td>
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</tr>
<tr>
<td>Committee Chairman</td>
<td>Honorable (full name)</td>
<td>Dear Mr. Chairman:</td>
</tr>
<tr>
<td></td>
<td>Chairman, Committee on (name)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>United States Senate</td>
<td></td>
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<td></td>
<td>Washington, DC 20510</td>
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<td></td>
<td>or</td>
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<tr>
<td></td>
<td>Honorable (full name)</td>
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<tr>
<td></td>
<td>Chairman, Committee on (name)</td>
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<tr>
<td></td>
<td>House of Representatives</td>
<td></td>
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<tr>
<td></td>
<td>Washington, DC 20515</td>
<td></td>
</tr>
<tr>
<td>Subcommittee Chairman</td>
<td>Honorable (full name)</td>
<td>Dear Senator (surname):</td>
</tr>
<tr>
<td></td>
<td>Chairman, Subcommittee on (name)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(name of parent Committee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States Senate</td>
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<td></td>
<td>Washington, DC 20510</td>
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<td></td>
<td>or</td>
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</tr>
<tr>
<td></td>
<td>Honorable (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairman, Subcommittee on (name)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(name of parent Committee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>House of Representatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20515</td>
<td></td>
</tr>
<tr>
<td>ADDRESSEE</td>
<td>ADDRESS ON LETTER AND ENVELOPE</td>
<td>SALUTATION AND COMPLIMENTARY CLOSE</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Speaker of the House of Representatives</td>
<td>Honorable (full name) Speaker of the House of Representatives Washington, DC 20515</td>
<td>Dear Mr. Speaker: Sincerely,</td>
</tr>
<tr>
<td>Cabinet Members</td>
<td>Honorable (full name) Secretary of (name of Department) Washington, DC 00000 or Honorable (full name) Postmaster General Washington, DC 20260 or Honorable (full name) Attorney General Washington, DC 20530</td>
<td>Dear Mr. Secretary: Sincerely, or Dear Mr. Postmaster General: Sincerely, or Dear Mr. Attorney General: Sincerely,</td>
</tr>
<tr>
<td>Deputy Secretaries, Assistants, or Under Secretaries</td>
<td>Honorable (full name) Deputy Secretary of (name of Department) Washington, DC 00000 or Honorable (full name) Assistant Secretary of (name of Department) Washington, DC 00000 or Honorable (full name) Under Secretary of (name of Department) Washington, DC 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Heads of Independent Offices and Agencies</td>
<td>Honorable (full name) Comptroller General of the United States General Accounting Office Washington, DC 20548 or Honorable (full name) Chairman; (name of Commission) Washington, DC 00000 or Honorable (full name) Director, Office of Management and Budget Washington, DC 20503</td>
<td>Dear Mr. (surname): Sincerely, or Dear Mr. Chairman: Sincerely, or Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Librarian of Congress</td>
<td>Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540</td>
<td>Dear Ms. (surname): Sincerely,</td>
</tr>
<tr>
<td>Public Printer</td>
<td>Honorable (full name) Public Printer U.S. Government Printing Office Washington, DC 20401</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>American Ambassador</td>
<td>Honorable (full name) American Ambassador (City), (Country)</td>
<td>Sir: (formal) or Dear Mr. Ambassador: (informal) Very truly yours, (formal) or Sincerely, (informal)</td>
</tr>
</tbody>
</table>
### Part I

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Address on Letter and Envelope</th>
<th>Salutation and Complimentary Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Consul General or American Consul</td>
<td>(Full name) American Consul General (or American Consul) (City), (Country)</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Foreign Ambassador in the United States</td>
<td>His Excellency (full name)</td>
<td>Excellency: (formal)</td>
</tr>
<tr>
<td>United Nations or Organization of American States</td>
<td>United States Representative to the United Nations (or Organization of American States) (local address) 00000</td>
<td>Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)</td>
</tr>
<tr>
<td>Governor of State</td>
<td>Honorable (full name)</td>
<td>Sir: (formal)</td>
</tr>
<tr>
<td>Lieutenant Governor</td>
<td>Honorable (full name)</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>State Senator</td>
<td>Honorable (full name)</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>State Representative, Assemblyman, or Delegate</td>
<td>Honorable (full name) House of Representatives (or Assembly or House of Delegates) (City), (State) 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Mayor</td>
<td>Honorable (full name)</td>
<td>Dear Mayor (surname): Sincerely,</td>
</tr>
<tr>
<td>President of a Board of Commissioners</td>
<td>Honorable (full name)</td>
<td>Dear Mr. (surname): Since:ly,</td>
</tr>
<tr>
<td>Protestant Clergy</td>
<td>The Right Reverend (full name)</td>
<td>Right Reverend Sir: (formal)</td>
</tr>
<tr>
<td></td>
<td>Bishop of (name)</td>
<td>Dear Bishop (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Very Reverend (full name)</td>
<td>Very Reverend Sir: (formal)</td>
</tr>
<tr>
<td></td>
<td>Dean of (Cathedral)</td>
<td>Dear Dean (surname): (informal)</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Reverend (full name)</td>
<td>Reverend Sir: (formal)</td>
</tr>
<tr>
<td></td>
<td>Bishop of (name)</td>
<td>Dear Bishop (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
</tbody>
</table>

1In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California, New York, New Jersey, Nevada, and Wisconsin, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house legislature. Its members are classed as senators.

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<table>
<thead>
<tr>
<th>Address</th>
<th>Address on Letter and Envelope</th>
<th>Salutation and Complimentary Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protestant Clergy (Continued)</td>
<td>The Reverend (full name) (Title), (name of Church) (local address) 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Catholic Clergy</td>
<td>His Eminence (given name) Cardinal (surname) Archbishop of (Diocese) (local address) 00000</td>
<td>Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Most Reverend (full name) Archbishop of (Diocese) (local address) 00000</td>
<td>Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Most Reverend (full name) Bishop of (City) (local address) 00000</td>
<td>Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Right Reverend Monsignor (full name) (local address) 00000</td>
<td>Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Very Reverend Monsignor (full name) (local address) 00000</td>
<td>Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>The Reverend (full name) (add initials or Order, if any) (local address) 00000</td>
<td>Reverend Sir: (formal) Dear Father (surname): (informal) Sincerely,</td>
</tr>
<tr>
<td></td>
<td>Mother (name) (initials of Order, if used) (Superior (name of Convent) (local address) 00000</td>
<td>Dear Mother (surname): Sincerely,</td>
</tr>
<tr>
<td>Jewish Clergy</td>
<td>Rabbi (full name) (local address) 00000</td>
<td>Dear Rabbi (surname) Sincerely,</td>
</tr>
<tr>
<td>Chaplains</td>
<td>Chaplain (full name) (rank, service designation) (post office address of organization and station) (local address) 00000</td>
<td>Dear Chaplain (surname): Sincerely,</td>
</tr>
<tr>
<td>President of a College or University (Doctor)</td>
<td>Dr. (full name) President, (name of institution) (local address) 00000</td>
<td>Dear Dr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Dean of a School</td>
<td>Dean (full name) School of (name) (name of institution) (local address) 00000</td>
<td>Dear Dean (surname): Sincerely,</td>
</tr>
<tr>
<td>Professor</td>
<td>Professor (full name) Department of (name of institution) (local address) 00000</td>
<td>Dear Professor (surname): Sincerely,</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS ON LETTER AND ENVELOPE</td>
<td>SALUTATION AND COMPLIMENTARY CLOSE</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Physician</td>
<td><strong>(full name)</strong>, M.D. (local address) 00000</td>
<td>Dear Dr. (surname): sincerely,</td>
</tr>
<tr>
<td>Lawyer</td>
<td><strong>Mr. (full name)</strong> Attorney at Law (local address) 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Widow</td>
<td><strong>Ms. (wife’s first name, last name)</strong> (local address) 00000</td>
<td>Dear Ms. (surname): Sincerely,</td>
</tr>
<tr>
<td>Two or More Men</td>
<td><strong>Mr. (full name)</strong> and <strong>Mr. (full name)</strong> (local address) 00000</td>
<td>Gentlemen: Sincerely,</td>
</tr>
<tr>
<td>Two or More Women</td>
<td><strong>Ms. (full name)</strong> and <strong>Ms. (full name)</strong> (local address) 00000</td>
<td>Gentlewomen: Sincerely,</td>
</tr>
<tr>
<td>One Woman and One Man</td>
<td><strong>Ms. (full name)</strong> and <strong>Mr. (full name)</strong> (local address) 00000</td>
<td>Dear Ms. (surname) and Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Service Personnel</td>
<td><strong>(full grade, name, and abbreviation of service designation)</strong> (Retired is added, if applicable) (title and organization) (local address) 00000</td>
<td>Dear (grade) (surname): Sincerely,</td>
</tr>
<tr>
<td>Service Academy Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Army or Coast Guard</td>
<td><strong>Cadet (full name)</strong> (service designation) (local address) 00000</td>
<td>Dear Cadet (surname): Sincerely,</td>
</tr>
<tr>
<td>Navy</td>
<td><strong>Midshipman (full name)</strong> (service designation) (local address) 00000</td>
<td>Dear Midshipman (surname): Sincerely,</td>
</tr>
<tr>
<td>Air Force</td>
<td><strong>Air Cadet (full name)</strong> (service designation) (local address) 00000</td>
<td>Dear Air Cadet (surname): Sincerely,</td>
</tr>
</tbody>
</table>

* A letter to two or more persons may be addressed as illustrated or to only one of them when the other is mentioned by name in the opening paragraph.

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Part II

CHAPTER 1

CAPITALIZATION

1. GENERAL

Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated and supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating such words to the principles that are given. Also see the U.S. Government Printing Office Style Manual for other points on capitalization.

Two main rules govern use of capitals: (1) Proper nouns, titles, and first words are capitalized and (2) common nouns are not capitalized unless they have gained the status of proper nouns. Consistency in capitalizing is important. Once a practice has been adopted, for example, capitalizing a word for emphasis, that practice should be carefully followed throughout the piece of writing.

2. PROPER NOUNS

a. Names of persons, places, and things. (See also paragraphs c-g, following.)

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

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

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

- macadamized
- plaster of Paris
- italics, italicize
- roman (type style)
- 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

**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

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Part II

Capitalize plural forms of common nouns when they are used as part of proper names.

- Seventh and I Streets
- Lakes Erie and Ontario
- State and Treasury Departments

C. Names of organized bodies.

(1) Federal Government units.

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

- The U.S. Government: the Federal Government, the National Government, the Government
- U.S. Congress: 93rd Congress
- the Senate, the House
- Committee of the Whole: the Committee
- Department of Agriculture: the Department
- Division of Publications: 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

(2) International organizations.

Capitalize names of international organizations.

- United Nations: the Council, the Assembly, the Secretariat
- World Health Organization

(3) Names of other organized bodies. (For names of Federal Government units and international organizations, see paragraphs (1) and (2), preceding.)

Capitalize names of other organized bodies when used as titles.

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

D. Names of members of organized bodies.

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

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

Do not capitalize when they are used in a general sense.

- two old streets
- these inland lakes
- executive departments

Do not capitalize units of government when they are 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
- 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, interstate commissions
- a foreign embassy; also the consulate, the consulate general
- 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

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 funds for a health organization

Do not capitalize when used in a general sense.

- the assembly, the State senate, the house of delegates
- the highway commission, the commission for highway construction
- the railroad company, the railroad in Pennsylvania

Do not capitalize when used in a general sense.

- a representative of a 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
Dominion of Canada: the Dominion
Province of Quebec: the Province
U.S.S.R. (Union of Soviet Socialist Republics): Cominform (Communist Information Bureau), Communist International

f. Names of regions, localities, and geographic features.

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

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

Do not capitalize when used in a general sense.

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
middle eastern boundary
continental boundaries

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

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

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

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

3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS

a. Titles preceding names.

Capitalize titles preceding proper names.

President Lincoln
King George
Chairman McDowell
Ambassador Page

Do not capitalize when used in a general sense.

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

b. Titles following names or titles used alone.

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

John Adams, President of the United States; the President; the President-elect; the Executive; the Commander in Chief; Ex-President Adams; a former President
Thomas Howells, Vice President of the United States; the Vice President
B. A. Rowland, Secretary of State; the Secretary; the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief; 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 the Exchange; the vice president of SDA
secretaries of the military departments (part of the clerical staff), but Secretaries of the military departments (heads of Army, Navy, Air Force); the director, chief, or assistant chief of the laboratory
Part II

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

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

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

5. THE DEFINITE ARTICLE

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

- The Dalles (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 Dalles region
- the Weirs streets
- the Hague Court; also the Netherlands
- the attorney general of Texas
- the Times, the Atlantic Monthly
- the Mermaid, the C-3
- the National Photo Co.

6. PARTICLES IN NAMES OF PERSONS

Capitalize particles in foreign names or titles—di’, da, della, du, van, and von.

- D’Orbigny
- Da Ponte
- Du Pont

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

- Alcide d’Orbigny
- Cardinal da Ponte
- E. L. 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
- Reginald De Koven

Do not capitalize when an individual prefers lowercase.

- Henry van Dyke (his usage)
- Irénée du Pont (his usage)

7. FIRST WORDS

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

- The question is. Shall the bill pass?
- 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, 25; in the negative, 11; not voting, three.

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

He objected “to the phraseology, not to the ideas.”
Revolutions are not made; they come.

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CHAPTER 2

SPELLING

1. GENERAL

The Government Printing Office recognizes Webster's New International Dictionary as the guide to spelling. To achieve further standardization, the Government Printing Office lists in its Style Manual the preferred forms of many of the words that are spelled more than one way in Webster’s.

This chapter carries a short list of preferred forms, selected from those in the Style Manual. Also, it gives instructions on the formation of plurals, the doubling of final consonants when suffixes are added, and the use of indefinite articles. Methods of forming possessives are covered in chapter 4, paragraph 2, of this part.

The spelling of geographic names should conform to the decisions of the U.S. Board on Geographic Names. In the absence of a decision by the Board, the U.S. Directory of Post Offices is used for names in the United States and its possessions.

2. PREFERRED SPELLING

abridgment                        consignor
acknowledgment                   converter
adapter                          conveyor
adjuster                         counselor
adviser                          counseling
aging                            counselled, counselor,
alone                           defense
anesthetic                       descendant
appall                           development
ascendance                       diagramed, diagraming
eye                             dialed, dialing
dblled, barreling                dike
beveled, beveling                disk
disk                            draft
biased                           drought
blond                            employee
boulder                          enclose
brier                            enclosure
buses                           entrust
caliber                          equaled, equaling
channeled, channeling           esthetic
cigarette                        exhibitor
coconut                          favor
combat, combating                filler
connecter                        focused, focusing
fulfill                          forbade
fuse                             fenced, penciling
gage                             gray
goodbye                          grayed, graveling
hoped                           graveling

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3. PLURAL FORMS

a. In forming the plurals of comp and terms, make the significant word plural.

**Significant word first**
- adjutants general
- ambassadors at large
- attorneys at law
- attorneys general
- brothers-in-law
- commanders in chief—
- heirs at law
- notaries public
- rights-of-way

**Significant word in middle**
- assistant attorneys general
- assistant chiefs of staff
- assistant comptrollers general
- deputy chiefs of staff

**Both words of equal significance**
- Bulletins Nos. 27 and 28; but Bulletin No. 27 or 28
- men buyers
- women students

**No word significant in itself**
- hand-me-downs
- jack-in-the-pulpits

b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

- goings-on
- hangers-on
- listeners-in
- lookers-on
- makers-up
- passers-by

c. When neither word is a noun, make the last word plural.

- also-rans
- go-betweens
- higher-ups

d. To form the plural of nouns ending with *ful*, add *s* at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

- five bucketfuls of the mixture (one bucket filled five times)
- three cupfuls of flour (one cup filled three times)
- five buckets full of earth (separate buckets)
- three cups full of coffee (separate cups)

e. The plurals of these words may cause difficulty.

- appendix, appendixes
- basis, bases
- crisis, crises
- curriculum, curricula
- datum, data
- formula, formulas
- maximum, maximums
- medium, mediums or media
- memorandum, memorandums
- minimum, minimums
- minuitia, minuitiae
- parenthood, parenthenses

- phenomenon, phenomena
- plateau, plateaus
- stimulus, stimuli
- synopsis, synopses

4. DOUBLED CONSONANTS

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable, or (b) it ends an accented syllable.

- bag, bagging
- get, getting
- red, reddish
- rob, robbing
- corral, corralled
- transfer, transferred
- but, total, totaled
- travel, traveled

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5. INDEFINITE ARTICLES

a. Use a before words beginning with consonants, except words beginning with a silent h. Also use a before words spelled with initial vowels that combine consonant and vowel sounds.

- a procedure
- a hotel
- a humble man
- a union
- a European atlas
- a one-sided argument
- but an hour

b. Use an before words beginning with vowels, and words beginning with a silent h.

- an order
- an electric light
- an initial
- an herbseller
- an honor
CHAPTER 3

COMPOUND WORDS

1. GENERAL

A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words and thus aids readability and correct pronunciation.

In this chapter, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms.

Word forms are constantly changing. The correct form for use in Government is found in the U.S. Government Printing Office Style Manual.

2. BASIC RULES

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours  day laborer  palm oil  training ship
blood pressure  eye opener  patent right  violin teacher
book value    fellow citizen  real estate  
ensus taker    living costs  rock candy

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

afterglow  cupboard  gentlemen  right-of-way
bookkeeping  forget-me-not  newssprint  whitewash

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness  ill-advisedly  /  praiseworthy
footnoting  outlawry  railroader  X-rayer

3. SOLID COMPOUNDS

a. When any, every, no, and some are combined with body, thing, and where, type as one word. Type as separate words some one, every one, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type no one as two words at all times.

anybody  anywhere  nobody  somebody
someone, but  everybody  no one  someone
any one thing  everything  nothing  something
anything  everywhere  nowhere

b. Type as one word compound personal pronouns.

herself  myself  ourselves  yourself
himself  oneself  themselves  yourselves

itself

b. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast  north-northeast  southwest  south-southwest
4. UNIT MODIFIERS

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

- a 4-percent increase
- Federal-State-local cooperation
- long-term loan
- Baltimore-Washington road
- guided-missile program
- lump-sum payment
- drought-stricken area
- large-scale project
- multiple-purpose uses
- English-speaking nation
- law-abiding citizen
- U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

- atomic energy power
- child welfare plan
- civil service examination
- land bank loan
- life insurance company
- parcel post delivery
- per capita expenditure
- real estate tax
- social security pension
- soil conservation measures
- special delivery mail
- income tax form
- eagerly awaited moment
- but ever-normal granary
- heavily laden ship
- ever-rising flood
- unusually well preserved specimen
- still-new car
- very well defined usage
- still-linger ing doubt
- very well worth reading
- well-known lawyer
- not in distant future
- well-kept farm
- often heard phrase


c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in ly; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

- eagerly awaited moment
- but ever-normal granary
- heavily laden ship
- ever-rising flood
- unusually well preserved specimen
- still-new car
- very well defined usage
- still-linger ing doubt
- very well worth reading
- well-known lawyer
- not in distant future
- well-kept farm
- often heard phrase


d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

- United States laws
- Latin American countries
- Red Cross nurse
- Winston-Salem regional office
- Swedish-American descent
- Minneapolis-St. Paul region


e. Do not confuse a modifier with the word it modifies.

- gallant serviceman
- average taxpayer
- but income-tax payer
- well-trained schoolteacher
- wooden-shoe maker
- tomato-canning factory
- American flagship
- but American-flag ship

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

- 8-, 10-, and 16-foot boards
- 2- by 4-inch boards but 2 to 6 inches wide
- moss- and ivy-covered walls
- not moss and ivy-covered walls


g. Do not use a hyphen in a foreign phrase used as a unit modifier.

