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INTRODUCTION

This manual is meant to guide you in your preparation of correspondence. It is based on Director's Order 5, Paper and Electronic Communications and the Washington Office Correspondence Manual, but it contains more specific instructions related to DSC correspondence. A copy of Director's Order 5 is available on the NPS web site. If you have any questions concerning the material contained herein, please contact the administrative support assistant in your division.

GENERAL

All formal correspondence will be on letterhead bond paper with succeeding pages on white paper.

The type style to be used is Times New Roman 12 point or any other businesslike font.

The date may be typed on correspondence, if the date of the signing is known, flush with the left margin, two lines below the file code (**See Exhibit 1**). If the date of the signing is unknown, it will be added by rubber stamp to the right of center when it is signed. Correspondence leaving an originating office for signature must not be dated.

When using a person's title within the body of correspondence:

1. Landscape Architect John Doe or
2. John Doe, Landscape Architect,

Check the correct spelling of all personal names and names of all parks.

Rainbow Copies

Rainbow copies will be made for all formal/official correspondence. Rainbow copies are not made for correspondence of a personal nature.

YELLOW: Surname/official file copy. Yellow copies are consolidated by originating offices and sent daily or weekly to the Technical Information Center (TIC) to the following mail stop: DSC-PGF-(ADMIN or PIFS). Yellow copies are filed in the National Park Service Administrative Files of the Project Information Filing System (PIFS) files located in the TIC by TIC staff

Yellow copies of construction or A/E contract correspondence (copies of correspondence with park/package/project type and contract number identified in the file code) are consolidated by originating offices and sent to the Contracting Services (DSC-CS files). They are filed in Contracts in the official contract files maintained by that division.

PINK: Reference/originating office reading file. Pink copies are kept in a consolidated fashion in a folder in each originating office.

WHITE: These are cc and bcc copies. Copies for "outside" the Service Center are photocopied from original (letterhead). **They are not copied on letterhead bond!** Blind copies for people within DSC are photocopied on plain white paper.

Memorandums are used for official correspondence within the Department of the Interior. Letters are used for official correspondence outside the Department of the Interior.

Incoming correspondence must be attached to the yellow, official file copy, if not previously forwarded to be file. Copies of all attachments or enclosures must accompany the yellow, official file copy. If a copy of an attachment or enclosure has already been provided to TIC, put a note on the official file copy.

See **Exhibit 4** for the preparation of **DRAFT** correspondence. Instructions appear in the text of the exhibit. Drafts should always be printed on yellow paper.

Whenever something leaves your office for signature, put a note on it with your name, office, and phone number so it can be returned to you for mailing.

Margins, Spacing, Page Numbering, and Paragraphing

Please refer to Exhibit 1.

The basic rule for margins and spacing is that the text and other entries should appear balanced on the page. The file code is **always** placed two inches from the top on the left side of the correspondence.

Margins will be at least one inch on the sides and at the bottom. Side margins may be increased if correspondence is ten lines or less to achieve a balanced page. Final material is typed single-spaced unless the letter or memorandum is very short, and then it may be double-spaced if desired. Double space between the subject line and the body. Triple space between paragraphs in double spaced correspondence of ten lines or less.

In text use two spaces after a period.

If the correspondence totals more than one page begin the second page by typing the page number one inch from the top, flush with the right margin. (**See Exhibit 1, page 2.**) Continue the body of the correspondence two lines below the page number, flush left.

When it is necessary to break paragraphs into subparagraphs, use outline style as illustrated in **Exhibit 3**. The subparagraphs may be numbered and lettered for clarity. When outlining, remember you cannot have a 1 without a 2, an A without a B, or first without a second.

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 three or more lines can be carried over to that page. **Avoid going to a second page if at all possible.** Remember on the colored copies, you may move the text up or down or adjust the top and bottom margins.