- ex officio member
- per capita tax
- per diem employee
- prima facie evidence


h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

- article 3 provisions
- grade A milk
- point 4 program
- ward D patients
- class II railroad

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

- "blue sky" law
- "good neighbor" policy
- "tie-in" sale
5. PREFIXES, SUFFIXES, AND COMBINING FORMS

a. Type compounds which contain prefixes or suffixes as one word without a hyphen, except as shown in paragraphs b, c, and d following. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes eo, de, pre, pro, and re.

antedate        extracurricular       northward       semiofficial
anti-inflation   homestead            offset            shell-like
biweekly         Inverness-shire      preexisting      thimble-eye
brass-smith      micro-organisms     reenact          twofold
cooperation      mistate             semi-independent  ultra-atomic
decemphasize     nationwide

b. Use a hyphen to avoid confusion.

anti-bug-chlorea  scrum            non-civil-service  position        re-sort (sort again)    re-treat (treat again)
co-op
ex-governor          self-control
ex-serviceeman        self-educated
ex-trader            quasi-academic

6. NUMERICAL COMPOUNDS

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

8-hour day          3-week vacation  but one hundred and twenty-one
6-footer             24-inch ruler      100-odd
10-minute delay      twenty-one

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth      twenty-one thirty-seCONDS
three-fourths of an inch  twenty-three thirtieths

7. IMPROVISED COMPOUNDS

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful       know-it-all
course                        let-George-do-it
know-how                      attitude

b. When the noun form is printed in separate words, always hyphen the corresponding verb form.

blue-pencil
cold-shoulder

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CHAPTER 4

PUNCTUATION

1. GENERAL

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others, without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The U.S. Government Printing Office Style Manual treats punctuation in detail.

2. APOSTROPHE

a. Use the apostrophe:

(1) To indicate contractions or omitted letters.
   I've  it's  (it is)  TV's

(2) To indicate the coined plurals of letters, figures, and symbols.
   three R's  5's and 7's  +'

(3) 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  Coz.' Jones'  Joneses'  Schmitz'

   (a) To show possession in compound nouns, add the apostrophe or 's to the final word.
       brother-in-law's  secretary-treasurer's

   (b) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.
       soldiers and sailors' home

   (c) To show separate possession in nouns in a series, add the apostrophe or 's to each noun.
       John's, Thomas', and Henry's ratings

   (d) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.
       someone's desk  somebody else's books  others' homes

b. Do not use the apostrophe:

(1) To form the possessive of personal pronouns.
   theirs  yours  hers  its

(2) To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.
   twos  threes  its, ands, and buts  yeses and noes  do's and don'ts  which's and that's

(3) 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.
   United States control  United Nations meeting  merchants exchange  children's hospital

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3. BRACKETS

a. Use brackets in pairs:

(1) To enclose a correction.
   He arrived at 13 [12] o'clock.

(2) To supply something omitted.
   Mr. Adams [arrived] late.

(3) To explain or to identify.
   The president pro tem [Arnold] spoke briefly.

(4) To instruct or to add comment.
   The report is as follows [read first paragraph]:

(5) To enclose 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.

b. Use a single bracket:

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

4. COLON

Use the colon:

a. To separate an introductory statement from explanatory or summarizing material that follows.
   The board consists of three officials: Chairman, vice chairman, and recorder-secretary.
   Give up conveniences; do not demand special privileges: do not stop work: these are necessary while we are at war.

b. To introduce formal statements, questions, or quotations.
   The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.
   The following question came up for discussion: What policy should be adopted?
   He said: [If the quotation is not more than one sentence, use a comma instead of a colon.]

c. To follow a formal salutation.
   Dear Mr. Franklin:   Ladies and Gentlemen:   To Whom It May Concern:

d. To separate the hour and the minutes in clock time.
   8:15 a.m.   11:59 p.m.

e. To follow introductory headings which lead directly to subentries.
   Policy:
      General:
      Salaries
      Responsibilities
      Specific:

f. To separate parts of citations. (Leave space after the colon).

g. To indicate proportion. (Use double colon as ratio sign.)
   1:2:3:6

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5. COMMA

a. Use the comma:

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

Instead of hundreds, thousands came. Out of each 20, 10 are rejected.
To John, Smith was very helpful. What the difficulty is, is not known.

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

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

(3) To indicate the omission of an understood word or words.

Then he was enthusiastic; now, indifferent.

(4) To separate a series of modifiers of equal rank.

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

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

horses, mules, and cattle neither snow, rain, nor heat
by the bolt, by the yard, or in remnants by five, 10, or 20

(6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

(7) Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities, within a sentence.

Henry Smith, Jr., chairman Smith, Henry, Ph.D. Washington, D.C., schools

(8) To set off parenthetical words, phrases, or clauses.

The atom bomb, developed by the Manhattan project, was first used in World War II.
The situation in the Middle East, he reported, might erupt.
but The person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started that fire" is essential to identify the person.)

(9) To set off words or phrases in apposition or in contrast.

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

(10) 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.

(11) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

(12) 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

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(13) To separate thousands, millions, etc., in numbers of four or more digits.
4,230  50,491  1,000,000

(14) 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, 1945, to June 12, 1955, were erroneous.

(15) To separate a city and state.
Cleveland, Ohio Washington, D.C.

b. Do not use the comma:

(1) To separate the month and year in a date.
Production for June 1955 On May 5, 1956 we dedicated the arsenal. (Military form of date.)

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

1/2500  1.9047  Motor No. 189463
1,0947  METropolitan 9-3201
Page 5232  1727-1731 Broad Street
1450 kilocycles, 1100 meters (no comma unless more than four digits, radio only)

(3) 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.

(4) To separate two nouns one of which identifies the other.
The booklet "Infant Care" Wilson's boat The Maria

(5) To separate the name and the number of an organization.
Western Legion Post No. 12

6. DASH

Use the dash (two hyphens and no spaces):
a. To mark a sudden break or abrupt change in thought.
   He said—and no one contradicted him—"The battle is lost."
   If the bill should pass—which Heaven forbid—the service will be wrecked.

b. To indicate an interruption or an unfinished word or sentence.
   He said, "Give me lib—"   Q. Did you see—? A. No, sir.

c. To serve instead of commas or parentheses, if the meaning is clarified by the dash.
   These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

d. To introduce a final clause that summarizes a series of ideas. (See also paragraph 4a, preceding, for use of the colon.)
   Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

e. To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.
   I recommend—
   That we accept the rules
   That we publish them
f. To serve instead of a colon when a question mark closes the preceding idea.
   How can you explain this—"Fee paid, $5."

g. 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

7. EXCLAMATION POINT

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

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

8. HYPHEN

Use the hyphen:

a. To connect the elements of certain compound words. (See also chapter 3, this part, preceding.)

   mother-in-law
   ex-governor
   self-control
   H-bomb
   walkie-talkie
   quasi-academic

b. To indicate continuation of a word divided at the end of a line. (See also chapter 7, following.)

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

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

9. PARENTHESES

a. Use parentheses:

   (1) 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. Kelly (to the chairman).
      Q. (Continuing.)
      A. (Reads):
      The result (see figure 2) is most surprising.

   (2) 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.

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

      The Erie (Pa.) News, but the News of Erie, Pa.

   (4) 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 snow is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

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(5) To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (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).

b. Use a single parenthesis:
At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

10. PERIOD

Use the period:

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

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

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

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

c. To indicate omission within a sentence, use three periods with spaces between; at the end of a sentence, four. Use spaced periods on a separate line to show omission of one or more paragraphs.

He called . . . and left . . . He returned the next day.

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

gal.  NE.  qt.  N.Y.  but  HEW  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.

11. QUESTION MARK

Use the question mark:

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

Did he do it?
He did what?

Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark.)

b. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

c. To express doubt.

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

a. Use quotation marks:

(1) 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."

(2) 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, etc., 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.

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

b. Limit 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?'"

c. Place punctuation inside or outside quotation marks, as follows:

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.

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

13. SEMICOLON

Use the semicolon:

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

The report is not ready today; it may be completed by Friday.
The allotment has been transferred to the Production Division; hence, construction of the partitions must be delayed.

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

Robert M. Roman, chairman of the 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.

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

War is destructive; peace, constructive.

No; we receive one-third.

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

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.
The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.
CHAPTER 5

ABBREVIATIONS

1. GENERAL

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, spell out the word or phrase followed by its abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

This chapter lists abbreviations for names of States, for civil and military titles, and for a few other selected groups of words. More complete lists are given in the U.S. Government Printing Office Style Manual.

2. CAPITALS, HYPHENS, PERIODS, AND SPACING

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods except when they follow the initials in names of persons.

   c.s.t.  H.R.  116  A.B.  St.  a.m.  ft.-lb.  J. M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

   AEC  HEW  TVA  DOD  ARC  AFL-CIO  USAF

3. GEOGRAPHIC TERMS

a. You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing. Spell out United States when it is used as a noun or when it is used as an adjective in association with names of other countries.

   U.S. Government
   U.S. Congress
   U.S. Department of Agriculture
   U.S. monitor Nantucket
   U.S. Attorney General
   U.S. Steel Corp.
   U.S.S. Brooklyn (note abbreviation for ship)
   but The climate of the United States
   British, French, and United States Governments

b. With the exceptions noted in paragraph a, preceding the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

   U.S. foreign policy
   U.S. economy
   U.S. attorney
   U.S. attitude
   but foreign policy of the United States
   the economy of the United States
   United States Code (official title)
   United States Steel Corp. (legal title)

c. In other than formal writing, you may abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, and Utah). Do not abbreviate the names of other insular possessions.

   Calif.  Ill.  Minn.  N.H.  R.I.  Wash.
   Colo.  Ind.  Miss.  N.J.  S.C.  Wis.

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d. Federal Government agencies are encouraged to use two-letter abbreviations of the States of the United States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands but only in the address portion of a letter and on the envelope itself. See figure 1.

4. ADDRESSES

Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name or a number may be used:

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>St. — Street</td>
<td>Ave. — Avenue</td>
<td>Pl. — Place</td>
<td>Sq. — Square</td>
<td>Blvd. — Boulevard</td>
<td>Ter. — Terrace</td>
<td>Dr. — Drive</td>
<td>Ct. — Court</td>
<td>Bldg. — Building</td>
<td>NW. — Northwest</td>
<td>SW. — Southwest</td>
<td>NE. — Northeast</td>
<td>SE. — Southeast</td>
</tr>
</tbody>
</table>

Do not abbreviate county, fort, mount, point, and port.

5. NAMES AND TITLES

a. Use abbreviations in firm names as they are shown on the firm’s letterhead.

J. Dillard & Sons, Inc.

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

**Figure 1.**—Two-Letter State and Territory Abbreviations (used only in addressing mail)

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**BIAM REISSUE**

**FEBRUARY 1984**
b. Where brevity in company names is required, the following abbreviations may be used:

Bro.—Brother
Bros.—Brothers
Co.—Company
Corp.—Corporation
Inc.—Incorporated
Ldt.—Limited
&—and

C. Do not abbreviate Company and Corporation in names of Federal Government units.

Metals Reserve Company
Commodity Credit Corporation

D. In other than formal usage, you may abbreviate a civil or a military title preceding a name if followed by a given name or initial; but abbreviate Mr., Mrs., M., MM., Messrs., Mlle., Mme., and Dr., with or without a given name or initial.

Adj.—Adjutant
Adm.—Admiral
Asst. Surg.—Assistant Surgeon
Brig. Gen.—Brigadier General
Capt.—Captain
Comdr.—Commander
Col.—Colonel
Cpt.—Corporal
CWO—Chief Warrant Officer
1st. Lt.—First Lieutenant
1st Sgt.—First Sergeant
Gen.—General
Gov.—Governor
Lt.—Lieutenant
Lt. Comdr.—Lieutenant Commander
Lt. Col.—Lieutenant Colonel
Lt. Gen.—Lieutenant General
Lt. Gov.—Lieutenant Governor
Lt. (jg)—Lieutenant, junior grade
Maj.—Major
Maj. Gen.—Major General
M. Sgt.—Master Sergeant
Pfc.—Private, first class
PO—Petty Officer
Prof.—Professor
 Pvt.—Private
 Rear Adm.—Rear Admiral
 2d Lt.—Second Lieutenant
 Sfc.—Sergeant, first class
 Sgt.—Sergeant
 3d Sgt.—Staff Sergeant
 Supt.—Superintendent
 Surg.—Surgeon
 T. Sgt.—Technical Sergeant
 Vice Adm.—Vice Admiral
 WO—Warrant Officer

E. Use the following abbreviations after a name:

Jr.
2d, 3d, II, III (not preceded by a comma)

Degrees: M.A., Ph. D., LL.D.
Fellowships, orders, etc.: F.R.S., K.C.B.

F. Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title.

A. B. Jones, Jr.; not Jones, Jr., or Mr. Jones, Jr.
President J. B. Jones, Sr.

G. Do not use titles, such as Mr., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees.

John Jones, A.B., Ph. D.; not Mr. John Jones, A.B., Ph. D.
Dick Roe, M.D.; not Dr. Dick Roe, M.D., or Mr. Dick Roe, M.D.

H. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Richard R. Row, C.E.C., Ph. D., LL.D.

6. PARTS OF PUBLICATIONS

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

app., apps.—appendix, appendices
art., arts.—article, articles
bull., bulls.—bulletin, bulletins
ch., chs.—chapter, chapters
col., cols.—column, columns
ed., eds.—edition, editions
fig., figs.—figure, figures
No., Nos.—number, numbers
p., pp.—page, pages
par., pars.—paragraph, paragraphs
pl., pls.—plate, plates
pt., pts.—part, parts
sec., secs.—section, sections
subch., subchs.—subchapter, subchapters
subpar., subpars.—subparagraph, subparagraphs
subsec., subssecs.—subsection, subsections
supp., supps.—supplement, supplements
vol., vols.—volume, volumes
7. TERMS RELATING TO CONGRESS

You may use the following abbreviations for the words Congress and session when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

93d Cong., 1st sess. 1st sess., 93d Cong. Public Law 84, 92d Cong.

8. CALENDAR DIVISIONS

a. When brevity is required, you may abbreviate the names of months, except May, June, and July, when used with day, or year, or both.


b. The names of days of the week are preferably not abbreviated. If they are, use the following forms.

CHAPTER 6

NUMERALS

1. GENERAL

Whether to express a number in figures or to spell it out is often a troublesome choice. This chapter covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the U.S. Government Printing Office Style Manual.

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

a. Spell out numbers at the beginning of a sentence. Numbers under 10 are to be spelled out, except when expressing time, money, and measurement.

b. Prefer Arabic numerals to Roman numerals.

c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT

a. Single numbers of less than 10 within a sentence.

six horses
three times as large

five recommendations
seven machine guns

b. Numbers of less than 100 preceding a compound modifier containing a figure.

two ¾-inch boards
twelve 6-inch guns

but 120 8-inch boards

c. Round numbers and indefinite expressions.

a hundred cows, dollars, men
the early seventies
in the eighties
mid-sixties
a thousand and one reasons
less than a million dollars

but 100-odd pupils, 250-fold
but the 1870's, not the '70's or 70's
but mid-1961

d. Numbers used with serious and dignified subjects and in formal writing.

the Thirteen Original States
millions for defense but not one cent for tribute

In the year nineteen hundred and seventy-five

e. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred and twenty
eight thousand and ninety-two

fifty-two thousand one hundred and ninety-five
nine hundred and seventy-three thousand
eight hundred and eighty-two
f. Fractions standing alone or followed by of a or of an.
   one-half inch
   one-half of a farm, not 1/2 of a farm
   but 1/2 to 11/2 pages
   three-fourths of an inch,
   not 3/4 inch or 3/4 of an inch

3. 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. Serial numbers. (Commas are not used in serial numbers.)
   Bulletin 725
   pages 352-357
   963-9427
   1900 19th Street
   290 U.S. 325

c. Quantities, measures, and time.
   (1) Ages.
      6 years old
      52 years 10 months 6 days
      a 3-year-old boy

   (2) Dates.
      June 1970; June 20, 1970
      not June, 1970, or June 20th, 1970
      March 6 to April 15, 1975
      not March 6, 1972, to April 15, 1972
      15 April 1973 (military)
      4th of July, but Fourth of July, meaning the holiday
      the 1st (day) of the month, but the last of April or
      the first of May, not referring to specific days

   (3) Decimals. Place a zero before a decimal where there is no unit, except in market quotations.
   (See paragraph (5) following.) Omit decimal point and zeros after a number unless the zero is
   needed to indicate exact measurement.
      0.25 inch
      1.25 gauge height
      10.0 approximately 10 feet

   (4) Degrees.
      longitude 77°08'06" E. (spaces omitted)
      140° temperature
      but two degrees of justice
      latitude 49°26'14" N.
      an angle of 57°

   (5) Market quotations.
      4½ percent bonds
      Metropolitan Railroad, 109
      Treasury bonds sell at 95
      sugar, .03; not 0.03

   (6) Mathematical expressions.
      multiplied by 3
      divided by 6

   (7) Measurements.
      7 meters, yards, miles, acres, bushels, cans, but tenpenny nail, fourfold, three-ply
      8 by 12 inches
      2 feet by 1 foot
      8 inches by 1 foot
      3 inches
      20/20 vision
      2,500 horsepower
      6-pounder

   (8) Money. (See also paragraphs 2d, preceding, and 4, following.)
      $0.75 or 75 cents
      0.5 cent
      3.65
      $3 (not $3.00) per 200 pounds
      but $3.00 to $3.65

   (9) Percentages.
      22 percent
      25.5 percent
      5 percentage points
      0.5 percent or one-half of 1 percent
      50-50 (colloquial expression)

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(10) Proportion.
1 to 4 1:62,500 1:3:5

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

(12) Unit modifiers.—
5-day week 8-year-old wine 8-hour day 10-foot pole
but a two-story house a five-man board $20 million airfield
d. Ordinal numbers of 10th or more. (See also paragraph 2g, preceding.)
20th century 93d Congress 20th Congressional District
17th region 171st Street 200th Place
c. Designation of military units. Always express the designation of military units in figures, except
Corps, which is designated by Roman numerals.
2d Infantry Division 22d Fighter Wing 2d Fleet
7th Air Force 9th Naval District XII Corps

4. LARGE NUMBERS

Large numbers are usually expressed in figures; however, numbers from a million up which end in
four or more zeros may be expressed in 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 in figures Preferable in text Acceptable in text
299,789,665 299,789,665
$1,200,390,180 $1,200,390,180
$1,000,000* 1 million 12 million dollars
$1,000,000,000* $1 billion 1 billion dollars or one billion dollars
1,250,000* 3 3\frac{1}{4} million or three and one-fourth million or three
and one-quarter million
750,000,000* 750 million \frac{3}{4} billion or three-fourths of a billion or three-quarters
of a billion
9,000,000 to 9 million to 1 billion nine million to one billion
1,000,000,000*

* Correct for tabular work and for text when used with other numbers ordinarily written in figures, as $12,000,-
000 and $9,250,600.
CHAPTER 7

WORD DIVISION

1. GENERAL

When words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the U.S. Government Printing Office Style Manual supplement on word division and in Webster's dictionary.

2. DIVIDE WORDS

a. After a vowel, if the vowel itself is a separate syllable within a word.
   physical not physical
   separate not separate

b. Between the members of solid compounds.
   rail-road    proof-reader

c. At the hyphen in hyphenated compounds.
   court-martial  above-mentioned

d. Between adjoining vowels in separate syllables.
   estu-ary     genealogy     cre-ation

e. After prefixes of three or more letters.
   ante-date     tri-color     inter-leaving     trans-portation

f. Before suffixes of three or more letters.
   port-able    writ-ing

g. After the second consonant of double consonants ending a root word, when followed by a suffix.
   tell-ing     express-ing

h. Between double consonants that are doubled because a suffix is added.
   remit-ted     thin-ning

i. After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.
   progress (verb) pro-gress
   progress (noun) pro-gress
   stenographer (noun) sten-o-grapher
   stenographic (adjective) steno-graphic

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3. **DO NOT DIVIDE WORDS**

a. At the ends of more than two consecutive lines.

b. At the end of a line when the part begun there does not suggest the whole word.

   `counter-offensive` _not_ `counter-offensive`

c. Of five or fewer letters, even though containing more than one syllable.

   `avoid` `begin` `into` `also` `every` `area`

d. Between a one- or a two-letter terminal syllable and the rest of a word.

   `ammonia` `proceeded` `period`

e. Between a one- or two-letter initial syllable and the rest of the word.

   `identity` `around` `behavior`

f. At the end of a page or of a paragraph.

4. **DO NOT SEPARATE CLOSELY RELATED WORD UNITS**

a. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles (`Dr., Mrs., etc.`) and names.

   (1) When it is necessary to divide a date, the year may be carried over to the next line.

   (2) When it is necessary to divide a proper name, the surname may be carried over to the next line.

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

   `Chapter III` `Article 14` `1234 Fifth Street NW.` `$125.35`
PART III

Chapter 1 - CONDUCT AND CONTROL OF CORRESPONDENCE

1.1 Purpose. This chapter provides instructions which limit correspondence to its essentials and produce easily read and responsive correspondence. It provides management with a guide to correspondence procedures currently used by the Bureau.

1.2 Responsibility.

A. Each employee is responsible for the prompt handling of all correspondence he/she receives. Deadlines for responding to various types of correspondence are contained in 1.3A (8), below.

B. The Bureau Controlled Correspondence Office (BCCO) has the following responsibilities:

(1) Controlling and expediting priority mail

(2) Coordinating replies requiring input from more than one office.

(3) Informing the Commissioner of important correspondence.

In fulfilling these responsibilities, BCCO performs the following duties:

(1') Maintains logs and copies to indicate status of controlled correspondence and all correspondence for the Commissioner's signature.

(2') Distributes daily Commissioner's Reading File.

(3') Performs followup checks on the status of controlled correspondence as necessary.

1.3 General Guidelines For Correspondence.

A. Technical Guidelines.

(1) Unrelated Subjects. If two or more unrelated subjects are to be discussed with the same addressee, prepare separate communications. This will enable both the receiver and the preparing office to file the correspondence separately, as may be required.
(2) **Correspondence of Concern to More Than One Area Office.**

(a) When the subject of correspondence is of equal concern to more than one Area Office, address the correspondence jointly to all Area Directors concerned. Send a copy to each Area Director along with a copy of any other pertinent document.

(b) When correspondence relates to a subject which actively concerns only one Area Office, address the original to the concerned Area Director. You may send a copy of the correspondence and any necessary documents to other interested Area Directors.

(3) **Correspondence Concerning a Specific Tribe.** When correspondence concerns a specific Tribe, send a copy to the Area and Agency concerned.

(4) **Intra-Bureau Channels of Communication.**

(a) The chart below illustrates the regular channels for correspondence to or from the field office:

```
Commissioner or Acting Dep. Asst. Secretary-
Deputy Commissioner  
↓ ↓  
Area Director  
↓ ↓  
Superintendent  
↓ ↓  
Officer in Charge
```

(b) In exceptional cases when information must be obtained quickly (e.g., emergency Congressionals, controlled correspondence, etc.), the Central Office may communicate directly with a Superintendent and request a direct reply, in these instances, each office will send infor-mation copies of the correspondence to the Area Director. The Central Office shall keep the number of cases of this type to a minimum.

(5) **Replies to Carbon Copies.** Do not reply to a carbon copy of a letter unless it was transmitted by an original letter.
(6) Explanatory Memos. When initiating a letter for which there is no incoming mail, attach a brief summary explaining the need for the letter. If the letter is the result of a request by the Secretary, state this in the first sentence of the memo.

(7) Walk-Thrus. Occasions of extreme urgency sometimes call for a document to bypass the control offices; in these cases, advise the Commissioner's or Assistant Secretary's Office of the action taken and provide a copy of the correspondence to BCCO as soon as possible. The Executive Secretariat, Congressional Liaison in the Department, and other offices involved in the control procedure will be kept informed by BCCO of items under control in those offices.

(8) Time Limits. For the maximum response times for each type of correspondence, see the table on the next page (Times given refer to working days only).
### Maximum Response Times for Correspondence

<table>
<thead>
<tr>
<th>Type of Correspondence</th>
<th>Send Reply Within</th>
<th>If reply cannot be sent within column 1 deadline acknowledged within:</th>
<th>If acknowledged, send final reply within:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Signed within Bureau</td>
<td>5 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td>(2) Signed by Secretarial Officer</td>
<td>3 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td><strong>B. Bureau Controlled</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) White House</td>
<td>7 days</td>
<td>2 days</td>
<td>ASAP</td>
</tr>
<tr>
<td>(2) Congressional</td>
<td>10 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td>(3) Freedom of Information Act Requests</td>
<td>10 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td>(4) Privacy Act Requests</td>
<td>30 days</td>
<td>10 days</td>
<td>30 days</td>
</tr>
<tr>
<td>(5) Other controlled Correspondence answered in Central Office (e.g. Requests from heads of tribal governments, requests from Secretary or Under Secretary, requests from state governors)</td>
<td>5 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td><strong>C. Non-controlled (with general public, other agencies, within Department)</strong></td>
<td>30 days</td>
<td>10 days</td>
<td>(5 days if form or guide letter is used)</td>
</tr>
</tbody>
</table>

---

Supp. 1, Release 26, *MAR 19 1980*

BIAM REISSUE
FEBRUARY 1984
B. Style Guidelines.

(1) Length. A communication should be long enough to convey its message. Shortness or length are not virtues in themselves. A reply must identify the incoming communication by date, file reference and subject, but should not restate the entire contents of the communication received. Pay special attention to these points:

(a) Sentences should be no longer than 17-19 words. The absolute maximum length of a readable sentence is 25 words.

(b) Limit each sentence to one idea.

(c) Paragraphs should rarely be longer than seven lines.

(2) Clarity. The language used in a letter should be as simple and clear as possible. Technical terms and phrases should be avoided if there is any possibility of the reader's unfamiliarity with them. Pay special attention to these points:

(a) Use active voice as much as possible. Example:

Instead of:
A reply will be sent as soon as possible.

Say:
We will send you a reply as soon as possible.

(b) Remember you are communicating with another human being. Don't be afraid to sound human. For example:

Instead of:
Please determine whether payment against these receipts will be in order.

Say:
Can we pay against these receipts? Please find out and let us know.
(c) Leave out the words "that" and "which" whenever possible. For example, "that" and "which" could easily be left out of the following sentences:

We suggest that you complete the enclosed form and return it to us.

Please complete the form which we have enclosed and return it to us.

(d) Use short words whenever possible. Here's a brief list of shorter words you can substitute for longer ones:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximately</td>
<td>About</td>
</tr>
<tr>
<td>Ascertain</td>
<td>Learn</td>
</tr>
<tr>
<td>Concerning</td>
<td>About</td>
</tr>
<tr>
<td>Furnish</td>
<td>Give</td>
</tr>
<tr>
<td>Hereinafter</td>
<td>In this memo, in this rule, etc.</td>
</tr>
<tr>
<td>In the event that</td>
<td>If</td>
</tr>
<tr>
<td>Indicate</td>
<td>Show</td>
</tr>
<tr>
<td>Initiate</td>
<td>Begin</td>
</tr>
<tr>
<td>Locate</td>
<td>Find</td>
</tr>
<tr>
<td>Prior to</td>
<td>Before</td>
</tr>
<tr>
<td>Proceed</td>
<td>Go</td>
</tr>
<tr>
<td>Regarding</td>
<td>About</td>
</tr>
<tr>
<td>Sufficient</td>
<td>Enough</td>
</tr>
<tr>
<td>Therein</td>
<td>In the letter, in the memo, etc.</td>
</tr>
<tr>
<td>Utilize</td>
<td>Use</td>
</tr>
<tr>
<td>Verification</td>
<td>Proof</td>
</tr>
</tbody>
</table>

(e) Use personal pronouns. Don't be afraid to use "we" or "I;" refer to the writer as you. For example:

Instead of:
It is assumed you received this office's letter dated April 10.

Say:
I hope you received our April 10 letter.
(f) Put your main point up front; don't keep the reader in suspense while you work up to it. For example:

Instead of:
Re:...
Gentlemen:
In reference to the above collection item, which you instructed us to hold at the disposal of the beneficiary, we wish to advise that Mr. Czolnowicz has not called on us, nor have we received any inquiries on his behalf.
The above information is provided to you in the event you wish to give us any further instructions in the matter.

Say:
Re:...
Gentlemen:
Mr. Czolnowicz hasn't called on us, nor have we had any inquiries on his behalf.

(g) Use contractions. These greatly improve readability

For example:

Instead of:
...we did not receive your previous letter.

Say:
...we didn't receive your last letter.

(h) Eliminate padding. The phrases listed below can frequently be eliminated from letters without changing their meaning:

This is in reference to...
This is to acknowledge...
Kindly be advised...
We take this opportunity to...
According to our records...
Our records fail to reveal...
On the basis of...
With respect to...
(1) Be precise. For example:

Instead of:
...matters within the scope of the Branch

Say:
...determining the fair value of excess personal property.

(3) Non-sexist Language. Avoid language which is gender specific or perpetuates unfavorable stereotypes. Here are some examples of preferred usage:

(a) Don't assume that unknown addressees are male. Instead of "Dear Sir" or "Gentlemen," use "Dear Sir or Madame" or "Ladies and Gentlemen."

(b) Avoid the pronouns "he," "his," and "him" when referring to a hypothetical person or humanity in general. Consider eliminating pronouns or rewriting the sentence in the plural.

(c) Avoid terms and titles which are gender specific. For example:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mankind</td>
<td>Humanity</td>
</tr>
<tr>
<td>Manmade</td>
<td>Artificial, Synthetic</td>
</tr>
<tr>
<td>Man hours</td>
<td>Staff hours</td>
</tr>
<tr>
<td>Congressman</td>
<td>Member of Congress</td>
</tr>
<tr>
<td>Businessman</td>
<td>Business executive</td>
</tr>
<tr>
<td>Policeman</td>
<td>Police officer</td>
</tr>
</tbody>
</table>

(4) The Fog Index. This index is a formula for measuring the readability of a piece of writing. Illustration 9 shows how to use the Fog Index. Apply it periodically to your writing to help you determine how readable it is.
(5) "Plain Letters." The General Services Administration publishes this valuable handbook containing many worthwhile hints and guidelines for the improvement of letter writing. The Office of the Secretary has adopted "Plain Letters" as a standard to be used by all Bureaus in improving correspondence. This handbook has been distributed to all those who have attended the training course on Plain Letters, and is available as a GSA stock item (7610-205-1091), through GSA stores.

1.4 Surnaming. A surname indicates official concurrence with the portion of the communication which concerns matters within the functional interest of the reviewer.

A. Minimum Requirements. The surname copy of all correspondence sent to the Commissioner should bear at least the surname of the appropriate division chief and office head concerned, or, in their absence, the surnames of their designated representatives. Area Directors and other line officers may establish requirements for surnames within their jurisdiction. Do not surname acknowledgments of correspondence that will be answered fully at a later date.

B. Surnaming by More Than One Division. Send correspondence touching on the functions of two or more divisions to the other division(s) concerned for surnaming before presenting it to the signing official. If the draft of the correspondence has been concurred in by concerned persons, the final need not be recirculated to them. Instead, note the file copy "draft concurred in by (list persons involved)." All cases requiring surname by other than the originating office can obviously not be identified; however, the following list gives some of the more significant clearance requirements:

(See next page for list)
### TYPE OF MATERIAL

| Accounting policies and practices | Financial Management |
| Allotment or withdrawal of funds | Budget |
| Correspondence involving Cherokee, | Eastern Area Director |
| Choctaw, Miccosukee, or | |
| Seminole Agencies or Tribes | |
| *Correspondence involving legal | *Solicitor |
| questions | |
| Correspondence involving readjust- | Indian Services |
| ment programs or the transfer to | |
| other auspices of services | |
| rendered Indian by Bureau | |
| *Correspondence with a possible | *Public Information Staff |
| public relations aspect | |
| *International matters requiring | *Office of International | |
| attention of Secretariat | Activities |
| Legislation | |
| Organizational changes | Management Research |
| Personnel actions or complaints | Personnel Management |
| Preparation or revision of | Budget |
| budget estimates | Property Management |
| Procurement, distribution, | Management Research |
| utilization, or disposal of | |
| property | |
| Regulations | |

*Indicates Departmental clearance requirement.

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BIAM REISSUE
FEBRUARY 1984
C. Nonconcurrence. If an official does not concur with a document received for summarizing, he/she should take one of the following actions:

(1) If the desired change is minor and does not involve substantive change to the content of the correspondence, rewrite the document.

(2) If the desired change affects the substance of the correspondence, contact the originator and attempt to reach an agreement on content.

(3) If the desired change affects the substance of the correspondence and agreement cannot be reached with the originator, prepare an "internal" memorandum for inclusion on the left side of the correspondence file. This memorandum should contain the writer's objections, the reasons for them and suggested new wording (if appropriate).

(4) If an official lacks knowledge or jurisdictional interest in the subject and neither concurs nor objects to the document, he/she may indicate this by writing "noted" to the left of his/her surname.

1.5 Addressing Circular Correspondence Within the Bureau.

A. For the Washington Office.

(1) "Executive Staff"— to reach the Commissioner; Deputy Commissioner; all Washington Office division and staff chiefs; all assistants to the Commissioner; and heads of all offices reporting directly to the Commissioner.

(2) "Washington Office Staff"— to reach the Executive Staff and the division and staff chiefs in the geographic area.

(3) "Washington Office Employees"— to reach all the employees in the geographic area.
B. For the Central Office. (Employees of the Central Office regardless of the geographic location).

(1) "Central Office Staff"— to reach the Executive Staff and division and staff chiefs regardless of location.

(2) "Central Office Jurisdiction Staff"— to reach all offices, both in Washington, D.C., and in the field, under the jurisdiction of the Central Office (all offices not under the jurisdiction of an Area).

C. For the Field Offices.

(1) "Area Directors"— to reach all the Areas.

(2) "Independent Accounting Offices"— to reach the Independent Accounting Offices located at the Red Lake Agency, Minneapolis Area; Flathead Irrigation Project, Billings Area; and at the San Carlos Irrigation Project, Phoenix Area.

D. Bureauwide.

(1) "Area Directors and Central Office Jurisdiction Staff"— to reach key officials in both the Central Office and the field.

(2) "All Bureau Employees"— to reach all employees of the Bureau whether in the field or Central Office.

E. Combination of Addresses. On many occasions, the forms of address given above may not reach all the addressees you want. A combination of the forms of address and/or single or group addresses should then be used as required. For example, "Central Office Staff; Area Directors; and Superintendents, Cherokee, Choctaw, and Seminole Agencies" might be used if you wished to reach those addressees. Bureau offices may use a circular form of address and subtract addresses from it, such as "Area Directors except Juneau Area."
B. Congressional.

(1) Reply to Constituent's Letter. Members of Congress frequently forward to an executive agency letters they have received from constituents. Often these referrals are made by printed transmittal slips or form letters.

(a) Address replies to the Member of Congress, unless he or she specifically requests that the reply be sent directly to the constituent.

(b) If the Member of Congress has requested that a reply be sent directly to the constituent, send an informational copy to the member's office.

(c) Always return the constituent's letter to the Congressional office which forwarded it, whether or not the letter is original.

(2) Replies to Multiple Congressional Referrals.

(a) Prepare identical letters with one set of file copies in response to multiple referrals from the same constituent or on the same subject. Do not mention other referrals in the body of the letter.

(b) On the file copies, make notations indicating that identical copies were made and to whom they were sent. Also note the names of the members of Congress and constituents involved.

(3) Reply to a Member of Congress Away From Washington, D.C.
When writing to a Member of Congress away from Washington, D.C., include a courtesy copy with the letter and send another copy to his/her Washington office. Show "Copy to your Washington office" on original and all copies except courtesy copy.

(4) Reply to a Letter Signed by an Employee in a Congressman's Office. If a letter from a Member of Congress is signed by an employee of his office, address the reply to the Member of Congress rather than to the person who signed for him. ("Attention: Mr. [name]" may be added on the envelope.)
5. Reply to a Letter Signed by More Than One Congressman. When replying to a letter signed by more than one Member of Congress, address an original to each Member and enclose a courtesy copy to each. State in the opening paragraph that the same reply is being sent to each person who signed the letter. Make one official file copy with a notation as to the other recipients.

6. Furnishing Congressman Copies of Replies Made to Their Constituents. When replying to an individual who has indicated in his letter that he has sent copies of his letter to members of Congress, send the members informational copies of the reply, together with a copy of the incoming correspondence. This practice has proved helpful in reducing Congressional inquiries or referrals provided the reply is made before there has been time for the Congressman’s office to initiate an inquiry.

7. Informational Copies to Congressional Offices. Occasionally, a non-congressional letter will indicate that the writer sent informational copies to Members of Congress. In preparing a reply to this type of letter, you may if you wish, send an informational copy to each member, together with a copy of the incoming correspondence. No transmittal letters are necessary for these copies. Sending these copies before referral may reduce the number of Congressional inquiries to which responses must be prepared. If a Congressional referral is received after we have replied to the letter, send the Member of Congress a copy of the FIA reply with an appropriate transmittal letter.

C. Other Matters Concerning Secretarial Correspondence. When the subject matter of correspondence for the Secretary’s signature is highly technical because of its engineering, legal, or other professional character or is in the form of a report or an investigation, it should be submitted in the form of an undated memorandum addressed to the Secretary and signed by the responsible Bureau officer. It should be accompanied by a letter of transmittal to be signed by the Secretary and addressed to the correspondent. The memorandum and transmittal letter will be dated in the Secretary’s Office when signed. The date of submission by the Bureau should be typed or stamped in the left-hand margin of file copies only, about two inches from the top of the page.
D. Correspondence for Signature of Solicitor. Submit proposed communications and documents prepared in the Bureau for signature of Solicitor to the Solicitor's office in rough draft form—double spaced.

E. Administratively Restricted Correspondence.

(1) The restrictive markings "FOR GOVERNMENT USE ONLY" and "ADMINISTRATIVELY RESTRICTED," whichever is considered appropriate, may be used on correspondence when it is desired to limit access to it. However, such markings will of themselves have no meaning or force whatsoever should a member of the public make request to inspect the correspondence after it has become a record. In this event, decision to withhold such restrictively marked correspondence can be made only under the exclusions in the Public Information Act (5 U.S.C. 552), and then only when there is sound reason not to disclose the document, over and above the literal satisfaction of one of the exclusions.

(2) Classified or administratively restricted correspondence must be hand-carried for surnaming and signature and may be done only by employees who are authorized to know the contents (including secretaries of office and division heads). If such correspondence is entrusted by one employee to another, it is the receiving employee's responsibility to protect the correspondence.

1.7 Central Office Correspondence Related to a Specific Tribe. When correspondence generated in the Central Office refers to a specific tribe, send copies to the appropriate Area and Agency offices.

1.8 Assistant Secretary's Reading File. The Assistant Secretary's Reading File is a file of correspondence of significance or general interest to the Assistant Secretary—Indian Affairs or his/her staff. The file is designed to keep the Assistant Secretary informed on matters which might have implications for his/her high level activities (e.g., public statements). It consists of correspondence with key members of the Congress; correspondence making significant policy pronouncements or interpretations; correspondence defining programs or suggesting program changes to Area Directors; correspondence related to program development; copies of Federal Register documents; and correspondence on other subject which should be noted by the Assistant Secretary.
The originator or reviewers are responsible for ensuring that copies of appropriate documents are made for inclusion in the Assistant Secretary's Reading File. This is true even for documents signed by the Assistant Secretary. The Commissioner's Reading File is a file of correspondence of significance or general interest to the Commissioner, his or her assistants and the program directors in the Bureau. The file is designed to keep the Commissioner informed on matters which might have implications for his/her high level activities. It consists of correspondence with key members of the Congress; correspondence making significant policy pronouncements or interpretations; correspondence defining programs or suggesting program changes to Area Directors; correspondence related to program development; and correspondence on other subjects which should be noted by the officials who review this file. The originator or reviewers of documents are responsible for ensuring that copies of appropriate documents are made for inclusion in the Commissioner's Reading File. This is true even for documents signed by the Commissioner.
United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
WASHINGTON, D.C. 20245

I-1.6A(1)

Date Stamp

REGISTERED

Mr. John L. Doe
Chairman, Secretarial-Professional
Association of the United States
Attention: Executive Secretary
5906 Weaver Place, S.
Altoona, Pennsylvania 16603

I-1.6A(2)

Dear Mr. Doe:

I-1.7A

This sample shows the format for preparing a letter, which is the form of correspondence used to correspond with addressers outside the Department.

I-1.7B

The following features of this format should be noted:

- All paragraphs are completely blocked. This style minimizes the use of the space bar, tabulator key, and the tabulator bar.

- Letters which are very short may have side margins wider than the standard 1 inch margin, and may be lowered on the page, beginning with the address, in order to center the letter on the page. All paragraphs are begun at the left margin (no indentation).