Capitalization and Word Usage

Consult Webster's New Collegiate Dictionary and Words Into Type for capitalization and word usage. Do not use the Government Printing Office (GPO) Style Manual. You may also refer to the Editing Reference Manual for general rules on capitalization.

In-house terms such as park, region, regional director, chief, director, general management plan, etc., will not be capitalized when used alone. However, you capitalize them when used as follows: Regional Director Wade; Great Smoky Mountains General Management Plan; Rocky Mountain National Park; Contracting Services; etc.

When referring to the department or the Park Service, you must first write out Department of the Interior or National Park Service.

Do not use possessive phrasing as "our park roads." Use "the park roads."

Do not use stilted opening phrases such as "Reference is made to your letter...." Use "Thank you for your recent letter on...."

Do not use personal pronouns such as "I," "my," and "me" in correspondence prepared for signature in the Director's office. Use "we," "our," and "us."

Use the words "**enclosed**" and "**enclosure**" to refer to material accompanying a letter. Use the words "**attached**" and "**attachment**" to refer to material accompanying a memorandum.

Number Usage

Spell out numbers under ten. Treat like items consistently within a paragraph (i.e., if you use a number for one category, use a number for all items in that category). *For example*, There are 12 people in the office and 3 people in the field.

Spell out numbers that begin sentences (or rephrase to avoid beginning with a number).

For round numbers over a million, use figures and units (3.2 million, \$5 million). When writing dollar amounts -- \$2,323 not \$2,323.00.

When two numerals appear together (usually in compound modifiers), spell out one or recast the sentence (30 eight-cent stamps, twelve 6-inch guns).

Use numerals for time of day (5 a.m., 12:15 p.m.)

Abbreviations

The excessive use of abbreviations or acronyms should be avoided. Generally, limit the use of abbreviations to common ones. Do not make up abbreviations for often repeated phrases (i.e., design study team (DST). A commonly misused abbreviation is A&E instead of A/E. Identify abbreviations parenthetically after the full name is used the first time. If you do not use the abbreviation again in the document, then there is no need to identify it in the first place.

Generally, avoid the use of abbreviations or acronyms: WASO, HFC, LAME, GRSM, GMP, DCP, HSR, etc.; instead use a short title (the Washington office, the center, the park, the plan, the report).

Abbreviate without periods and no spaces.

U.S. Department of the Interior (USDI)
National Park Service (NPS)
Denver Service Center (DSC)
Fish and Wildlife Service (USFWS)
Forest Service (USFS)
Department of Commerce (USDC)
American Society of Landscape Architects (ASLA)

Abbreviations should not be used in the inside address of memorandums; however, if it would take an extra line to write out Denver Service Center, use DSC. It is acceptable to use WASO in the inside address of memorandums.

The inside address of letters should not contain abbreviations other than Mr., Mrs., Ms., and other titles preceding complete names. Firm names may contain abbreviations if the letterhead contains such abbreviations.

Division of Words and Dates

Use Webster's New Collegiate Dictionary for division of words. Specific instances to avoid are: the last word of a paragraph; the last word of a page; at the ends of more than two successive lines; a hyphenated word except at the hyphen; words pronounced as one syllable (i.e., cracked); words beginning with one- to two-letter syllables (i.e., ahead not a-head or receive not re-ceive); words ending in two-letter syllables (i.e., valid not val-id or employee not employ-ee). Proper names may be divided, if absolutely necessary, but only the last name is brought down to the next line. For example:

.....John W. Jones.

Dates may be divided if absolutely necessary, but keep the month and day together and carry over the year to the next line.

Example:

..... May 6,
1988. However, if you have only the month and year you may, if necessary, divide them at the end of the line as shown.

Example:.....April
1988.

It is not necessary to refer to the year in a date if it is the current year. A comma is never needed between the month and year (April 1993).

It is necessary to put a comma to set off the year in the body of a memorandum. For example:
We will meet at the Holiday Inn on December 12, 1993, to discuss.....

Double Punctuation (." ,")

The period and the comma **ALWAYS** go *inside* closing quotation marks.