Sincerely,

I-1.8A

Commissioner of Indian Affairs

I-1.10A

Enclosure:
Bureau Correspondence Handbook


BIAM REISSUE
FEBRUARY 1984
MEMORANDUM FORMAT

For explanation of highlighted items, refer to appropriate section of text.

UNITED STATES GOVERNMENT

memorandum

Part I - 1.6B

From: (Date Stamp)

To: Director, Office of Indian Services

Subject: Correspondence to Addresses Outside Originating Organizational Level

Through: Area Director, Aberdeen Area

Attention: Area Tribal Operations Officer

This sample illustrates the format of a memorandum to be used when corresponding with an addressee within the Department, but outside the originating organizational level.

Type all memoranda on Optional Form 10 or Optional Form 37. These forms are available through any GSA store. Do not use salutations or complimentary closes in memoranda.

"Signature"

Attachment

Copy sent 9-16-80

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Supp. 1, Release 26, MAR 19 1980

BIA'M REISSUE

FEBRUARY 1984
SAMPLE MEMORANDUM WITH NUMBERED PARAGRAPHS

DATE: FEB 24 1983

TO: Holders of 15 BIAM

1. The subdivision, numbering, and lettering of paragraphs is acceptable and helpful as a reference aid or for clearness.

   a. Main paragraphs are typed in block style. Subparagraphs are typed so the number or letter is indented the appropriate distance with the text of the subparagraph beginning on the 5th space following. Succeeding lines start at the left margin. Paragraphs and subparagraphs are single spaced with double spaces between them.

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

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

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

      (2) Do not begin a paragraph near the end of a page unless there is room for at least 2 lines on that page. Do not continue a paragraph to the following page unless at least 2 lines can be carried over to that page.

   b. Paragraphs and subparagraphs may be given titles to increase ease of reading and reference in long correspondence. If titles are used, they should be used consistently in the correspondence. Treat the title as the first sentence of the paragraph or subparagraph. Underline the title.

2. The arrangement given here may be varied to meet legal document needs.
1. Incoming letter or memorandum, if any

2. Interim reply or acknowledgment, if any

3. Background or explanatory material, if any

4. Copy of attachments, if applicable
1. Plastic cover

2. Original outgoing letter or memo

3. Courtesy copy, if required

4. Enclosures, if any

5. Addressed or plain white envelope

6. Informational copies going outside Department

7. Brown envelope

8. Informational copies going to other Department offices

9. Surname copy with copy of enclosures

10. Indian Affairs Reading File copy

11. Informational copies for other Bureau offices

12. Divisionchrony copy

13. Mailroom chrony copy
SAMPLE COPY OF FORM 5-1504

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Commissioner's Correspondence Office
Extension 38877

INFORMATION TO BE SUPPLIED BY COMMISSIONER'S CORRESPONDENCE OFFICE

CONTROL NUMBER

BUREAU SIGNATURE: SURNAME DUE BY

ACTION OFFICE

SIGNATURE INFORMATION

RECEIVED VIA

COPIES OF INCOMING SENT TO:

FOR ACTION OFFICE USE

CHECK APPLICABLE ITEM(S)

- No reply required
- Acknowledge; copy to Area for direct reply
- Acknowledge only
- Acknowledge; copy to Area with request for report
  (Area copies to be transmitted with Form 5-122c)

Staff member to whom assigned:

Extension:

ROUTING

(For Routing See Correspondence Handbook, Sec. 1-1, p 52)

ROUTE TO

RELEASED

COPIES

CODE

INITIALS

DATE

COMMENTS

RETURN THIS FORM AND ATTACHED CORRESPONDENCE TO COMMISSIONER'S CORRESPONDENCE OFFICE AFTER BUREAU SIGNATURE/SURNAME

Supp. 1, Release 26, MAR 19 1980

BIAM REISSUE

FEBRUARY 1984

101
SAMPLE COPY OF FORM 5-1502
"CENTRAL OFFICE ROUTE SLIP"

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM (Name and Office)</td>
<td>PHONE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route to Code</th>
<th>Released</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL COMMENTS

Supp. 1, Release 26, MAR 1 9 1980

BIAM REISSUE
FEBRUARY 1984
SAMPLE OF INFORMAL REPLY
ON BOTTOM OF INCOMING CORRESPONDENCE

PUBLIC SERVICE AGENCY

October 16, 19XX
APOD
Records Management Seminar

RE Agency
Fourth Street
Washington, DC 20006

We would like to register Mr. John T. Blank of our agency for your upcoming Records Management Seminar. He is a management analyst at the grade 12 level.

Thank you very much.

[Signature]

[Position]

October 23, 19XX

Mr. Blank has now registered for our Records Management Seminar, January 5-6. The first session begins at 8:30 a.m.

[Signature]

[Position]
SAMPLE OF OPTIONAL FORM 41
"ROUTING AND TRANSMITTAL SLIP"

<table>
<thead>
<tr>
<th>Action</th>
<th>File</th>
<th>Note and Return</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>For Clearance</td>
<td>Per Conversation</td>
<td></td>
</tr>
<tr>
<td>As Requested</td>
<td>For Correction</td>
<td>Prepare Reply</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>For Your Information</td>
<td>See Me</td>
<td></td>
</tr>
<tr>
<td>Coordination</td>
<td>Investigate</td>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

DO NOT use this form as a RECORD of approvals, concurrence, disapproval, clearances, or similar actions.

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

Phone No. 15 BIAM SUPPLEMENT I
Illustration 8

Supp. 1, Release 26, MAR 19 1980
BIAM REISSUE
FEBRUARY 1984
HOW TO USE THE FOG INDEX

The Fog Index, developed by Robert Gunning, is a method of measuring the readability of written material. To find the Fog Index of a piece of writing, follow these steps:

1. Choose a sample of 100 words or more. Samples should be free from quotes from other writers.

2. Divide the number of words in the sample by the number of sentences. This gives you the AVERAGE NUMBER OF WORDS IN A SENTENCE.

   EXAMPLE
   
   Number of words in the sample................................. 118
   Number of sentences.............................................. 8
   AVERAGE NUMBER OF WORDS IN A SENTENCE...................... 14.7
   (or 15)

3. Divide the number of words of three or more syllables by the number of words in the sample. This gives you the PERCENT OF DIFFICULT WORDS.

   EXAMPLE
   
   Number of words of three or more syllables.................... 15
   Number of words in the sample.................................. 118
   PERCENT OF DIFFICULT WORDS..................................... 12.7
   (or 13)

4. Add the AVERAGE NUMBER OF WORDS IN A SENTENCE to the PERCENT OF DIFFICULT WORDS.

   EXAMPLE
   
   AVERAGE NUMBER OF WORDS IN A SENTENCE....................... 15
   PERCENT OF DIFFICULT WORDS.................................... 13
   TOTAL.......................................................... 28

5. Multiply this total by 0.4 to give you the Fog Index of the sample.

   EXAMPLE
   
   28 times 0.4 equals a Fog Index of............................ 11.2
   (or 11)
The final result, 11 in this case, is the "Fog Index." It corresponds to the number of years of education necessary to read the material without difficulty. The general public can easily understand a Fog Index of 12 or less. A higher Fog Index means you are in danger of being ignored or misunderstood.

The table on the next page does most of the figuring for you. All you have to do is find the AVERAGE NUMBER OF WORDS IN A SENTENCE in the left column, and the PERCENT OF DIFFICULT WORDS IN THE BOTTOM legend. Where these two rows of figures converge, in the body of the table, you will find the correct Fog Index.
<table>
<thead>
<tr>
<th>PART I - PREPARING CORRESPONDENCE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Letters and Memoranda</td>
<td></td>
</tr>
<tr>
<td>1.1 General</td>
<td>1</td>
</tr>
<tr>
<td>B. Arrangement of this Chapter</td>
<td>1</td>
</tr>
<tr>
<td>C. Modification by Area Offices</td>
<td>1</td>
</tr>
<tr>
<td>D. Distribution</td>
<td>1</td>
</tr>
<tr>
<td>E. Correspondence Review by Secretaries</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Types of Correspondence</td>
<td>2</td>
</tr>
<tr>
<td>A. Letters</td>
<td>2</td>
</tr>
<tr>
<td>B. Memoranda</td>
<td>2</td>
</tr>
<tr>
<td>1.3 Stationery</td>
<td>2</td>
</tr>
<tr>
<td>1.4 Number of Copies</td>
<td>3</td>
</tr>
<tr>
<td>A. Bureau Surname</td>
<td>3</td>
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.2 Reserved for Future Use

Illustrations 1-15
1.1 General.

A. Purpose. This handbook gives the format and procedures for preparing letters and memoranda to be signed in the Bureau of Indian Affairs (Bureau). It also contains guidelines for envelopes and mailing and models of address.

(1) Use this handbook in addition to the following:

(a) Department of the Interior Secretarial Correspondence Procedures Handbook. This handbook contains guidelines for preparing correspondence for signature in the Department of the Interior (Department), and is distributed separately by the Department. Contact the Department for copies.

(b) The Gregg Reference Manual, Sixth Edition. This manual contains standards for capitalization, spelling, compound words, punctuation, abbreviations, numerals, and editing and proofreading techniques.

(2) Use this Bureau handbook instead of the U.S. Government Correspondence Manual, since the Government Manual has been included in the Bureau handbook.

(3) This handbook does not cover specialized documents such as reports, Federal Register or Bureau Manual material, articles or speeches. These are covered in other parts of the Bureau Manual.

B. Arrangement of this Chapter. The following sections tell how letters and memoranda should be prepared for Bureau signature. Generally, the rules are the same for both. Where they differ, the specific instructions for each form will be given. Illustrations 1 and 2 show the format of letters and memoranda.

C. Modification by Area Offices. Central office employees are required to follow the procedures given in this handbook. Area offices may modify these procedures, if necessary, to meet local conditions.

D. Distribution. This handbook will be distributed to all Bureau employees who prepare correspondence. Part I is primarily for the guidance of typists and secretaries. Part II is primarily for drafters and reviewers.

E. Correspondence Review by Secretaries. The secretaries to division or office heads should review correspondence prepared in their offices to insure that it was prepared correctly. Such items as grammar, spelling, punctuation, neatness, and conformity with correspondence instructions should be considered.
1.2 Types of Correspondence.

A. Letters. Letters are used for correspondence with addressees outside the Department and Bureau. Tribal councils or committees are considered addressees outside the Department and Bureau; therefore, letters may be addressed directly to them or their members. When letters to tribal councils or committees are not addressed through an area director or superintendent, send a copy to the area director or superintendent concerned. Illustration 1 is a sample of the correct format for a letter prepared in the Bureau.

B. Memoranda. Memoranda are used for all correspondence within the Department and Bureau with the following exception: Correspondence to area directors or superintendents authorizing the call of tribal constitutional elections and approving the results of those elections will be in letter form since that correspondence will eventually become a part of the tribal records. A sample of the format of memorandum is shown in Illustration 2. Use Optional Form 10 or Optional Form 27 for memoranda. The U.S. Government Memorandum, Optional Form 10, is designed to aid informal, interagency correspondence preparation. The U.S. Government 2-Way Memo, Optional Form 27, is a 3-part form set, designed for handwritten or typed correspondence and provides space for informal replies on the same page. Optional Form 27 may be used between offices or personnel whose day-to-day relationship could permit simple, informal, written communications and replies. These forms may be ordered following the same procedure used for ordering standard forms. Use Bureau or Department stationery for more formal memoranda or when the correspondence is to be routed through a reviewing official or is addressed to one or more high ranking officials in the Department.

1.3 Stationery. Use Bureau or Department stationery as follows:

<table>
<thead>
<tr>
<th>Type of Correspondence or Copy</th>
<th>First Page</th>
<th>Succeeding Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORIGINAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routine correspondence.......</td>
<td>Letterhead</td>
<td>Plain bond</td>
</tr>
<tr>
<td><strong>CARBON COPIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtesy, informational.....</td>
<td>Letterhead tissue*</td>
<td>Plain tissue</td>
</tr>
<tr>
<td>(if necessary)</td>
<td>White tissue</td>
<td>White tissue</td>
</tr>
<tr>
<td>Reading file..................</td>
<td>White tissue</td>
<td>White tissue</td>
</tr>
<tr>
<td>(if required)</td>
<td>Yellow tissue</td>
<td>Yellow tissue</td>
</tr>
<tr>
<td>Bureau surname...............</td>
<td>Green tissue</td>
<td>Green tissue</td>
</tr>
<tr>
<td>Chronological.................</td>
<td>White tissue</td>
<td>White tissue</td>
</tr>
<tr>
<td>Other.........................</td>
<td>Blue tissue</td>
<td>Blue tissue</td>
</tr>
<tr>
<td>Hold copy.....................</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Use letterhead tissue, if available. If not, use plain tissue stamped or typed with agency identification. (See Section 1.10D for copy specifications.)
1.4 **Number of Copies.** Prepare the following copies for all correspondence:

A. **Bureau Surname.** This is the official file copy and should be retained by the originating office. When an identical reply is used for several inquiries, make only one surname (file) copy. Note on this copy that identical letters are being sent to other addressees. Surname copies of transmittal memos of Manual Issuances and Regulations should be forwarded to the Branch of Directives and Regulatory Control for filing.

B. **Office Chronological.**

C. **Office Hold Copy.**

In addition, the following copies are required as outlined below:

D. **Courtesy Copy.**

(1) Include in letters addressed to members of Congress or Supreme Court or to top White House officials (if letter prepared in field office, send additional copy to central office).

(2) Include additional copy for Washington office of members of Congress when writing to them outside of Washington.

E. **Informational Copy.**

(1) Make for area director by central office when original sent to addressee (other than director) in that area (include copy of incoming letter).

(2) Make for any area or program offices referred to in letter itself.

(3) Make for Department offices indicated on control cover sheet (i.e., SOL, PEB, CL, OIG, etc.) and attach a completed Departmental route sheet.

(4) Make for the Department's Executive Secretariat (ES) for all correspondence controlled by the Department, include Tasking Profile (TP) number, and attach a completed Departmental route sheet.

(5) Make for the Bureau Executive Secretariat Staff (Bureau ES) for all letters signed by Assistant Secretary or Deputy Commissioner or controlled by Bureau ES staff.

F. **Bureau Reading File Copy.** Prepare for correspondence which may interest Assistant Secretary or Deputy Commissioner.

G. **Secretary's Surname File and Secretary's Reading File Copies.** Prepare for all correspondence signed by Assistant Secretary. One Yellow Surname Ladder file copy and two reading file copies on Departmental letterhead tissue.
1.5 **Margins and Spacing.**

**A. Margins.**

1. Margins will be at least 1 inch on the sides and the bottom. On the second and succeeding pages, the top margin is 1 1/2 inches. (See section 1.7C for placement of page numbers on second and succeeding pages.)

2. When a letter or memorandum is considerably less than one page in length, side margins wider than 1 inch may be used for a more balanced look.

3. A justified right margin is acceptable only if the spacing is balanced between words.

4. Letters and memoranda may be typed in either 12-pitch or 10-pitch, using Letter Gothic, Courier or Prestige typing elements.

**B. Spacing.**

1. Double space drafts, leaving three spaces between paragraphs.

2. Single space final material, with two spaces between paragraphs. When final material is less than 10 lines, it should be double spaced.

3. All letters and memoranda for the Secretary's signature are typed single spaced and double spaced between paragraphs. (Refer to the Department's Secretarial Correspondence Procedures Handbook for guidelines.)

1.6 **Heading.**

**A. Letters.**

1. "In Reply Refer to:" This phrase is pre-printed in the upper left of Bureau stationery. Underneath the phrase, type at least the name of the originating office. Any other control number used by the originating office should be added immediately after the office name. Underneath and aligned with this, type the control number for any reply to controlled correspondence. (See the sample letter in Illustration 1.)

2. **Date.**

   (a) If the date of signing is known, type it near the upper right hand corner, two lines below the first line of the letterhead.

   (b) Omit the date on a letter that will be signed in another office or that may not be signed the day you type it. Stamp the date in the appropriate place on the original and all copies after the letter is signed.

3. **Address.**

   (a) **Typing.** Type the recipient's address at the left margin. Single space the address and arrange it in block style. The address should begin at least five lines below the bottom of the letterhead to allow for date stamping. If the letter is shorter than one page, type the address so the
letter is centered on the page. Each line of the address should be no longer than 4 inches, and the overall length of the address should be limited to five lines. When runover lines are required, indent two spaces from the left margin. **EXAMPLE:**

Mr. John L. Doe  
Chairman, Secretarial-Professional  
Association of the United States  
5906 Weaver Place, S.E.  
Barnesboro, PA 18714

(b) Mail Stops. If letters to outside agencies are to be mailed in individual envelopes, include the mail stop in the address. Also include the addressee's mail stop or office symbol, when known, on letters sent to another government agency. **EXAMPLE:**

Director, Administrative Services  
Division (BRXX)  
Federal Service Agency  
Mail Stop 1219  
Cleveland, OH 12365

Include your mail stop when providing your address verbally, in the body of the letter, and in the return address on the front of the envelope. Use the following address for Bureau mail whenever possible. **EXAMPLE:**

Bureau of Indian Affairs  
1849 C Street, N.W.  
Mail Stop  
Washington, DC 20240

(c) "Attention" Lines.

(i) General. Specific addresses should be used, rather than "Attention" lines, whenever possible. An "Attention" line can usually be avoided by including in the address the reference entered after the "Reply to Attention of:" caption on the incoming letter. If an "Attention" line must be used, type "Attention:" on the line below the first line of the address, flush with the left margin. **EXAMPLE:**

Electrical Supply Division  
Attention: J.F. Jones  
Building 25  
Federal Plaza  
East Cranston, KY 20014

(ii) Congressional Correspondence. Occasionally, referral slips on congressional correspondence include a notation to reply "Attention: Miss ___." Since the Congressman's office may send the Bureau's reply to the constituent, it is more appropriate to place the "Attention" line on the envelope only rather than on the face of the letter. **EXAMPLE:**

Honorable John N. Doe  
Attention: Miss Jones  
House of Representatives  
Washington, DC 20515
(d) Replies to Petitions or Resolutions. When replying to a petition or resolution, address the person who submitted it or the first person who signed, and mention the other signers. If practical, make a carbon copy for each signer of a multiple-signed petition or resolution. Make only one official file (surname) copy and indicate on it the distribution of copies as explained in (e)(iii) below.

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

(i) Address First Signer Only. Address the reply to the first person who signed the letter and state in the first paragraph that the reply is intended for the others also. If practical, make a carbon copy for each of the signers. Prepare only one official file (surname) copy and indicate on it the distribution of copies as explained in section (iii) below.

(ii) Address All Signers Jointly. If there are not more than 10 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 as shown on Chapter 5 of this Part. Prepare an original for each recipient, but only one official file (surname) copy.

(iii) 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 made to the other signer(s). Prepare an original for each recipient, but only one official file (surname) copy. On the surname copy, type "Identical letter to:" below the signer's title or any other preceding notation, beginning at the left margin. On the next line, list the names and addresses of the recipients of the letter. If there is not enough space at the bottom of the page, type the list on a separate sheet and attach it to the surname copy.

(f) Other Points.

(i) In sending special delivery letters, use street addresses; for other correspondence, use post office box numbers.

(ii) Mail stops listed in the Departmental telephone directory are used in only sending mail to other federal agencies in the Washington area—never for congressional mail. (Central office mail to the Hill is sorted in the Departmental consolidated mailroom, Ramp B, for regular daily delivery to the Capitol mailroom by the U.S. Postal Service.)

(iii) Agency title (including BIA) must always appear on the addressed envelope. Although there is only one agency (BIA) in Window Rock, Arizona, there are a number of agencies in Sacramento, Phoenix, and Portland, etc.

(iv) "Area Director, Aberdeen Area Office" is preferable to "Aberdeen Area Director."
(v) Members of Congress are addressed differently when corresponding with their local (field) offices than when corresponding with Washington offices (See Chapter 5). Use committee titles, if signed so.

B. Memoranda. The three forms of stationery authorized by the Department Manual for memoranda are Optional Form 10, Optional Form 27, and letterhead stationery. (See Illustration 2 for a sample of a correctly typed memorandum.) The following format specifications apply to the preparation of letterhead memoranda. All entries in a memorandum are balanced on the page. If necessary, the format should be adjusted to take into account the presentation and appearance of the memorandum.