Examples: I have just read "War and Peace."
"I cannot go to the meeting," Mr. Jones said, "but I should send someone in my place."

The colon and the semicolon go *outside*.

Example: I have just read "Jabberwocky"; it is part of *Through the Looking Glass*.

The question mark and exclamation mark go *inside* closing quotation marks if they apply to the quoted material. They go outside if they apply to the whole sentence.

Examples: The manager asked, "Has Mr. Hughes left yet?"
Did the manager ask, "Has Mr. Hughes left yet"?

If words are omitted in quoted matter, three periods (an ellipsis) are used to indicate such an omission. If the omission falls at the end of the sentence, a fourth period must be added to show the end of the sentence.

If a quotation is contained within a quotation, single quotation marks enclose the internal quotation. If the quotation consists of more than one paragraph, quotation marks are placed at the beginning of each paragraph and at the end of the last paragraph, or you may indent (from both sides) the quoted paragraphs.

File and Office Code

The file code is the identifying letters and numbers used to retrieve a piece of correspondence from the central administrative and Project Information Filing System (PIFS) files located in the Technical Information Center. It must be used on all official correspondence. File codes are obtained from National Park Service guideline NPS-19, Appendix A, National Park Service Filing System. If assistance is needed in determining a file code, check with your office assistant. He/she can contact the Technical Information Center on extension 2130 if necessary.

Parks file correspondence/documents by the file code. The park, package code, and PMIS (Project Management Information System) number information will need to be written on correspondence received from a park before it is sent to TIC for filing. DSC files by park and package, but we include the file code on correspondence sent to parks because that is how their correspondence is filed.

The file code is located at the left margin two lines below the preprinted statement in "In Reply Refer To" (see Exhibit 1). There are no spaces between the letters in the file code. If the correspondence could logically be filed under more than one subject, a cross-reference file code is used and multiple yellow rainbow copies must be prepared. A capital "X" denoting "cross reference" precedes the second file code. Example:

A64 (DSC-IS)
X P72

Project Information Filing System (PIFS) File Codes

In addition to the file code, all DSC project-related correspondence (both memorandums and letters) will have a Project Information Filing System (PIFS) code. Correspondence dealing with more than one project will be multi-coded and have the appropriate number of yellow rainbow copies. The PIFS file code is made up of the park and package number and PMIS (Project Management Information System) number if available. If you need assistance in determining a PIFS code, contact a project manager or budget analyst.

Office Code: The office code is the identifying group of letters for the office originating (typing) the correspondence (not the office where it is being signed).

Mailing Instructions

When correspondence requires special mailing instructions such as CERTIFIED or PERSONAL - BLUE ENVELOPE, type the special instructions two lines above the first line of the inside address. Show certified numbers on the yellow and internal copies two lines below the typist's identification. Examples:

PERSONAL - BLUE ENVELOPE

Memorandum

CERTIFIED

Mr. John A. Doe
176 Spring Street
Denver, Colorado 80226

D:KCZiegenfus:rm:1/01/03:2100:M:AS:CORRESMANUAL

(Certified Nos. 11116, 11117)

Blue envelopes are to be used for truly confidential "eyes only" mail. For other mail use messenger envelopes, plain envelopes, or mailing labels.

Envelopes will be prepared for all correspondence.

Heading

Type the word "Memorandum" flush with the left margin as high or as low as is necessary to produce a well-balanced page.

"To" Line

Type the word "To:" flush with the left margin two lines below the word "Memorandum." Seven spaces to the right of the colon (nine spaces if using a reference line), type the title and office of the addressee.

To: Regional Director, Alaska Region

Do not include the street address in the "To" line for a memorandum addressed to another Department of Interior agency. Example:

To: Diana Mulligan, Contracting Officer, Bureau of Reclamation

A multiple-addressed memorandum is one that is addressed to several persons. Prepare one original for signature as all addressees must have a letterhead copy (see examples below). After signature, copies of the original are made by the initiating office. Write in red or type the notations for each addressee (IMR-D-Martin or Regional Director, Intermountain Region) in the upper right hand corner of the page.