1. Date. The date of signature is not typed or stamped until after the memorandum is signed.

2. "Memorandum" Line. The title "Memorandum" is typed flush with the left margin and no less than four lines down from the letterhead.

3. "To:" Line. The "To:" line is typed flush with the left margin and two lines below the title "Memorandum." The complete title of the addressee is used whenever possible. Multiple addressees are listed vertically, each title beginning on a new line. When addressing memoranda to the Secretary or Deputy Secretary, type their titles as "Secretary" and "Deputy Secretary."

4. "Attention:" Line. When applicable, the "Attention:" line is considered part of the "To:" line and is typed immediately below the title of the addressee.

5. "Through:" Line. When applicable, the "Through:" line is typed flush with the left margin and two lines below the "To:" line. The complete title of the reviewing official is used whenever possible.

6. "From:" Line. The "From:" line is typed flush with the left margin and two lines below the "To:" or "Through:" line. The complete title of the signing official is used whenever possible. Otherwise, type that portion of the title which may be added to by stamp (e.g., Deputy, Acting).

7. "Subject:" Line. The "Subject:" line is typed flush with the left margin and two lines below the "From:" line. The subject line on all memoranda will clearly identify the subject and purpose to ensure appropriate handling by the addressee and intermediate officials.

8. Body of Memorandum. The body of the memorandum begins two lines below the "Subject:" line.

(a) Memoranda are to be brief and to the point. If it is necessary to expound on a subject for the sake of clarity, the substance of the communication should be prepared as an attachment and the memorandum written to transmit the attachment.

(b) Do not begin paragraphs near the end of the page, unless there is room for at least two lines on the page. Do not continue paragraphs on a following page unless at least two lines can be carried over.
(c) Subparagraphs may be numbered and lettered in the format outlined in Part 1.7D of this handbook.

(d) Memoranda normally are typed single spaced with double spacing between paragraphs. If a memorandum is less than 10 lines, however, it should be typed double spaced with triple spacing between paragraphs.

(9) Signature. The signature block is not used for memoranda since a signing official may elect to sign on the "From:" line.

1.7 Text.

A. Salutation. Each letter must have a salutation. Type flush with the left margin, two lines below the last line of the address. When an "Attention" line is used, the salutation is still directed to the addressee, not to the person named in the "Attention" line. Never use a first name in typing the salutation. See Illustration 1 for placement of salutation. Chapter 5 shows the proper salutation for certain addressees. Do not use salutations in memoranda.

B. Body of Letter. Begin the text two lines below the salutation on a letter or the "Subject" line on a memorandum. Begin each main paragraph flush with the left margin. Indent subparagraphs five spaces. Begin second and succeeding lines flush with the left margin. Single space the body of the letter; double space between paragraphs. Double space letters of one paragraph or less than 10 lines; triple space between paragraphs when the text is double spaced.

C. Succeeding Pages. Type the second and succeeding pages on plain bond paper. Starting with the second page, type the page number seven lines from the top of the page, flush with the right margin. Continue the text two lines below the page number.

D. Numbering and Lettering Paragraphs.

(1) When it is necessary to break a paragraph into subparagraphs, the subparagraphs may be numbered and lettered. Indent the first line of each subparagraph or further subdivision. Begin second and succeeding lines at the left margin.

(2) Main paragraphs may also be numbered if the numbering would be helpful to later correspondence. Illustration 3 shows the way paragraphs and subparagraphs should be numbered.

E. Quotations.

(1) Run a quotation of less than two lines into the text. Use double and single quotations as shown in the following sentence: "The regulation states "... ambiguous references such as 'herein', 'above', and 'below' shall not be used."
(2) A quotation of more than two lines is blocked five spaces from the left and right margins of the text. Double space between quoted paragraphs. Quotation marks are usually omitted. If you need them, use opening marks at the beginning of each paragraph, but use closing marks only at the end of the last paragraph.

(3) Indicate omissions from quoted material by three asterisks or periods, with one space between each. When the omission is a full paragraph or more, indicate it by a full line of asterisks, with five spaces between each.

1.8 Signature.

A. Letters.

(1) The complimentary close "Sincerely" is required on all letters. Type this two lines below the last line of the text, in the middle of the page.

(2) Type the signer's title five lines below the complimentary close, and flush with it. Do not type the signer's name.

(a) The correct typing for the Assistant Secretary's title is:

   Assistant Secretary - Indian Affairs

(b) The correct typing for the Deputy Commissioner's title is:

   Deputy Commissioner of Indian Affairs

(c) The correct typing for the Program Directors' titles are:

   Director, Office of Trust and Economic Development

   Director, Office of Tribal Services

   Director, Office of Indian Education Programs

   Director, Office of Management and Administration

   Director, Office of Administration

   Director, Office of Data Systems

   Director, Office of Facilities Management

   Director, Office of Trust Funds Management
(3) See 15 BIAM 1.3 for signatory authority of various Bureau officials.

B. Memoranda. Do not type anything in the signature area of a memorandum, since a complimentary close is not used and the signer’s title is already given in the heading.

1.9 Disposition Blocks. Disposition blocks are used to show concurrence or approval by higher organizational levels. Type disposition blocks flush with the left margin, on the fourth line below any preceding entry. Use the format below for disposition blocks:

Concur:

Director, Office of Administration                  Date

Approved:

Assistant Secretary - Indian Affairs                Date

1.10 Notations.

A. Accompanying Attachments or Enclosures.

(1) Use of Words "Attachment" and "Enclosure." Use the word "attachment" to refer to all material accompanying a memo. Use the word "enclosure" to refer to material accompanying a letter.

(2) Attachments or Enclosures Identified in Text. When enclosures or attachments accompanying a letter or memorandum are mentioned in the text, type the appropriate word and the number flush with the left margin, three lines below the signer’s title (nine lines below the text).

(3) Attachments or Enclosures Not Identified in Text. When attachments or enclosures are not identified in the text, type the appropriate word, flush with the left margin, three lines below the signer’s title (nine lines below the text). List each attachment or enclosure on a separate line below the notation, flush with the left margin. List each attachment or enclosure by title or with a short descriptive phrase. If you need more than one line to identify an attachment or enclosure, indent succeeding lines two spaces. EXAMPLE:

Enclosures:
Form Letters Handbook
XYZ Agency Pamphlet on the Processing of Plain Letters
Organization Chart

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B. Material Sent Under Separate Cover. When material referred to in the text is sent under separate cover, type "separate cover" flush with the left margin, two lines below the signer's title or the enclosure notation or nine lines below the text. List all material sent, whether or not referred to in text. EXAMPLE:

Separate cover:
Form Letters Handbook
Plain Letters Pamphlet
Correspondence Manual - 10 copies

C. Postscripts. Although writing a postscript is discouraged, one may be added to avoid retyping. Type the postscript two lines below the signer's title or any other preceding notation or nine lines below the text. Beginning at the left margin, type the letters "P.S." followed by the postscript. The signing official must sign or initial the postscript. When a signer adds a handwritten postscript, type it on all copies.

Send a copy of the letter with the material sent under separate cover.

D. Copy Requirements and Specifications. Tissues should be used for all copies. However, a substitute for tissue sheets is permitted if equal or better copy quality is provided, and labor and material costs to produce the substitute are no greater than those for preparing a tissue copy.

(1) Number of Copies. Carbon copies (cc) and blind carbon copies (bcc) are only to be used when there is a need to know or a need to act on the contents of the correspondence.

(2) Notations on Courtesy Copies. A writer may wish to identify courtesy copy recipients and their addresses for the benefit of the addressee. This information should be entered two lines below any preceding notations, flush with the left margin. Type "cc:" and begin a vertical blocked list of recipients five spaces from the margin. EXAMPLE:

cc: Senator John Melcher
    Congressman Sidney Yates
    Mr. John R. Smith

(3) Blind Carbon Copies. Notations of internal Bureau or Departmental distribution or other codes should not appear on the original reply or on the courtesy copies forwarded to individuals or groups outside of the Department. (See Part I-1.10G on page 13.)

E. Memorandum for Record (M/R). Occasionally, a secondary memorandum is prepared which contains supporting information for the outgoing correspondence. In such a case, type the notation "M/R:" on all file copies of the outgoing correspondence. Type the notation flush with the left margin, immediately below any preceding typing. Two spaces after the colon, type the subject of the memorandum for record. EXAMPLE:

M/R: Explanation of Position on Correspondence

(1) First Writing. The Bureau initials, office code, the writer's initials and surname, the typist's initials and the date typed, are to be typed on the file copies. The writer's telephone number may be added as a convenience to reviewers and the signing official. Correspondence stored on a word processor or computer disk or diskette should reference the appropriate file name and/or number. The records disposition schedule number reference should also be listed. (See 16 BIAM Release 1 for specific information on records retention and disposition requirements.) These items are to be placed immediately below any preceding notations, flush with the left margin. EXAMPLE:


Bureau initials — — Originating office code
(only on correspondence (only for central office use)
to be signed in the Department)

Do not use photocopies as file or informational copies going within the Department unless the information above is written or typed in the lower left corner.

(2) Rewrites. When a letter is rewritten, retyped, or rerun, a second identification notation will be added below the first. When additional revisions occur, information regarding each revisions should be noted. EXAMPLE:

Rewritten:SOL:Ferguson:ag:04-08-91:208-4444
Rerun (second page) SS:aba:04-28-91

(a) No Change in Meaning. If correspondence is rewritten without changing its meaning:

(i) Type previous surnames and dates on the new surname copy.

(ii) Reroute the new correspondence together with the previous original and surname copy to the person requesting the change and the remaining reviewers indicated.

(b) Change in Meaning. If the rewrite changes the meaning, route the correspondence through all reviewers for surnaming, after review by the person requesting the change. Insert the word "rewrite" on the route slip. "X out" the original and surname copy in red, fold them lengthwise and clip them to the inside left of the folder, on top of any other papers.
G. Blind Copy Distribution Block. Show the distribution of all copies other than those listed on the original document. Type "bcc" below the identification entries, flush with the left margin. When space is not available below the text, the left margin may be used. Use several columns for this list if necessary. When concurrence of offices other than the preparing office is required, copies should be provided for surnaming officials. For copies within an office, organizational or office code numbers may be used instead of organizational designations. Mark a copy for each recipient. EXAMPLE:

\text{bcc: Secretary's Surname}
\text{Secretary's Reading File (2)}
\text{CL, PMB, SOL, ES-AAK (TP#______)}
\text{220 Surname}
\text{220 Chron, 200}
\text{101-A, Bureau Reading File}
\text{220 Hold}

H. Reply Reference.

1. When using Bureau stationery, type the name or symbol of the preparing office and any additional reference immediately below the printed words "In Reply Refer To:". If the reference is long, use additional lines, single spaced and blocked.

2. The name or abbreviation of the preparing office is the minimum reply reference. File number reference may be used in addition.

3. The printed words "In Reply Refer To:" do not appear on Department stationery. Do not type in a reply reference block when using Department stationery.

I. Correspondence Control Number. The Bureau ES assigns a number to each piece of controlled incoming mail. Type this number on outgoing correspondence as follows:

1. Letters. On each letter prepared in reply to incoming controlled correspondence, type the control number immediately below the reply reference.

2. Memoranda. If a memorandum relates to Bureau controlled correspondence, type the control number on the "Subject" line of the memorandum.

J. Special Mailing Instructions. If the envelope is to be prepared in another office, add special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED or RETURN RECEIPT REQUESTED). Type or stamp the instruction two lines below the last line of the "In Reply Refer To" notation, flush with the left margin. When more than one instruction is used, type them continuously on the same line, separated by two dashes. (See Illustration I.)
K. Security Classification. If correspondence is classified, type the classification above the letterhead and also at the bottom of the page on the original and all copies. Address two envelopes, one slightly larger than the other, so that the smaller can be inserted into the larger. Stamp or type the security classification on the smaller envelope.

L. Administrative Marking. If access to a piece of correspondence should be limited for administrative reasons, stamp or type the appropriate marking (either "FOR GOVERNMENT USE ONLY" or "ADMINISTRATIVELY RESTRICTED") above the letterhead and at the bottom of each page of the original and all copies. Address two envelopes, one slightly larger than the other, so that the smaller can be inserted into the larger. Stamp or type the security classification on the smaller envelope.

1.11 Assembly for Signature. When correspondence is ready for review or signature, arrange it and the accompanying papers using one of the following methods:

A. Single Unit Assembly. Use this method when the correspondence is signed in the originating office.

(1) Arrange all material in a single unit.

(2) Attach blue signature and surnaming tabs (Form DI-186) on page preceding page to be signed or surnamed.

(3) Attach an attention tab to any explanatory material.

B. Folder Assembly. Arrange correspondence to be signed outside the originating office in a manila folder (or in the correspondence control folder, if one accompanied the correspondence). Arrange the correspondence as shown below and in Illustration 4.

(1) Left Side of Folder. On the left side of the folder, arrange the material in the following order:

(a) Incoming letter or memorandum, if any.

(b) Interim reply or acknowledgment, if any.

(c) Background or explanatory material. Exclude most internal background material from the folder to reduce the size of the review packet.

(d) Copy of attachments or enclosures, if applicable.

(2) Right Side of Folder. On the right side of the folder, arrange the material in the following order:

(a) Plastic cover, with flap placed under flap of brown envelope, to protect original outgoing correspondence.
(b) Original outgoing correspondence.

(c) Courtesy copy (only if required).

(d) Enclosures, if any, in the order in which listed on correspondence.

(i) Do not include bulky enclosures which do not require a policy review. Instead, insert a sheet stating that the enclosures have been omitted and giving a room and extension from which they may be obtained.

(ii) Bulky enclosures which require policy review and large envelopes should be marked "Enclosures," fastened together with a large binder clip, and placed on the bottom of assembled correspondence within the folder. Files transmitted as related correspondence may be attached behind the folder with a large binder clip or with rubber bands.

(e) Addressed envelope, if necessary, or plain white envelope with flap folder over front of foregoing papers. Place envelope flush with left side, so that they project to the right.

(f) Informational copies going outside the Department with enclosures. Addressed envelopes should be attached.

(g) Brown envelope with flap folded over front of all outgoing papers. The brown envelope separates all outgoing papers from file copies and serves as a guide to the surname copy.

(h) Secretary's surname and secretary's reading file copies and informational copies going to other offices within the Department with a surname tab (Form DI-186) clipped to upper right corner.

(i) BIA surname copy, with copy of any enclosures stapled to it.

(j) Bureau reading file copy, if applicable.

(k) Informational copies going to Bureau offices outside the originating office.

(l) Office chronological copy.

(m) Office hold copy.

If there is more than one letter or memorandum to be surnamed, clip surname tabs (Form DI-186) to the upper right corner of the pages preceding the surname copies of the additional letters or memoranda. The brown envelope serves as a finder for the first surname copy.
If a letter or memorandum is more than one page, clip a signature tab (Form DI-186) to the lower right corner of the page preceding the one to be signed. The same procedure applies when there is more than one letter or memorandum to be signed.

(3) **Front of Folder.** On the front of the folder, place a completed routing sheet listing all reviewers in the order in which they will review the correspondence. The writer will specify the routing. Enter the name of the originating office and any remarks on the routing sheet. The following routing sheets are used in the Washington office:

(a) **Controlled Correspondence Cover Sheet (Form 5-1504).** This form is attached by Bureau ES staff to priority correspondence which it controls. Full instructions for completing the form are on its reverse. A sample of this form is shown in Illustration 5.

(b) **Central Office Route Slip (Form 5-1502).** Use this form to show routing for non-controlled correspondence. A sample of this form is shown in Illustration 6.

(c) **Departmental Route Slip (Form DI-535).** Use this form for routing correspondence to recipients within the Department of the Interior. A sample of this form is shown in Illustration 7.

1.12 **Corrections.**

A. If a small correction can be made by erasing or with correction fluid, typed corrections are only required on the original. You may use a pen to correct the copies.

B. If corrections require retyping a page, retype the copies along with the original.

1.13 **Surnaming.** Concurrences are generally shown on Bureau correspondence by a surname and date in the right margin of the official file (surname) copy. A stamp may or may not be used to indicate the location for surnames.

1.14 **Disposing of Correspondence After Signature.**

A. **Signing Office.** After a piece of correspondence is signed, the appropriate employee in the signing office shall:

(1) Stamp the date on the original and all copies;

(2) Stamp the name of the signing official on all copies;

(3) Stuff and seal the addressed envelope;

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(4) Place envelopes (and/or original memorandum) and copies in the "out" box for pickup and distribution by mailroom employees.

B. Mailroom. Mailroom employees shall process outgoing mail as indicated in the Mail Management Handbook, 40 BIAM Supplement 1.

C. Originating Office. After receiving signed and stamped correspondence, the originating office shall do the following, as appropriate:

(1) Prepare surname copy for filing.

(2) If the letter is the final reply, attach the incoming letter to the surname copy of the reply and file.

(3) If the letter is an acknowledgment:

   (a) Send the original incoming letter with a copy of the acknowledgment to the office which will be making a reply.

   (b) Attach a photocopy of the incoming letter to the surname copy of the acknowledgment and file.
CHAPTER 2
INFORMAL COMMUNICATIONS

2.1 Informal Replies. When a simple acknowledgment or an informal comment is appropriate, it may be handwritten or typed on the original incoming letter, which is then returned to the sender. Usually, when this method is used, you will not need to keep a copy of the original letter or of the added comment. However, if a file copy is needed, answer the letter with a letter or use any available "fast copy" process to make a copy of the letter after adding your comment. See Illustration 8 for an example.

2.2 Inter–Office Transmittals.

A. Optional Form 41, Routing and Transmittal Slip. Use OF-41 to make brief, informal comments concerning correspondence or other documents routed to one or more addressees. No record (file) copy of the routing slip should be made. If necessary, both sides of the slip may be used for remarks. The routing slip may be typed or handwritten. A recipient may add another addressee(s) to the slip. He forwards the slip, with any enclosures, to the next addressee by lining through his name, initialing, and dating. See Illustration 9 for an example of this form, which is available through the GSA Warehouse.

B. Note Pads. The central office may use note pads for transmittals. These pads may be imprinted with letterheads, but not seals, emblems, insignia, or names, addresses or telephone numbers of individuals. This type of paper may not be used to transmit material outside the Bureau. Area and agency offices may have pads of this type printed and bound for their use at their own expense.

C. Memorandum of Call. Use Standard Form 63 to inform office employees of a visitor or phone call. The form is self-explanatory.
CHAPTER 3

ENVELOPES AND MAILING

3.1 General. When you are ready to send correspondence to the addressee, you have to prepare either an envelope or an address label. The only exception is internal mail that does not need to be enveloped and that will be delivered by a mail messenger, route slip, or consolidated in the mailroom for forwarding to agency field offices. Always use mail stops on route slips and envelopes to ensure proper mail routing (see BIA directories for mail stop and room numbers).

3.2 Envelopes and Mailing Labels. A mailing envelope has the agency return address, the words "Official Business," and the statement "Penalty for Private Use, $300" in the upper left corner of the address side. A mailing label bears the same notations as the envelope. Use labels on packages or oversize plain envelopes. Addresses will be clear, correct, and properly placed on all envelopes and labels.

A. Letter-size Envelope. The standard letter size envelope used Bureauwide is white, approximately 9 1/2 by 4 inches with black or blue printing. Letter envelopes are used for one to five pages of correspondence that can be folded to 1/4 inch maximum thickness.

B. Flat Envelopes. Flat envelopes will be used for correspondence or communications that cannot be folded or, if folded, will exceed the 1/4 inch maximum width permitted for letter size envelopes. The standard flat envelopes used Bureauwide are: brown 12 by 9 1/2 inches or brown 15 by 10 inches.

C. Labels. Imprinted labels are to be used on unprinted flat envelopes and parcels too large to be mailed in flat envelopes.

D. U.S. Government Messenger Envelopes. Messenger envelopes may be used for internal mail but will not be used for mail that is intended to enter the U.S. Postal Service mail stream without being enclosed in an official envelope. The addressee will be clearly identified and all other addresses, used in the past, will be crossed out to eliminate potential errors in delivery.

E. Special Attention Envelopes. Special attention (blue) mail envelopes are designed for sending interoffice information to a particular individual. Use of the envelope is limited to confidential personnel and payroll information involving individuals. Do not use them to direct general correspondence or notes concerning regular business. The use of blue envelopes must be restricted for the following reasons:

(1) The cost of printing makes them expensive to use.