Examples:

To: Regional Directors

To: All Division Chiefs, Denver Service Center

A memorandum addressed to two or three persons may be addressed:

To: Regional Director, Midwest Region
Superintendent, Voyageurs National Park
Chief of Maintenance, Voyageurs National Park

Make originals for each addressee and forward for signature. Draw a red line under each addressee when preparing for mailing.

"Attention" Line

When directing a memorandum to the attention of a particular person within an organization, type "Attention:" followed by the title (or name if the title is not known) of the person, directly below and flush with the addressee's notation in the "To" line. Example:

To: Regional Director, Midwest Region
Attention: Al Hutchings

"Through" Line

When sending a memorandum through an intermediate office, type the word "Through:" two lines below the "To" line (or "Attention" line) flush with the left margin. Examples:

To: Associate Director, Administration, Business Practices, and Workforce Development, WASO

Through: Associate Director, Park Planning, Facilities, and Lands, WASO

or

To: Director, Denver Service Center

Through: Chief, Transportation Division, Denver Service Center
Chief, Alternative Transportation Branch, Denver Service Center

Internally (within DSC), memos with "Through" lines are forwarded up through channels for signature with all rainbow copies attached. List titles by the order of importance (see second sample above). After signature all copies are conformed with the signature and date, adjacent or above the addressee line of the through line.

Externally (outside DSC), only the original is forwarded.

"From" Line

Type the word "From:" flush with the left margin two lines below the preceding "To" or "Through" lines. Type the title of the signer and the name of his/her organization to the right of the colon following the word "From" in line with the "To" and "Through" lines.

If an individual's title would not specify him/her (i.e., landscape architect, architect, etc.), type the signer's full name, title, and office. The signer's name will not be retyped in the signature line at the conclusion of the memorandum. Allow seven lines between the body of the memo and the attachment or carbon copy notations.

"Reference" line

The reference line is only used on project-related correspondence. See **Exhibits 5, 6, 7, 8, and 9** for the proper elements of a reference line.

"Subject" Line

The subject of a memorandum is a brief statement, usually not more than ten words, of what the memorandum is about. Type the word "Subject:" flush with the left margin two lines below the "From" or "Reference" line. When the subject line contains two or more lines, single space and block. Capitalize the first letter of each word except articles, prepositions, and conjunctions. When a memorandum is prepared in reply to an incoming one, the same subject will be used except omit the "Reply Due" date if one is given.

If a memorandum concerns a matter on which action must be taken by a certain date, the date is included in the subject line and underscored. Example:

Subject: Transportation Study
Reply Due: January 30, 2004

As in the body of the memorandum, abbreviations are not used in the subject line.

Inside Address - Letters

Type the full address block style, single-spaced and flush with the left margin as high or as low as is necessary to produce a well-balanced page. The zip code is placed two spaces after the last letter of the state. Do not abbreviate the state on the inside address. However, it should be abbreviated on the envelope. An address of only two lines is double-spaced.

"Attention" Line - Letters

When used in a letter, the attention line is typed below the addressee, flush with the left margin and followed by a colon. The salutation Dear Sir/Madam should always be used in conjunction with an attention line. Example:

Davis and Hall, Inc.
Attention: Mr. John A. Doe
505 Webster Avenue
New York, New York 10015

Dear Sir/Madam:

Salutation - Letters

Type the salutation "Dear" followed by the person's name and a colon, flush with the left margin. **It is preferable to call the company and get the name and title of the individual for the salutation line rather than use Dear Sir/Madam.** Place the salutation two lines below the last line of the address.

Reference and Subject Lines - Letters

Same rules apply for letters as they do for memos. When they are used, they are placed flush left, beginning two lines below the salutation. They are part of the body of the letter.

Do not use subject or reference lines on congressional correspondence

Body

Begin the body of a memorandum two lines below the subject line. Begin the body of a letter two lines below the subject line or salutation. Double space correspondence of ten lines or less.

Signature - Memorandums

Type the signer's **formal** name five lines below the text flush left. It is not necessary to type the title below the name since the title appears in the "from" line.

A signature tag (red arrow) must be affixed to the left-hand side of the page preceding the page where the signature block appears.

Complimentary Close and Signature - Letters

The complimentary close is always "Sincerely." The complimentary close is typed two lines below the closing paragraph, flush left.

Type the **formal** name of the signer, five lines below and flush left. Type the signer's title on the next line, flush left. It is not necessary to repeat items contained in the letterhead, such as "Denver Service Center."

If a runover line occurs in the title, indent two spaces.

A signature tag (red arrow) must be affixed to the page where the signature block appears.

Attachment(s) - Memorandums

When an attachment accompanies a memorandum, type the word "**Attachment**" flush with the left margin, two lines below the typed name of the signer. For more than one attachment, use the plural form followed by the number, such as "Attachments 2." A copy of the attachments must accompany the yellow, record file copy (copies).

When material is sent under separate cover, type "Separate cover:" flush with the left margin, two lines below the typed name of the signer. If you have both an attachment and a separate cover, type "Separate cover:" two lines below the word "attachment".

When attachments are forwarded to carbon or blind carbon copy addresses, the notation "w/c att." appears as follows:

cc:
Supt., Lake Mead, w/c att.

When it is desirable to forward a copy of the incoming memorandum to a carbon copy addressee, the notation "w/c inc." is used.

Enclosure(s) - Letters

When an enclosure accompanies a letter, type the word "Enclosure" flush with the left margin, two lines below the typed name of the signer. For more than one enclosure, use the plural form followed by the number, such as "Enclosures 2."

When material is sent under separate cover, type "Separate cover:" flush with the left margin, two lines below the typed name of the signer. If you have both an enclosure and a separate cover, type "Separate cover:" two lines below the word "enclosure".

When enclosures are forwarded to carbon or blind carbon copy addresses, the notation "w/c enc." appears as follows:

cc:
Supt., Lake Mead, w/c enc.

When it is desirable to forward a copy of the incoming memorandum to a carbon copy addressee, the notation "w/c inc." is used.

Memorandums of Approval

A memorandum may request the approval or concurrence of some action. Type an approval or concurrence block two spaces below the signature or attachment notation, flush with the left margin. Allow five lines between "Approved:" or "I concur:" and the signature line (underscore).

Example:

Daniel N. Wenk

Attachment

Approved:

Director, Denver Service Center

Date

Distribution Copies

Carbon copies (cc) of all letters and memorandums should be sent to all officials who have a primary interest in the subject matter, including regional directors, superintendents, etc.

On correspondence to both National Park Service and other government officials, the carbon copy (cc:) notation would include all distribution outside the Denver Service Center and is shown on the original and all copies. A blind copy (bcc:) notation is used for internal Denver Service Center distribution and is not shown on the original or copies going outside the Service Center. Do **NOT** run cc copies off on original letterhead--they will look like originals and people will be confused.

Indicate carbon copy or blind carbon copy by typing "cc:" or "bcc:" flush with the left margin, two lines below the signer's name or other preceding notations. Flush with the left margin, immediately below the "cc:" or "bcc:" notation, type the office symbol and the names of the recipients. In the case of heads of field offices, type the title and office. Abbreviations may be used. Carbon copy notations show on the original and all copies. Blind copy notations show on blind or Denver Service Center copies only.

If the cc or bcc portion of your correspondence spills over on to a second page, you have two options:

1. Raise or lower top and bottom margins.
2. Make columns across the bottom.

DO NOT make a separate page unless your list of copies is extensively long.

On correspondence outside the government, internal NPS or DSC distribution is not shown on the original with the exception of a "need to know" situation.