(2) Special handling makes them expensive to deliver.
(3) Business delays can result if the addressee is absent and has not delegated the authority necessary to have them opened by an alternate.

3.3 Types of Mail Service. Always use the most economical method of mailing possible. When a large amount of mail is to be sent to one destination, send the copies under one cover rather than in separate envelopes to save envelopes and reduce postage costs. Select the proper mail classification or service to be used, keeping in mind economy as well as efficiency. (See Mail Management Handbook, 40 BIAM Supplement 1, for specific information on types of mail services offered by the U.S. Postal Service.)

3.4 Typing and Mailing Instructions.

A. Postal Service Mail.

(1) Return Address. All official mail of the Bureau must bear, in the upper left hand corner of the mail piece, the complete address, including at minimum, the five digit Zip Code but preferably the Zip Code + 4, and the words "Official Business, Penalty for Private Use, $300." The return address must be imprinted or stamped and must not be handwritten or typed. The originator's office code, mail stop, or room number should be added to the return address in order to expedite the return of mail determined to be undeliverable by the mailroom or the U.S. Postal Service.

(2) Arrangement of Address. Single space the address on the envelope or label. If a line is too long, continue it on the next line indented two spaces from the left margin. All lines of the address must be in block style. Addresses will include, at a minimum, the five digit Zip Code + 4.

(3) Special Mailing Instructions. To prepare the envelope for a letter requiring special mail service, type the mailing instruction, such as SPECIAL DELIVERY, CERTIFIED, REGISTERED, or INSURED, etc. in the lower left corner of the envelope. If more than one instruction is used, type each on a separate line, one below the other. (Further instructions about special services mail handling may be obtained from the Mail Management Handbook, 40 BIAM Supplement 1.)

(4) Attention Line. Type "Attention:" (when used) immediately below the addressee's name followed by the name of the person to whose attention the mail is directed. (See 1.6A(3)(c).)

(5) Abbreviations of States. Federal government agencies are encouraged to use the U.S. Postal Service's two-letter abbreviations of the States of the United States, the District of Columbia, Guam, and Commonwealth of Puerto Rico, and the Virgin Islands. Type the two-letter abbreviation without periods or spacing on the last line of the address, one space after the comma used to separate a city and State. The National Zip Code Directory lists the two-letter state and territory abbreviations used in addressing mail.
B. Agency and Interagency Messenger Services.

(1) Routing Slip Delivery. When a routing slip is addressed for delivery by messenger, it should contain sufficient information to ensure delivery without delay. The routing slip must clearly identify the intended recipient by name, title, room number, mail stop, office title or any combination thereof necessary.

(2) Envelope Delivery. When an envelope is addressed for delivery by messenger, it should also clearly identify the intended recipient to ensure prompt delivery. For interagency mail, the addressee’s agency, office title, room number and street address should also be included, and if applicable, the "stop" number. Single space the address and put the "stop" number two lines below it. EXAMPLE:

Mr. John Doe
Department of Justice
Office of Public Affairs, Room 1217
10th Street & Constitution Avenue, N.W.

Stop 219

(3) U.S. Government Messenger Envelope Delivery. When addressing a U.S. Government Messenger envelope, SF 65A, for delivery by messenger, cross out the used spaces. Enter the office symbol of the addressee, including name and title in the address space. If the addressee is in another agency, include the agency’s name in the address, and put the correct "stop" number in the space provided to the right.
CHAPTER 4

FACSIMILE SERVICE

4.1 General. This chapter briefly describes the use of facsimile (fax) service. Fax communications provide an exact copy of the original document to the addressee through rapid communication lines. Memorandums, documents, diagrams, handwritten notes, and other material which does not contain an address or signature may be accompanied by a cover sheet for guidance of the fax operator. Original copies should be used for fax transmission when possible as poor quality copies will not transmit clearly. Maximum copy size is 8 1/2 by 11 inches, although some agencies may have facilities for larger copy. Printing smaller than newsprint should be avoided. Colors will be reproduced at the delivery point as black or shades of grey. If the color will be important to the addressee, a notation must be added to the original copy identifying the colors.

A. Central Office Use. If time-sensitive information requiring immediate central office action is needed from the areas, transmit the information via the fax system. Central office use of the fax system is also encouraged for responding to congressionals, FOIA requests, and other controlled correspondence.

B. How to Use Fax Service. For additional information on use of the fax system and a listing of bureau offices with fax capability, see the Mail Management Handbook, 40 BIAM Supplement 1.
CHAPTER 5

MODELS OF ADDRESS

5.1. General.

A. When it is desirable to use a salutation and closing, the models of address in this chapter are the conventional forms of address in general use. Use them as patterns for other addresses. They may be varied under certain circumstances. For example, "Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency," as appropriate. All Presidential appointees, federal and state elective officials, and tribal leaders are addressed as "Honorable." As a general rule, county and city officials, except mayors, are not addressed as "Honorable." Persons once entitled to the title "Governor," "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout their lifetimes. Only titles for men are shown in the examples of salutations. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Use the title "Senator" for a female member of the Senate and "Ms." for a female member of the House of Representatives, Senator-elect, or Representative-elect.

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

(1) Use open punctuation in addresses (periods are left out).

(2) Spell out all titles in the address, except "Dr.," "Mr.," and "Ms." Don't use two titles with the same meaning with one name, for example, use "Dr. Paul White" or "Paul White, M.D.," but not "Dr. Paul White, M.D."

(3) Females will be addressed as Ms.

(4) If it is not known whether the addressee is a man or a woman, omit the title. For example, use "Leslie Doe."

(5) In some cases the person holding a Ph.D degree prefers to be addressed as "Dr. (full name)," rather than as "The Reverend," "Dean," "Professor," etc.

5.2 Models of Address.

The following list shows the address element, salutation, and complimentary close, when used, for certain addressees.
<table>
<thead>
<tr>
<th>ADRESSEE</th>
<th>ADDRESS ON LETTER AND ENVELOPE</th>
<th>SALUTATION AND COMPLIMENTARY CLOSE</th>
</tr>
</thead>
</table>
| The President                  | The President  
   The White House  
   Washington, DC 20500                                               | Dear Mr. President:  
   Respectfully,                                                    |
| Wife of the President          | Ms. (full name)  
   The White House  
   Washington, DC 20500                                               | Dear Ms. (surname):  
   Sincerely,                                                        |
| Assistant to the President     | Honorable (full name)  
   Assistant to the President  
   The White House  
   Washington, DC 20500                                               | Dear Mr. (surname):  
   Sincerely,                                                        |
| Former President               | Honorable (full name)  
   (local address) 00000                                               | Dear President (surname):  
   Sincerely,                                                         |
| The Vice President             | Formal: The Vice President  
   United States Senate  
   Washington, DC 20510                                                | Dear Mr. Vice President:  
   Sincerely,                                                         |
|                               | Informal: Honorable (full name)  
   The Vice President of the United States  
   Washington, DC 20501                                                | Dear Mr. Vice President:  
   Sincerely,                                                         |
| The Chief Justice              | The Chief Justice of the United States  
   The Supreme Court of the United States  
   Washington, DC 20543                                                | Dear Mr. Chief Justice:  
   Sincerely,                                                         |
| Associate Justice              | Mr. Justice (surname)  
   The Supreme Court of the United States  
   Washington, DC 20543                                                | Dear Mr. Justice:  
   Sincerely,                                                         |
| President of the Senate        | Honorable (full name)  
   President of the Senate  
   Washington, DC 20510                                                | Dear Mr. President:  
   Sincerely,                                                         |
| United States Senator          | Honorable (full name)  
   United States Senate  
   Washington, DC 20510                                                | Dear Senator (surname):  
   Sincerely,                                                         |
<table>
<thead>
<tr>
<th>Addressee</th>
<th>Address on Letter and Envelope</th>
<th>Salutation and Complimentary Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Representatives</td>
<td>Honorable (full name) House of Representatives Washington, DC 20515 OR Honorable (full name) Member, United States House of Representatives (local address) 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
<tr>
<td>Committee Chairman</td>
<td>Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510 OR Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515</td>
<td>Dear Mr. Chairman: Sincerely,</td>
</tr>
<tr>
<td>Subcommittee Chairman</td>
<td>Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) United States Senate Washington, DC 20510 OR Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, DC 20515</td>
<td>Dear Mr. Chairman: Sincerely,</td>
</tr>
<tr>
<td>Speaker of the House of</td>
<td>Honorable (full name) Speaker of the House of Representatives Washington, DC 20515</td>
<td>Dear Mr. Speaker: Sincerely,</td>
</tr>
<tr>
<td>Representatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Members</td>
<td>Honorable (full name) Secretary of (name of Department) Washington, DC 00000 OR Honorable (full name) Postmaster General Washington, DC 20260 OR Honorable (full name) Attorney General Washington, DC 20530</td>
<td>Dear Mr. Secretary: Sincerely,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dear Mr. Postmaster General: Sincerely,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dear Mr. Attorney General: Sincerely,</td>
</tr>
<tr>
<td>Addressee</td>
<td>Address on Letter and Envelope</td>
<td>Salutation and Complimentary Close</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| Deputy Secretaries, Assistants, or Under Secretaries | Honorable (full name)  
Deputy Secretary of (name of Department)  
Washington, DC 00000  
OR  
Honorable (full name)  
Assistant Secretary of (name of Department)  
Washington, DC 00000  
OR  
Honorable (full name)  
Under Secretary of (name of Department)  
Washington, DC 00000 | Dear Mr. (surname):  
Sincerely, |
| Heads of Independent Offices and Agencies | Honorable (full name)  
Comptroller General of the United States  
General Accounting Office  
Washington, DC 20540  
OR  
Honorable (full name)  
Chairman, (name of Commission)  
Washington, DC 00000  
OR  
Honorable (full name)  
Director, Office of Management and Budget  
Washington, DC 20503 | Dear Mr. (surname):  
Sincerely, |
| Librarian of Congress | Honorable (full name)  
Librarian of Congress  
Library of Congress  
Washington, DC 20540 | Dear Ms. (surname):  
Sincerely, |
| Public Printer | Honorable (full name)  
Public Printer  
U.S. Government Printing Office  
Washington, DC 20401 | Dear Mr. (surname):  
Sincerely, |
| American Ambassador | Honorable (full name)  
American Ambassador  
(City), (Country) | Sir: (formal)  
Dear Mr. Ambassador: (informal)  
Very truly yours, (formal)  
Sincerely, (informal) |
<table>
<thead>
<tr>
<th>Adressee</th>
<th>Address on Letter and Envelope</th>
<th>Salutation and Complimentary Close</th>
</tr>
</thead>
</table>
| American Consul General or American Consul | (Full name)  
American Consul General (or American Consul)  
(City), (Country) | Dear Mr. (surname):  
Sincerely, |
| Foreign Ambassador in the United States | His Excellency (full name)  
Ambassador of (Country)  
(local address) 00000 | Excellency: (formal)  
Dear Mr. Ambassador: (informal)  
Very truly yours, (formal)  
Sincerely, (informal) |
| United States Representative to the United Nations or Organization of American States | Honorable (full name)  
United States Representative to the United Nations or Organization of American States  
(local address) 00000 | Sir: (formal)  
Dear Mr. Ambassador: (informal)  
Very truly yours, (formal)  
Sincerely, (informal) |
| Governor of State | Honorable (full name)  
Governor of (name of State)  
(City), (State) 00000 | Dear Governor (surname):  
Sincerely, |
| Lieutenant Governor | Honorable (full name)  
Lieutenant Governor of (name of State)  
(City), (State) 00000 | Dear Mr. (surname):  
Sincerely, |
| State Senator | Honorable (full name)  
(name of State) Senate  
(City), (State) 00000 | Dear Mr. (surname):  
Sincerely, |
| State Representative, Assemblyman, or Delegate | Honorable (full name)  
(name of State) House of Representatives (or Assembly or House of Delegates)  
(City), (State) 00000 | Dear Ms. (surname):  
Sincerely, |
| Mayor | Honorable (full name)  
Mayor of (name of City)  
(City), (State) 00000 | Dear Mayor (surname):  
Sincerely, |
| President of a Board of Commissioners | Honorable (full name)  
President, Board of Commissioners of (name of City)  
(City), (State) 00000 | Dear Mr. (surname):  
Sincerely, |

1In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California, New York, New Jersey, Nevada, and Wisconsin, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house legislature. Its members are classed as senators.
<table>
<thead>
<tr>
<th>Addressee</th>
<th>Address on Letter and Envelope</th>
<th>Salutation and Complimentary Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protestant Clergy</td>
<td>The Right Reverend (full name)</td>
<td>Right Reverend Sir: (formal)</td>
</tr>
<tr>
<td></td>
<td>Bishop of (name)</td>
<td>Dear Bishop (surname): (informal)</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Very Reverend (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean of (Cathedral)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Reverend (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bishop of (name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Reverend (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Title), (name of Church)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Catholic Clergy</td>
<td>His Eminence (given name)</td>
<td>Your Eminence: (formal)</td>
</tr>
<tr>
<td></td>
<td>Cardinal (surname)</td>
<td>Dear Cardinal (surname): (informal)</td>
</tr>
<tr>
<td></td>
<td>Archbishop of (Diocese)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Most Reverend (full name)</td>
<td>Your Excellency: (formal)</td>
</tr>
<tr>
<td></td>
<td>Archbishop of (Diocese)</td>
<td>Dear Archbishop (surname): (informal)</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Most Reverend (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bishop of (City)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Right Reverend Monsignor (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Very Reverend Monsignor (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Reverend (full name)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(add initials or Order, if any)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mother (name) (initials of Order, if used)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superior (name of Convent)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Addressee</td>
<td>Address on Letter and Envelope</td>
<td>Salutation and Complimentary Close</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Jewish Clergy</td>
<td>Rabbi (full name)</td>
<td>Dear Rabbi (surname):</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td>Chaplains</td>
<td>Chaplain (full name)</td>
<td>Dear Chaplain (surname):</td>
</tr>
<tr>
<td></td>
<td>(rank, service designation)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(post office address of organization and station)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>President of a College or</td>
<td>Dr. (full name)</td>
<td>Dear Dr. (surname):</td>
</tr>
<tr>
<td></td>
<td>President, (name of institution)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Dean of a School</td>
<td>Dean (full name)</td>
<td>Dear Dean (surname):</td>
</tr>
<tr>
<td></td>
<td>School of (name)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(name of institution)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>Professor (full name)</td>
<td>Dear Professor (surname):</td>
</tr>
<tr>
<td></td>
<td>Department of (name)</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(name of institution)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Physician</td>
<td>(full name), M.D.</td>
<td>Dear Dr. (surname):</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td>Lawyer</td>
<td>Mr. (full name)</td>
<td>Dear Mr. (surname):</td>
</tr>
<tr>
<td></td>
<td>Attorney at Law</td>
<td>Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Widow</td>
<td>Ms. (wife's first name, last name)</td>
<td>Dear Ms. (surname):</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td>Two or More Men</td>
<td>Mr. (full name) and Mr. (full name)</td>
<td>Gentlemen:</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td>Two or More Women</td>
<td>Ms. (full name) and Ms. (full name)</td>
<td>Gentlemens:</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
<tr>
<td>One Woman and One Man</td>
<td>Ms. (full name) and Mr. (full name)</td>
<td>Dear Ms. (surname) and Mr. (surname):</td>
</tr>
<tr>
<td></td>
<td>(local address) 00000</td>
<td>Sincerely,</td>
</tr>
</tbody>
</table>

\(^{2}\text{A letter to two or more persons may be addressed as illustrated or to only one of them when the other is mentioned by name in the opening paragraph.}\)
<table>
<thead>
<tr>
<th>ADRESSEE</th>
<th>ADDRESS ON LETTER AND ENVELOPE</th>
<th>SALUTATION AND COMPLIMENTARY CLOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Personnel</td>
<td>(full grade, name, and abbreviation of service designation) (Retired is added, if applicable)</td>
<td>Dear (grade) (surname): Sincerely,</td>
</tr>
<tr>
<td></td>
<td>(title and organization) (local address) 00000</td>
<td></td>
</tr>
<tr>
<td>Service Academy Members</td>
<td>Cadet (full name) (service designation) (local address) 00000</td>
<td>Dear Cadet (surname): Sincerely,</td>
</tr>
<tr>
<td>Army or Coast Guard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td>Midshipman (full name) (service designation) (local address) 00000</td>
<td>Dear Midshipman (surname): Sincerely,</td>
</tr>
<tr>
<td>Air Force</td>
<td>Air Cadet (full name) (service designation) (local address) 00000</td>
<td>Dear Air Cadet (surname): Sincerely,</td>
</tr>
<tr>
<td>Tribal Leader</td>
<td>Honorables (full name) Chairman, (name of Tribe) (local address) 00000</td>
<td>Dear Chairman (surname): Sincerely,</td>
</tr>
<tr>
<td>(Chairman, Chairperson, President,</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Governor, Principal Chief or Chief)</td>
<td>#Dear Tribal Leader: Sincerely,</td>
<td></td>
</tr>
<tr>
<td>State Attorney General</td>
<td>Honorables (full name) Attorney General of (state) (local address) 00000</td>
<td>Dear Mr. (surname): Sincerely,</td>
</tr>
</tbody>
</table>

#Use this salutation on form letters only.
PART II
CHAPTER 1
CONDUCT AND CONTROL OF CORRESPONDEENCE

1.1 Purpose. This chapter provides instructions which limit correspondence to its essentials and produce easily read and responsive correspondence. It provides management with a guide to correspondence procedures currently used by the Bureau.

1.2 Responsibility.

A. Bureau employees are responsible for the prompt handling of all correspondence they receive. Deadlines for responding to various types of correspondence are contained in 1.3A(9).

B. The Bureau Executive Secretariat Staff Office (Bureau ES) has the following responsibilities:

(1) Assures the proper and timely development and coordination of Bureau controlled information and documents requiring review, action and/or signature by the Assistant Secretary – Indian Affairs and Deputy Commissioner of Indian Affairs.

(2) Ensures that documents, correspondence, or actions generated or acted upon by the Bureau and requiring review by the Assistant Secretary and Deputy Commissioner are complete, accurate and timely.

(3) Serves as a clearinghouse for the consolidation of Bureau controlled information which requires the Assistant Secretary's action, review or follow-up.

(4) Works closely with the Departmental Executive Secretariat to ensure Bureau conformance to secretarial and departmental correspondence guidelines and policies.

(5) Maintains contact with other departmental assistant secretariats and their senior staff to ensure coordination on issues of multibureau interest and concern.

(6) Circulates the bureau reading file to the Assistant Secretary and Deputy Commissioner weekly.
1.3 General Guidelines For Correspondence.

A. Technical Guidelines.

(1) Unrelated Subjects. If two or more unrelated subjects are to be discussed with the same addressee, prepare separate communications. This will enable both the receiver and the preparing office to file the correspondence separately, as may be required.

(2) Correspondence of Concern to More Than One Area Office.

(a) When the subject of correspondence is of equal concern to more than one area office, address the correspondence jointly to all area directors concerned. Send a copy to each area director along with a copy of any other pertinent document.

(b) When correspondence relates to a subject which actively concerns only one area office, address the original to the concerned area director. You may send a copy of the correspondence and any necessary documents to other interested area directors.

(3) Correspondence Concerning a Specific Tribe. When correspondence concerns a specific tribe, send a copy to the area and agency concerned.

(4) Intra-Bureau Channels of Communication.

(a) The chart below illustrates the regular channels for correspondence to or from the field office:

```
               Assistant Secretary or
                  ↓  ↑
        Deputy Commissioner
           ↓  ↑
       Area Director
          ↓  ↑
    Superintendent
       ↓  ↑
   Officer in Charge
```

(b) In exceptional cases when information must be obtained quickly (e.g., emergency congressionals, controlled correspondence, etc.), the central office may communicate directly with a superintendent and request a direct reply. In this instance, each office will send information copies of the correspondence to the area director. The central office shall keep the number of cases of this type to a minimum.
(5) Central Office Referral of Correspondence to the Field for Direct Reply.

(a) General. Correspondence addressed to the central office which can best be answered by an area or agency office will be acknowledged by the central office and referred to the area or agency for direct reply to the correspondent under cover of Form 5-1524. (See Illustration 10 for a sample.)