Copies of correspondence between officials of the National Park Service are not furnished to persons outside the National Park Service. When it is necessary to furnish such information, a separate letter must be written transmitting the copy.

Order of importance for copies:

- Outside Interior (Example: Forest Service, Department of Agriculture)
- Inside Interior (Example: Bureau of Reclamation)
- Washington Office
- Regional Offices
- Support Offices
- Park Superintendents
- Manager, Harpers Ferry Center
- Training Centers
- Denver Service Center

Each notation shown in the carbon and blind carbon copies is underscored in red to mark routing.

If the correspondence totals more than one page, mark the "cc" or "bcc" notations in red on the final page and also write or type the notations in the upper right-hand corner of the first page. This will facilitate delivery by the mailroom. Examples:

cc: **(shown on the original and all rainbow copies)**

- Regional Administrator, Federal Highway Administration, (Street Address), Washington, D.C. (zip code)
- Director, Bureau of Reclamation, Denver Federal Center, etc., Denver, CO 80225
- WASO-3220-Mainella, Murphy
- Reg. Dir., Northeast Region
- Supt., Colonial
- Mgr., Harpers Ferry Center
- COLO-Smith

bcc: **(does not show on original)**

- DSC-Chiefs, IM, CS, DC, P,T
- DSC-DC-Donnelly, Aitken **(Comma denotes individual copy)**
- DSC-T-Welch/Helmkamp **(Slash [/] denotes a shared copy)**

After signature the yellow copy is held and sent to the Technical Information Center on a weekly basis (or follow whatever schedule has been established in your division). The pink is held and put in the division reading file.

Identification of Author and Typist

Blind and rainbow copies will show the office symbol, writer's initials and surname, typist's initials, date of typing, telephone extension of the writer, and name and location of the Word document. Type this notation two lines below the last notation on the page, flush with the left margin.

Example:

D:DNWenk:rm:1/10/04:2100:M:AGENDA:Meeting with IMR

If correspondence is prepared in one division and changed/rewritten in another division, two typist lines may be required. Example:

DC:BWarneke:as:04/25/04:2183:M:Letters:LAME project
Rewritten:DC:CWhipple:dr:04/30/04:2482:M:Whipple Correspondence:LAME project.rev

Identical letters

If a letter is prepared for multiple addresses, make one set of rainbow copies. Type on the rainbow copies (below the cc/bcc notation) "Identical Letter Sent to Attached List". Attach a copy of the address list to the pink and yellow copies. This avoids filing duplicate copies of the correspondence in the reading file and PIFS.

Signature Authority

The following are some general rules:

- Project related correspondence:
 - Project-related correspondence may be addressed to the park superintendent with copies to the regional director and superintendent of the support office as appropriate. [See Project Manager if in doubt.]
 - General requests for background information on projects will be signed and processed by the team member writing the request (e.g., requesting threatened and endangered species information; confirming meeting arrangements, etc.) [See Project Manager if in doubt.]
 - The Project Manager working with the project team should identify delegations of signature authority on written communications going out of DSC. It may not be consistent from project team to project team. The clerical staff will take the word of the preparer as to who will sign. The clerical staff will question inconsistencies and suggest better practices.
- Meeting summaries (trip reports) are prepared by the designated traveler and signed in the originating division. The Project Manager "approves" the meeting summary.
- Project specialists may write to team members (even if they are in a different agency), but the correspondence should be informal in nature.
- Chiefs may write to each other.
- Employees may write to anyone in DSC informally. If it is something that is significant, it should be signed off on a through line (or on the yellow) up through the chain of command.
- A/E managers and contracting officer's representatives may sign correspondence to firms under contract with DSC.

Refer to DSC organizational chart for the proper titles.

Direct questions related to signature authority to the administrative specialists.

Assembling Correspondence for Signature

Correspondence is assembled for signature in the following sequence:

- a. Original (Place a signature [red arrow] tag when material within a package needs to be signed. Place the tag on the page/place where the signature goes.)
- b. Duplicate Copy (if needed)
- c. Enclosures/Attachments in sequence (if any)
- d. Brown surname envelope placed so that flap includes original, duplicate copy (if needed), enclosures/attachments, and an envelope (if required).
- e. Yellow surname copy with incoming and enclosures/attachments (placed behind brown surname envelope)
- f. White cc and bcc copies with enclosures/attachments
- g. Pink reading file copy with no enclosures or attachments.

If you have a large number of cc's and bcc's, do not forward them for signature. It is too difficult to conform (date and signature stamp) a large number of copies, particularly if there are attachments/enclosures. Copies should be made after signature and conformance.

SPECIAL CORRESPONDENCE

WASO

All correspondence to the Washington office is signed by the Director, Denver Service Center. It is routed "Through" the Associate Director, Park Planning, Facilities, and Lands, WASO. It is addressed at the director, deputy director or associate director level. An "Attention" line is used to direct it to the attention of assistant directors or WASO division chiefs.

After signature, the original is attached to an NPS routing slip for mailing (see page 35).

Examples:

Memorandum

To: Associate Director, Park Planning, Facilities, and Lands, WASO

From: Director, Denver Service Center

To: Associate Director, Cultural Resources, WASO
Attention: Chief, Park Historic Structures and Cultural Landscapes

Through: Associate Director, Park Planning, Facilities, and Lands, WASO

From: Director, Denver Service Center

To: Director, National Park Service
Through: Associate Director, Park Planning, Facilities, and Lands, WASO
From: Director, Denver Service Center

Please see page 35 (NPS routing slip) for the correct titles.

Congressional

All congressional correspondence is signed by the Director. The DSC Public Affairs Specialist in Information Services is the congressional coordinator. At the time the congressional correspondence is received, you will be provided with specific written instructions, which will include a due date and a phone number to call with any questions. Some general information:

Letters are addressed as follows:

(United States Representative)

(United States Senator)

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

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

or

or

Honorable (full name)
Member, United States House of
Representatives
(local district address)

Honorable (full name)
United States Senator
(local district address)

Dear Mr. or Ms. (last name):

Dear Senator (last name):

Please note that Honorable is always spelled out; the zip code for the House of Representatives in Washington, D.C., is 20515; the zip code for the Senate is 20510.

Correspondence to Members of Congress is always prepared in duplicate--an original letterhead and a photocopy.

Do not address a reply to a staff member of a senator or a congressperson even though such staff member may have signed the incoming letter. The reply must be addressed to the Member of Congress and worded as though he/she had made the inquiry. If an "Attention" notation is needed, place it on the envelope only.

When addressing a Member of Congress away from Washington, D.C. (at their local district address), include the usual duplicate photocopy. In addition, you must prepare a photocopy for their Washington office. Include the following notation on the original and all copies:

cc: Your Washington Office

EXHIBITS

EXHIBIT 1 (Standard Memo)

(Stamp Date Here)

D34 (DSC-DC)
EVER-123

June 1, 2004 **(To be typed only if date of signing is known)**

Memorandum

To: Regional Director, Southeast Region
From: Project Manager, Design and Construction Division, Denver Service Center
Reference: (Use only if project related)
Subject: Buildings at Everglades National Park

Carol Whipple

Attachment

cc:
Supt., Everglades, w/c att.
Everglades, John Doe, w/c att.

(SEE NEXT PAGE FOR TWO-PAGE MEMO)

EXHIBIT 1 (Cont. - Page 2 of Standard Memo)

(Typed name of person signing)

Attachment

cc:

XXXXXXXXXX

XXXXXXXXXX

bcc:

XXXXXXXXXXXXXX

XXXXXXXXXXXXXX

DC:CWhipple:dm:06/21/02:2482:M:Whipple Letters:LAME PROGRESS.MEM

EXHIBIT 4 (Draft Memo)

2 inches down from top

DRAFT

D:SQWhittington:rm:6/3/04:2100:M:BISC Award

(File Code and Office Symbol)

Memorandum

To:

From:

Reference:

Subject:

Drafts should follow the finished product's format as closely as possible. At the time the draft is typed, the typist should look up the correct file code and reference line information, verify carbon copies and identify correct signature line which also establishes the "From" line.