(b) Limitations. Letters reserved for replies by the Assistant Secretary or the Deputy Commissioner may not be referred to the field for direct reply. (See 15 BIAM 1.3 for signatory authority.)

(c) Central Office Procedure. If a congressional or other controlled correspondence cannot be answered within 10 days because a report from a field office is necessary, send an acknowledgment letter within 3 days, stating that the matter is being referred to the field for a report. Send a copy of the incoming letter and acknowledgment to the area director using Form 5-1524 with a notation to prepare a report. (See Illustration 10 for a sample.)

(d) Field Office Procedure. In reply to a central office request for a report, use telephone or facsimile service whenever possible to facilitate a rapid reply. Replies must be transmitted within 5 days of receipt of a request. Do not include replies in bulk mail but in separate envelopes addressed to Staff Assistant, Executive Secretariat, MS Room 4140, Main Interior Building, 1849 C Street, N.W., Washington, D.C. 20240.

(6) Replies to Carbon Copies. Do not reply to a carbon copy of a letter unless it was transmitted by an original letter.

(7) Explanatory Memos. When initiating a letter for which there is no incoming mail, attach a brief summary explaining the need for the letter. If the letter is the result of a request by the Secretary, state this in the first sentence of the memo.

(8) Walk-Thrus. Occasions of extreme urgency sometimes call for a document to bypass the control offices; in these cases, advise the Assistant Secretary’s Office of the action taken and provide a copy of the correspondence to Bureau ES as soon as possible. The Executive Secretariat, Congressional Liaison in the Department, and other offices involved in the control procedure will be kept informed by Bureau ES of items under control in those offices.

(9) Time Limits. For the maximum response times for each type of correspondence, see the table on the next page (times given refer to working days only).
Maximum Response Times for Correspondence

<table>
<thead>
<tr>
<th>Type of Correspondence</th>
<th>Send reply within:</th>
<th>If reply cannot be sent within column 1 deadline, acknowledge within:</th>
<th>If acknowledged, send final reply within:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. DEPARTMENT CONTROLLED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Signed within Bureau</td>
<td>15 days</td>
<td>ASAP</td>
<td>30 days</td>
</tr>
<tr>
<td>(2) Signed by Secretarial Officer</td>
<td>10 days</td>
<td>ASAP</td>
<td>30 days</td>
</tr>
<tr>
<td><strong>B. BUREAU CONTROLLED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) White House</td>
<td>9 days</td>
<td>2 days</td>
<td>ASAP</td>
</tr>
<tr>
<td>(2) Congressional</td>
<td>10 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td>(3) Freedom of Information Act Requests</td>
<td>10 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td>(4) Privacy Act Requests</td>
<td>30 days</td>
<td>10 days</td>
<td>30 days</td>
</tr>
<tr>
<td>(5) Other controlled correspondence answered in central office (e.g., requests from heads of tribal governments, requests from Secretary or Deputy Secretary, requests from state governors)</td>
<td>10 days</td>
<td>3 days</td>
<td>10 days</td>
</tr>
<tr>
<td><strong>C. NON-CONTROLLED (with general public, other agencies, within Department)</strong></td>
<td>10 days</td>
<td>5 days</td>
<td>30 days</td>
</tr>
</tbody>
</table>

Supp. 1, Release
B. Style Guidelines.

(1) Plain Letters. The General Services Administration (GSA) publishes "Plain Letters," a valuable handbook containing many worthwhile hints and guidelines for the improvement of letter writing. This letter writing handbook is available as a federal stock item (7610-205-1091) through GSA warehouses. "Plain Letters" says "A good plain letter merits this 4-S badge of honor: Shortness, Simplicity, Strength, and Sincerity."

(2) For Shortness:

(a) Don't make a habit of repeating what is said in a letter you answer.

(b) Avoid needless words and needless information.

(c) Beware of roundabout prepositional phrases, such as "with regard to" and "in reference to."

(d) Don't qualify your statements with irrelevant "ifs."

(3) For Simplicity:

(a) Know your subject so well that you can discuss it naturally and confidently.

(b) Use short words, short sentences, and short paragraphs.

(c) Be compact. Don't separate closely related parts of sentences.

(d) Tie thoughts together so your reader can follow you from one to another without getting lost.

(4) For Strength:

(a) Use specific, concrete words.

(b) Use more active verbs.

(c) Don't explain your answer before giving it. Give answers straightaway; then explain if necessary.

(d) Don't hedge. Avoid negative words.

(5) For Sincerity:

(a) Be human. Use words that stand for human beings, like the names of persons and the personal pronouns "you," "he," "she," "we," and so on.

(b) Admit mistakes. Don't hide them behind meaningless words.
(c) Don't overwhelm your reader with intensives and emphatics.

(d) Don't be obsequious or arrogant. Strive to express yourself in a friendly way and with simple dignity befitting the United States Government.

C. Preferred Bureau Style Usage.

1. Abbreviations. An abbreviation is a shortened form of a word or a phrase used primarily to save space. Abbreviations occur most frequently on statistical matter, tables, and notes. Abbreviations are appropriate in expedient documents such as forms, catalogs, and routine memos and letters between offices, where the emphasis is on communicating data in the briefest form. Where a more formal style of writing is appropriate, use abbreviations sparingly. When in doubt, spell it out. Use the following conventions in abbreviating in Bureau communications:

   FR is Federal Register. (Do not use Fed. Reg. or F.R.)
   CFR is Code of Federal Regulations. (Do not use C.F.R.)
   Pub. L. is Public Law. (Do not use P.L.)
   Stat. is U.S. Statutes at Large.
   10 a.m. or 2 p.m. is time designation.
   E.O. is Executive Order.
   Proc. is Proclamation.
   sec. is section of a Public Law.

Be consistent within the same material. Do not abbreviate a term in some sentences and spell it out in other sentences. Moreover, having selected one form of an abbreviation or acronym (e.g. BIA), do not use a different style (B.I.A. or Bureau) elsewhere in the same material. (See Part I, Section 5, of the Gregg Reference Manual for guidelines on abbreviations.)

2. Capitalization. The function of capitalization is to give distinction, importance, and emphasis to words. The first word of a sentence is capitalized to indicate distinctively and emphatically that a new sentence has begun. Proper nouns like "George," "Chicago," "Dun & Bradstreet," "the Parthenon," "January," and "Friday" are capitalized to signify the special importance of these words as the official names of particular persons, places, and things. There is a growing consensus against overusing capitalization in business writing. When too many words stand out, none stand out. The current trend is to use capitalization more sparingly—to give importance, distinction, or emphasis only when and where it is warranted. Use the following standards in capitalizing in Bureau documents:

   (a) Capitalize federal only when it is part of the official name of a federal agency, or federal act, or some other proper noun.
   EXAMPLE:
   the Federal Reserve Board or the Federal Insurance Contributions Act
   BUT . . . subject to federal, state, and local laws.
(b) The terms "federal government" and "government" (referring specifically to the United States Government) are now commonly written in small letters because they are considered terms of general classification.

(c) Capitalize short forms of names of national and international bodies and their major divisions. \textbf{EXAMPLE:}

the House (referring to the House of Representatives)
the Department (referring to the Department of Justice, the State Department, the Department of the Treasury, etc.)
the Bureau (referring to the Bureau of the Budget, the Federal Bureau of Investigation, the Bureau of Census, etc.)
the Court (referring to the United States Supreme Court, the International Court of Justice, etc.)

Do not use a short form to replace a full name unless the full name has been mentioned earlier or will be clearly understood from the context.

(d) Capitalize the following words only when they refer to a specific proper noun:

\begin{tabular}{ll}
tribe & director \\
tribal council & central office \\
reservation & office \\
area office & nation \\
agency & task force \\
field office & branch chief \\
\end{tabular}

(e) Capitalize state only when it follows the name of a state or is part of an imaginative name. \textbf{EXAMPLE:}

Washington State entered the Union in 1889, the forty-second state to do so.

The state of Arizona is also known as the Grand Canyon State.

\textbf{EXAMPLE:}

(f) Capitalize each item displayed in a list or an outline.

Here is a powerful problem-solving tool that will help you:

- Become an effective leader.
- Improve your relations with subordinates, peers, and superiors.
- Cope with stressful situations on the job.
(g) Capitalize the salutation and complimentary closing of a letter. **EXAMPLE:**

Dear Mrs. Smith: Sincerely yours,

(h) Capitalize formal titles of acts, laws, bills, and treaties, but do not capitalize common-noun elements that stand alone in place of the full name. **EXAMPLE:**

| the Airline Deregulation Act | the act |
| Public Law 480 | the law |
| the Treaty of Versailles | the treaty |
| the First Amendment | the amendment |
| the Constitution of the U.S. | BUT: the Constitution |

(i) Use all capital letters when referring to FEDERAL REGISTER. This title occurs frequently in Bureau documents and the use of all capitals is intended to have an eye-catching effect as well as standardize the all-capitals usage preferred by the Office of the Federal Register. (For additional rules on capitalization, refer to Part 1, Section 3, of the Gregg Reference Manual.)

(3) **Numbers.** The following suggestions offer guidance in the best method of expressing numbers in Bureau documents:

(a) Spell out numbers at the beginning of a sentence. Spell out numbers from 1 through 10; use figures for numbers above 10.

(b) Numbers under 10 are to be spelled out, **except** when expressing time, money, and measurement.

(c) Prefer Arabic numerals to Roman numerals.

(d) Except in legal documents, avoid repeating in numerals a number which has been spelled out.

(e) Express percentages in figures, and spell out the word percent.

(Further instructions as to the accepted method of writing numerals are found in Section 1, Part 4, of the Gregg Reference Manual.)

(4) **Compound Words Usage.** Some compound words are written as solid words, some are written as separate words, and some are hyphenated. As in other areas of style, authorities do not agree on the rules. Moreover, style is continually changing: Many words that used to be hyphenated are now written solid or as separate words. The only complete guide is an up-to-date dictionary.
(a) Compound nouns containing "man" or "men" as an element have traditionally been used generically to refer to males and females alike. The generic use of such terms has been criticized on the grounds that the masculine bias of these terms makes them unsuitable for reference to women as well as men. The following list suggests appropriate alternatives:

<table>
<thead>
<tr>
<th>In Place Of</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>businessmen</td>
<td>business owners, business executives,</td>
</tr>
<tr>
<td></td>
<td>business managers, business people</td>
</tr>
<tr>
<td>salesmen</td>
<td>sales representatives, salespersons,</td>
</tr>
<tr>
<td></td>
<td>salesclerks, sales staff, sales force</td>
</tr>
<tr>
<td>foremen</td>
<td>supervisors</td>
</tr>
<tr>
<td>policemen</td>
<td>police officers</td>
</tr>
<tr>
<td>mailmen</td>
<td>mail carriers</td>
</tr>
<tr>
<td>congressmen</td>
<td>members of Congress, representatives</td>
</tr>
<tr>
<td>mankind</td>
<td>people, humanity, the human race,</td>
</tr>
<tr>
<td></td>
<td>human beings</td>
</tr>
<tr>
<td>man-hours</td>
<td>worker-hours</td>
</tr>
<tr>
<td>manpower</td>
<td>work force, human energy</td>
</tr>
</tbody>
</table>


1.4 Surnaming. A surname indicates official concurrence with the portion of the communication which concerns matters within the functional interest of the reviewer.

A. Minimum Requirements. The surname copy of all correspondence sent to the Assistant Secretary should bear at least the surname of the appropriate division chief and office head concerned, or, in their absence, the line officers may establish requirements for surnames within their jurisdiction. Do not surname acknowledgments of correspondence that will be answered fully at a later date.

B. Surnaming by More Than One Division. Send correspondence touching on the functions of two or more divisions to the other division(s) concerned for surnaming before presenting it to the signing official. If the draft of the correspondence has been concurred in by concerned persons, the final need not be recirculated to them. Instead, note the file copy "draft concurred in by (list persons involved)." All cases requiring surname by other than the originating office can obviously not be identified; however, the following list gives some of the more significant clearance requirements:

(SEE NEXT PAGE FOR LIST)
TYPE OF MATERIAL

Accounting policies and practices
Allotment or withdrawal of funds
Interagency Agreements
Correspondence involving Cherokee, Choctaw and Seminole Agencies or Tribes and New York Liaison Office
*Correspondence involving legal questions
FOIA/Privacy Act Correspondence
Correspondence involving readjustment programs or the transfer to other auspices of services rendered Indians by Bureau
Correspondence with a possible public relations aspect
*International matters requiring attention of Secretariat
Legislation
Organizational changes
Personnel actions or complaints
Preparation or revision of Budget estimates
Procurement, distribution, utilization, or disposal of property
Regulations and Manual Issuances
Audit Reports

CLEAR WITH:

Accounting Management
Program Development and Implementation
Contracts and Grants
Eastern Area Director
*Solicitor
Branch of Directives and Regulatory Control
Tribal Services
General Inquiries Office
*Office of Territorial and International Affairs
*Bureau of Land Management
Congressional and Legislative Affairs Staff
Personnel Management
Personnel Management
Program Development and Implementation
Property Management
Branch of Directives and Regulatory Control Management
Office of Administration

*Indicates Departmental clearance requirement.
C. Nonconcurrency. If an official does not concur with a document received for surnaming, he should take one of the following actions:

(1) If the desired change is minor and does not involve substantive change to the content of the correspondence, rewrite the document.

(2) If the desired change affects the substance of the correspondence, contact the originator and attempt to reach an agreement on content.

(3) If the desired change affects the substance of the correspondence and agreement cannot be reached with the originator, prepare an "internal" memorandum for inclusion on the left side of the correspondence folder. This memorandum should contain the writer's objections, the reasons for them and suggested rewording (if appropriate).

(4) If an official lacks knowledge or jurisdictional interest in the subject and neither concurs nor objects to the document, he may indicate this by writing "noted" to the left of his surname.

1.5 Addressing Circular Correspondence Within the Bureau.

A. For the Washington Office.

(1) "Deputy Commissioner of Indian Affairs," "Central Office Directors," and "Central Office Division Chiefs" — to reach the Deputy Commissioner, all program directors and division chiefs.

(2) "All Central Office Codes" — to reach all staff, division and branch office mail codes in the Washington Office.

B. For the Field Offices.

(1) "Area Directors" — to reach all the areas.

(2) "Agency Superintendents" — to reach all the agencies.

(3) "Office of Indian Education Programs Line Officers" — to reach all the area education programs administrators and agency superintendents for education.

C. Bureauwide.

(1) "Area Directors," "OIEP Line Officers," "Central Office Directors" — to reach key officials in both the Washington office and the field.

(2) "All Bureau Employees" — to reach all employees of the Bureau whether in the field or Washington office.

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D. Combination of Addresses. On many occasions, the forms of address given above may not reach all the addressees you want. A combination of the forms of address and single or group addressees should then be used as required.

1.6 White House Correspondence. All correspondence received from the White House must be answered within 9 business days. This includes both referrals (controlled correspondence) and "bulk correspondence" (uncontrolled correspondence forwarded for an answer on behalf of the president). If a final reply cannot be made within 9 days, send an interim reply. The final reply should follow as soon as possible. Whenever possible, make interim or final replies by telephone. When telephoning a reply, make a record of the conversation on a Record of Telephone Response Form. (See Illustration 11 for sample.)

A. General. The Department's Executive Secretariat (ES) will hold the original incoming correspondence and referral sheet in ES and provide the action office a copy and a tasking profile slip. After the referral is answered, the action office will provide the responsible ES analyst with two copies of reply and incoming. The ES analyst will make sure that the proper material is returned to the White House.

B. Tone of Replies. Replies to White House correspondence must be written in simple language and in a courteous and friendly tone. Since we are responding on behalf of the president, the attitude and manner should reflect the responsibility and wishes of the president and the dignity of his office. Avoid phrases with the word "referred" or phrases which mention the White House as though it were a person. Following are some suggested phrases:

"President __________ has asked me to thank you for...."

"Thank you for your letter to President __________"

"On behalf of President __________, thank you for...."

When, and ONLY when, it is definitely inappropriate to express appreciation, you may use phrases similar to the following:

"President __________ has asked me to reply to...."

"Your letter to President __________ has been received."

C. Preparing Letters for White House Signature.

(1) Letters should be typed in double spaced draft form on plain 8 1/2 x 11 inch bond paper. At the end of the draft letter, the author's name, agency, bureau, room number and telephone number should be added as follows:

DOI, James L. Smith, Bureau of Indian Affairs, Room 4559-MIB, (202) 208-4088.
(2) Forward each draft letter under cover of a transmittal memorandum addressed to the person who will sign the drafted letter. If the draft will be signed by the president, prepare the transmittal for the Secretary's signature. If the draft will be signed by another White House official, prepare the transmittal for the Assistant Secretary's signature. (See Illustration 12 for sample format.)

1.7 Congressional Correspondence.

A. Reply to Constituent's Letter. Members of Congress frequently forward to an executive agency letters they have received from constituents. Often these referrals are made by printed transmittal slips or form letters.

   (1) Address replies to the member of Congress, unless he specifically requests that the reply be sent directly to the constituent.

   (2) If the member of Congress has requested that a reply be sent directly to the constituent, send an informational copy to the member's office.

   (3) Always return the constituent's letter to the congressional office which forwarded it, whether or not the letter is original.

B. Replies to Multiple Congressional Referrals.

   (1) Prepare identical letters with one set of file copies in response to multiple referrals from the same constituent or on the same subject. Do not mention other referrals in the body of the letter.

   (2) On the file copies, make notations indicating that identical copies were made and to whom they were sent. Also note the names of the members of Congress and constituents involved.

C. Reply to a Member of Congress Away From Washington, D.C. When writing to a member of Congress away from Washington, D.C., include a courtesy copy with the letter and send another copy to his Washington office. Show "Copy to your Washington office" on original and all copies except courtesy copy.

D. Reply to a Letter Signed by an Employee in a Congressman's Office. If a letter from a member of Congress is signed by an employee of his office, address the reply to the member of Congress rather than to the person who signed for him. ("Attention: Mr. (name)" may be added on the envelope.)

E. Reply to a Letter Signed by More Than One Congressman. When replying to a letter signed by more than one member of Congress, address an original to each member and enclose a courtesy copy to each. State in the opening paragraph that the same reply is being sent to each person who signed the letter. Make one official file copy with a notation as to the other recipients.
F. Furnishing Congressmen Copies of Replies Made to Their Constituents. When replying to an individual who has indicated in his letter that he has sent copies of his letter to members of Congress, send the members informational copies of the reply, together with a copy of the incoming correspondence. This practice has proved helpful in reducing congressional inquiries or referrals provided the reply is made before there has been time for the congressman's office to initiate an inquiry.

G. Informational Copies to Congressional Offices. Occasionally, a non-congressional letter will indicate that the writer sent informational copies to members of Congress. In preparing a reply to this type of letter, you may if you wish, send an informational copy to each member, together with a copy of the incoming correspondence. No transmittal letters are necessary for these copies. Sending these copies before referral may reduce the number of congressional inquiries to which responses must be prepared. If a congressional referral is received after we have replied to the letter, send the member of Congress a copy of the Bureau reply with an appropriate transmittal letter.

H. Informational Copies to Ranking Minority Members. When writing to congressional committee and subcommittee chairmen, make an informational copy on letterhead tissue for the ranking minority member. The "cc:" notation, name, title, subcommittee and parent subcommittee names, and mailing address should appear single spaced on the original and all copies, two spaces below the last preceding line. EXAMPLE:

cc: Honorable John Smith
    Ranking Minority Member
    Subcommittee on Interior
    and Related Agencies
    Committee on Appropriations
    House of Representatives
    Washington, D.C. 20515

I.8 Department Controlled Correspondence. Correspondence is controlled by the Department because of its importance to the Secretary, the Deputy Secretary or Assistant Secretary, and referred to the Bureau for a reply.

A. Reply for Signature in the Bureau. When the tasking profile designates a reply for signature in the Bureau, follow the instructions in paragraph B, below.

B. Reply for Signature of Secretarial Officer. When the tasking profile indicates that the reply is for signature by a secretarial officer.

   (1) If the Department has not sent an acknowledgment to the correspondent, submit a reply to the Department within 3 days.

   (2) If the Department has not sent an acknowledgment and the Bureau cannot meet the 3-day deadline, submit an acknowledgment directly to
the writer, stating that we are acknowledging his letter for the Secretary and that he will receive further information from the Secretary. Submit a final reply to the Department within 2 weeks.

(3) If the Department has sent an acknowledgment, submit a final reply to the Department within 10 days.

C. Other Matters Concerning Secretarial Correspondence. When the subject matter of correspondence for the Secretary’s signature is highly technical because of its engineering, legal or other professional character, or is in the form of a report or an investigation, it should be submitted IN THE FORM OF AN UPDATED MEMORANDUM addressed to the Secretary and signed by the Assistant Secretary – Indian Affairs. It should be accompanied by a letter of transmittal to be signed by the Secretary and addressed to the correspondent. The memorandum and transmittal letter will be dated in the Department’s Executive Secretariat office when signed.

D. Bureau Controlled Correspondence. Correspondence referred to the Bureau by the Department and correspondence received initially by the central office, will be controlled within the Bureau on a selective basis by the Bureau ES. Bureau ES will control all congressional correspondence. It will select other correspondence for control using a semiannually revised list of factors approved by the Assistant Secretary. Program offices may have Bureau ES control other selected correspondence to ensure prompt follow-up.

Listed below are the principal types of correspondence controlled by the Bureau’s ES:

(1) White House.
(2) Congressional.
(3) Freedom of Information Act Requests.
(4) Privacy Act Requests.
(5) Tribal Leaders.
(6) Heads of Indian Organizations.
(7) Department Controlled Correspondence.
(8) State Governors.

E. Non-Controlled Correspondence. This category includes correspondence with the general public, with other agencies and within the Department. For these types of correspondence, the following guidelines apply:

(1) When answered by original letter, and no other deadline is established by the incoming letter, reply within 10 working days.
(2) When answered by form or guide letter, reply within 5 working days.

(3) When it is impossible to meet either of the above deadlines, send an acknowledgment within 5 working days stating that a complete reply will follow as soon as possible. If a final reply cannot be sent within 30 days, send a follow-up acknowledgment.

1.9 Staff Preparation of Correspondence and Reports.

A. Briefing Papers.

(1) In those instances when a change in existing bureau policy or procedures is proposed, and as a cover for large or complicated packages, a staff member will prepare a correspondence impact sheet form. The completed form will be attached to the left side of the correspondence folder. The purpose of this form is to make it unnecessary for the reviewing and signing officials to read the complete package. (See Illustration 13 for sample.)

(2) In advance of requesting a meeting to be scheduled with the Deputy Commissioner, a staff member will prepare a scheduled meetings briefing sheet form. This completed form will be provided to the secretary, office of the Deputy Commissioner for scheduling the meeting. (See Illustration 14 for sample.)

B. Reports.

(1) Area directors will prepare a monthly activities report of assessment of major accomplishments, problems and issues of concern in their respective areas. The monthly activities report is due in the Deputy Commissioner's office the first week of each month, submitted with a diskette in Word Perfect 5.1 format and one hard copy in memorandum form.

(2) Central office directors will prepare a weekly activities report of significant accomplishments, meetings, or problems occurring during the week ending each Friday; and meetings, important accomplishments, or problem areas expected the following week. A list of visitors desiring an appointment or already scheduled for an appointment with the Deputy Commissioner, Assistant Secretary or Deputy Assistant Secretary will also be included in the report. The weekly activities report is due in the Deputy Commissioner's office every Thursday morning, consisting of two pages and containing:

(a) A brief list of topics being reported or discussed and referred to as "bullets" on the first page. Each bullet entry should be restricted to three short sentences answering the basic interrogatives; i.e., what, when, where, who, and how much.

(b) The second page will restate the "bullet" and provide additional information about the subject and referred to as the "bullet backup." All backup items will be included on the second page and contain the minimum amount of information to fully explain and amplify the bullet reported on page 1. (See Illustration 15 for completed sample.)
C. **Correspondence for Signature of Solicitor.** Submit proposed communications and documents prepared in the Bureau for signature of Solicitor to the Solicitor's office in rough draft form—double spaced.

D. **Administratively Restricted Correspondence.**

(1) The restrictive markings "FOR GOVERNMENT USE ONLY" and "ADMINISTRATIVELY RESTRICTED", whichever is considered appropriate, may be used on correspondence when it is desired to limit access to it. However, such markings will of themselves have no meaning or force whatsoever should a member of the public make request to inspect the correspondence after it has become a record. In this event, decision to withhold such restrictively marked correspondence can be made only under the exclusions in the Public Information Act (5 U.S.C. 552), and then only when there is sound reason not to disclose the document, over and above the literal satisfaction of one of the exclusions.

(2) Classified or administratively restricted correspondence must be hand-carried for surnaming and signature and may be done only by employees who are authorized to know the contents (including secretaries of office and division heads). If such correspondence is entrusted by one employee to another, it is the receiving employee's responsibility to protect the correspondence.

E. **Interagency Agreements.** For guidelines and instructions on preparation of Interagency Agreements and Memorandums of Understanding (MOU), refer to 19 BIAM, Supplement 10.

1.10 **Bureau Reading File.** The Bureau Reading File is a file of correspondence of significance or general interest to the Assistant Secretary and Deputy Commissioner or their staffs. The file is designed to keep the Assistant Secretary and Deputy Commissioner informed on matters which might have implications for their high level activities (e.g., public statements). It consists of correspondence with key members of the Congress and tribal leaders; correspondence defining programs or suggesting program changes to area directors; correspondence related to program development; and correspondence on other subjects which should be noted by the officials who review this file. The originator or reviewers of correspondence are responsible for ensuring that copies of appropriate documents are made for inclusion in the Bureau Reading File. This is true even for documents signed by the Assistant Secretary and Deputy Commissioner.

1.11 **Bureau Policy Decisions.** Significant policy pronouncements or interpretations MUST BE put into the BIAM manual issuance system. Policy determinations should not be put into correspondence or report format. Contact the Branch of Directives and Regulatory Control for specific guidelines in preparing manual issuance material.
CERTIFIED—RETURN RECEIPT REQUESTED

Mr. John L. Doe
Chairman, Secretarial-Professional
Association of the United States
5906 Weaver Place, S.E.
Altoona, Pennsylvania 16603

Dear Mr. Doe:

This sample shows the format for preparing a letter, which is the form of correspondence used to correspond with addresses outside the Department.

The following features of this format should be noted:

All paragraphs are completely blocked. This style minimizes the use of the space bar, tabulator key, and the tabulator bar.

Letters which are very short may have side margins wider than the standard 1 inch margin, and may be lowered on the page, beginning with the address, in order to center the letter on the page. All paragraphs are begun at the left margin (no indentation).

Sincerely,

Deputy Commissioner of Indian Affairs

Enclosure

Supp. 1, Release
Memorandum

To: Assistant Secretary - Indian Affairs

Through: Director, Office of Trust and Economic Development

From: Chief, Division of Water and Land Resources

Subject: Correspondence to Addressees Outside Originating Organizational Level

This sample illustrates the format of a memorandum to be used when corresponding with an addressee within the Bureau or Department, but outside the originating organizational level.

When addressing memoranda to the Secretary or the Deputy Secretary, type their titles as "Secretary" and "Deputy Secretary."

Do not use salutations or complimentary closes in memoranda.

Material which accompanies a memorandum is identified in the body of the memorandum as an attachment or attachments. The notation "Attachment" or "Attachments" is typed flush with the left margin and nine lines below the text.

Attachment

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NUMBERING AND LETTERING OF PARAGRAPHS

1. The subdivision, numbering, and lettering of paragraphs is acceptable and helpful as a reference aid or for clearness.

   a. All paragraphs and subparagraphs are typed so the number or letter is indented the appropriate distance, the start of the paragraph or subparagraph begins on the fifth space following, and succeeding lines in the paragraph and subparagraph start at the left margin. Paragraphs and subparagraphs are single spaced, with double spaces between them.

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

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

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

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

   b. Paragraph titles are used in lengthy communications to increase ease of reading and reference. Treat the title as the first sentence of the paragraph. Underline all paragraph titles.

2. The arrangement specified here may be varied to meet legal document needs.
FOLDER ASSEMBLY – LEFT SIDE

1. Incoming letter or memorandum, if any

2. Interim reply or acknowledgment, if any

3. Background or explanatory material, if any

4. Copy of attachments, if applicable
FOLDER ASSEMBLY — RIGHT SIDE

1. Plastic cover

2. Original outgoing letter or memorandum

3. Courtesy copy, if required

4. Enclosures, if any

5. Addressed or plain white envelope

6. Informational copies going outside the Department with addressed envelopes attached

7. Brown envelope

8. Secretary's surname, secretary's reading file copies and informational copies to other Department offices

9. Bureau surname copy with copy of enclosures

10. Bureau reading file copy

11. Informational copies to other Bureau offices

12. Office chronological copy

13. Office hold copy
<table>
<thead>
<tr>
<th>ROUTE TO CODE</th>
<th>RELEASED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

RETURN THIS FORM AND ATTACHED CORRESPONDENCE TO BIA EXECUTIVE SECRETARIAT AFTER BUREAU SIGNATURE/SURNAME.

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SAMPLE COPY OF FORM 5-1502

<table>
<thead>
<tr>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE REFERENCE</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>DATE ROUTED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mail Sup</th>
<th>Building</th>
<th>Route to Code</th>
<th>Released</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initial</td>
<td>Date</td>
</tr>
</tbody>
</table>

ADDITIONAL COMMENTS

Supp. 1, Release
<table>
<thead>
<tr>
<th>TO</th>
<th>MAIL STOP</th>
<th>TO</th>
<th>MAIL STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>S  SECRETARY</td>
<td>6217-MB</td>
<td>FW  ASS'T SECY FOR PSH &amp; WILDLIFE &amp; PARKS</td>
<td>3156-MB</td>
</tr>
<tr>
<td>OCL Office of Congressional &amp; Legislative Affairs</td>
<td>6242-MB</td>
<td>FNPS National Park Service</td>
<td>*3220-MIB</td>
</tr>
<tr>
<td>OPA Office of Public Affairs</td>
<td>7011-MIB</td>
<td>FWS Fish &amp; Wildlife Service</td>
<td>*3012-MIB</td>
</tr>
<tr>
<td>OES Office of Executive Secretariat</td>
<td>6217-MIB</td>
<td>IA  ASS'T SECY - INDIAN AFFAIRS</td>
<td>4141-MIB</td>
</tr>
<tr>
<td>OBC Office of BIE &amp; J Programs &amp; Job Corps</td>
<td>2759-MIB</td>
<td>IG Office of Self Governance</td>
<td>2253-MIB</td>
</tr>
<tr>
<td>CEO Office for Equal Opportunity</td>
<td>1324-MIB</td>
<td>BIA Bureau of Indian Affairs</td>
<td>*4141-MIB</td>
</tr>
<tr>
<td>OSD Office of Small &amp; Disadvantaged Bus. Util.</td>
<td>2727-MIB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS DEPUTY SECRETARY</td>
<td>6217-MIB</td>
<td>TIA  ASS'T SECY TERR. &amp; INTER AFFAIRS</td>
<td>4320-MIB</td>
</tr>
<tr>
<td>OQA Office of Quality Assurance</td>
<td>6217-MIB</td>
<td>PMO ASS'T SECY POLICY, MGMT. &amp; BUDGET</td>
<td>6214-MIB</td>
</tr>
<tr>
<td>TPA Take Pride in America Staff</td>
<td>7121-MIB</td>
<td>PEP Directorate of Budget &amp; Prog. Res. Mgmt.</td>
<td>*6214-MIB</td>
</tr>
<tr>
<td>SOL SOLICITOR</td>
<td>*6251-MIB</td>
<td>PPS Directorate of Program Services</td>
<td>*6214-MIB</td>
</tr>
<tr>
<td>SOL-AD Division of Administration</td>
<td>6346-MIB</td>
<td>PSE Coordinator of Special Emphasis Progs.</td>
<td>*6214-MIB</td>
</tr>
<tr>
<td>SOL-AI Division of Audit and Investigation</td>
<td>6024-MIB</td>
<td>PAM Office of Acquisition &amp; Property Mgmt.</td>
<td>5512-MIB</td>
</tr>
<tr>
<td>SOL-CW Division of Conservation &amp; Wildlife</td>
<td>6560-MIB</td>
<td>PAS Office of Aircraft Services</td>
<td>*6214-MIB</td>
</tr>
<tr>
<td>SOL-ER Division of Energy &amp; Resources</td>
<td>5213-MIB</td>
<td>PCM Office of Construction Management</td>
<td>3217-MIB</td>
</tr>
<tr>
<td>SOL-GL Division of General Law</td>
<td>6531-MIB</td>
<td>PEA Office of Environmental Affairs</td>
<td>2340-MIB</td>
</tr>
<tr>
<td>SOL-IA Division of Indian Affairs</td>
<td>6456-MIB</td>
<td>PFM Office of Financial Management</td>
<td>7258-MIB</td>
</tr>
<tr>
<td>SOL-SM Division of Surface Mining</td>
<td>6412-MIB</td>
<td>PHA Office of Hearings and Appeals</td>
<td>1103-ST#1</td>
</tr>
<tr>
<td>LIM  ASS'T SECY FOR LAND &amp; MINERALS MGMT</td>
<td>6628-MIB</td>
<td>PMO Office of Management Improvement</td>
<td>2242-MIB</td>
</tr>
<tr>
<td>LLM Bureau of Land Management</td>
<td>*5660-MIB</td>
<td>PMO Office of Administrative Services</td>
<td>*5412-MIB</td>
</tr>
<tr>
<td>LMS Minerals Management Service</td>
<td>*4013-MIB</td>
<td>POB Office of Budget</td>
<td>*4116-MIB</td>
</tr>
<tr>
<td>LSM Office of Surface Mining Recl. &amp; Enf</td>
<td>*213-SIB</td>
<td>PPA Office of Program Analysis</td>
<td>4412-MIB</td>
</tr>
<tr>
<td>WL  ASS'T SECY FOR WATER &amp; SCIENCE</td>
<td>6640-MIB</td>
<td>PFM Office of Personnel</td>
<td>*5203-MIB</td>
</tr>
<tr>
<td>WRM Bureau of Mines</td>
<td>Col Plata</td>
<td>PLS-P Personnel Services</td>
<td>5450-MIB</td>
</tr>
<tr>
<td>WRB Bureau of Reclamation</td>
<td>*7654-MIB</td>
<td>PPS-S Enforcement &amp; Security Management</td>
<td>5006-MIB</td>
</tr>
<tr>
<td>WGS Geological Survey</td>
<td>*2646-MIB</td>
<td>PPS-SH Safety &amp; Health Program</td>
<td>6214-MIB</td>
</tr>
<tr>
<td>OIG OFFICE OF INSPECTOR GENERAL</td>
<td>5381-MIB</td>
<td></td>
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</tr>
</tbody>
</table>

The mail stops listed above are for mail designated only to the immediate office of an Assistant Secretary or Director of a bureau or office. Refer to the Mail Stop Directory for the Interior Complex to route mail for other organization levels within a bureau or office.

The attached communication has a due date or deadline of . Please call on for PICK UP.

REMARKS: (Include a description of communication attached.)

FROM

BUREAU/OFFICE SYMBOL

MAIL STOP/IDG

TELEPHONE NUMBER

DATE

Supp. 1, Release
PUBLIC SERVICE AGENCY

October 26, 19XX
A100
Records Management Seminar

XY Agency
Fourth Street
Washington, DC 20006

We would like to register Mr. John T. Black of our agency in your forthcoming Records Management Seminar. He is a management analyst at the grade 12 level.

Thank you very much.

[Signature]

October 11, 19XX

Dear Sirs:

Will you please send me a copy of your new booklet, "Seven Tips for Better Typing." Thank you very much.

Yours truly,

[Signature]

October 26, 19XX

Mr. Black is now registered in our Records Management Seminar, January 3-5. The first session begins at 9:00 a.m.

[Signature]

THOMAS T. WHITE
Seminar Coordinator

Supp. 1, Release
Supp. 1, Release
To: 

From: Executive Secretariat

Re: Control No. 

Your report to us — or your reply to the attached correspondence — should be signed within 5 working days after receipt in your office.

A letterhead tissue copy of the above, bearing control number identification, should be transmitted via "Special Attention" [Blue] Envelope to the Central Office, Attention: Executive Secretariat, MS-Room 4640-MIB.

Direct reply to be made by Area Director.

Area report required for Central Office follow-up.

Supp. 1, Release
SAMPLE COPY OF FORM 5-1527

BUREAU OF INDIAN AFFAIRS

Record of Telephone Response to Correspondence

Your Name: __________________________ Your Phone No.: _________________________

Your Office: __________________________ Date: _________________________________

Control No. ________________________
(if applicable)

Reply to Correspondence from:

Name: ______________________________ Phone: _______________________________

Address: ____________________________ Date, Incoming: _______________________

______________________________ Addressed to: __________________________

Brief description of information given to correspondent by telephone:
(White House referral? Be sure to indicate that the White House asked us to call.)

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Memorandum

To: Ms. Sally Kelley
    Director of Agency Liaison
    Presidential Correspondence

Subject: White House Referral - Carleen Ledanski - WH ID #059159

In response to subject referral dated August 12, 1990, attached is a draft reply to an April 25, 1990, letter from Ms. Carleen Ledanski of Minocqua, Wisconsin, pertaining to the exercise of Indian treaty rights in the State of Wisconsin. The draft reply is essentially identical to many others transmitted in recent weeks.

Assistant Secretary - Indian Affairs

Attachment

Supp. 1, Release
DEPUTY COMMISSIONER OF INDIAN AFFAIRS
CORRESPONDENCE IMPACT SHEET:

SUBJECT:

BACKGROUND (Include discussion of issues; Tribes involved; specify what is being accomplished by the proposed correspondence):

TRIBAL IMPACT (Specify which Tribes or Tribal programs will be impacted, what additional requirements will be placed on Tribes):

FUNDING IMPACT (State if a reprogramming is required):

CONGRESSIONAL IMPACT (State recent hearings, testimony, Congressional inquiries or directives which pertain):

DEPARTMENTAL CLEARANCES REQUIRED (SOL, PMB, Other):

PREVIOUS CORRESPONDENCE (List dates and general subject matter, attach copies if pertinent):

DECISION REQUIRED:

CONTACT PERSON: ________________________ DATE: ____________________
DEPUTY COMMISSIONER OF INDIAN AFFAIRS
WEEKLY ACTIVITIES REPORT

BULLETS

Office of Data Systems
Week of July 15-19, 1991

(Each bullet entry should be restricted, where possible, to three short sentences answering the basic interrogatives, i.e., what, when, where, who, and how much):

1. ODS representatives signed contract for MS-DOS, computer standardization, Bureau-wide. Contract cost is $400K for 200 machines. Delivery scheduled to begin November 1, 1991.

2. ODS representatives met on July 18 with management team from Sun Computer Company to discuss purchase of 12 Sun work stations for Area Directors.


Week of July 22-26, 1991

1. Meeting scheduled for July 26 at 2 p.m. in room 4145-MIB with CEO, IBM to discuss future automation requirements.
DEPUTY COMMISSIONER OF INDIAN AFFAIRS
WEEKLY ACTIVITIES REPORT

BULLET BACKUP

Office of Data Systems
Week of July 15-19, 1991

(All backup items should contain the minimum amount of information to fully explain and amplify the bullet):

1. ODS representatives signed contract for MS-DOS, computer standardization, bureau-wide. Contract cost if $400K for 200 machines. Delivery scheduled to begin November 1, 1991:
   
a. Machines are GSA approved and MS-DOS compatible. Each machine has CPU with 100 Megabyte hard drive, one 5 1/4" and on 3 1/2" floppy drive, 101 key expanded keyboard, and VGA color monitor.

   b. Included in cost is following software: Word Perfect 5.1, Lotus 1,2,3, dBase III+, DOS utilities, and Harvard Graphics.

   c. Delivery scheduled to begin November 1, 1991, at the rate of 40 machines per month for 5 months.

   d. Priority of delivery is to Offices of Assistant Secretary and Deputy Assistant Secretary, Deputy Commissioner, all Program Directors, all Area Directors, and an equal distribution between field and central office of remainder.

   Week of July 22-26, 1991

1. Meeting scheduled for July 26 at 2 p.m. in room 4145-MIB with CEO, IBM to discuss future automation requirements.
   
   a. Local area networks, groupware, and totally automated work stations are primary areas for discussion.

   b. All Program Directors have been invited.

   c. Location is Assistant Secretary's Conference Room.