Drafts are typed on yellow bond paper and double-spaced, with a triple space between paragraphs.

The surnames of all reviewers will be typed double-spaced in the upper right-hand corner of the draft.

Any incoming correspondence and/or attachments should be routed with the draft.

(Typed name of person signing)

cc:

WASO-3220-Murphy
Reg. Dir., Southeast Region

bcc:

DSC-D-File

D:SQWhittington:rm:6/3/04:2100:M:BISC Award

EXHIBIT 5 (Routine Project Correspondence with Drawings)

D5039 (DSC-DC)
Park-Package Number
Park-PMIS Number

Memorandum

To: Regional Director, Southeast Region

From: Project Manager, Design and Construction Division, Denver Service Center

Reference: (Park Name), (Pkg. No.), (PMIS No.), (Developed Area), Project Title, (Drawing Number)

Subject: Repairs on Sewage Lagoon

D5039 (DSC-DC)
DEVA-111
DEVA-008965

Memorandum

To: Regional Director, Pacific West Region

From: Project Manager, Design and Construction Division, Denver Service Center

Reference: Death Valley, Pkg. 111, PMIS 008965, Furnace Creek, Drawings and Specifications, Reconstruct and Expand Water System, 111/41,034

Subject: Repairs on Sewage Lagoon

EXHIBIT 6 (Routine Project Correspondence)

D5039 (DSC-DC)
Park-Package Number
Park-PMIS Number

Memorandum

To: Regional Director, Pacific West Region
From: Project Manager, Design and Construction Division, Denver Service Center
Reference: (Park Name), (Pkg. No.), (PMIS No.), (Developed Area),(Project Title)
Subject: Repairs on Sewage Lagoon

D5039 (DSC-DC)
DEVA-111
DEVA-008965

Memorandum

To: Regional Director, Pacific West Region
From: Project Manager, Design and Construction Division, Denver Service Center
Reference: Death Valley, Pkg. 111, PMIS 008965, Furnace Creek, Drawings and Specifications, Reconstruct and Expand Water System
Subject: Repairs on Sewage Lagoon

EXHIBIT 7 (A/E Contract Correspondence)

D5215 (DSC-CS)
Park-Package Number
Park-PMIS Number
Contract Number
Task Order and/or Modification Number (if applicable)

Rainbow Construction, Inc.
305 South Main Street
Portland, Oregon 55676

Dear Sir/Madam:

Reference: (Title of Contract and Contract No.), (Task Order No.), (Developed Area), (Park Name), (City and State), (Pkg. No.), (PMIS No.)

Subject: Transmittal of Signed Work Directive

D5215 (DSC-CS)
YELL-809
YELL-008967
1443CX2000-92-034
Task Order No. 28

Rainbow Construction, Inc.
305 South Main Street
Portland, Oregon 55676

Dear Sir/Madam:

Reference: Indefinite Quantity Contract No. 1443CX2000-92-034, Task Order No. 28, Provide On-Site Inspector During Rehabilitation of Canyon Sewage Treatment Plant, Yellowstone National Park, Wyoming, YELL-809, YELL 008967

Subject: Transmittal of Signed Work Directive

EXHIBIT 8 (PreAward Construction Contract Correspondence)

D5217 (DSC-CS)
(Park-Package Number)
(Park-PMIS Number)

Kenneth D. Murphy, President
Taylor & Murphy Construction Co., Inc.
P.O. Box 6215
Asheville, North Carolina 28816

Dear Mr. Murphy:

Reference: (Park Name), (County Name), (State), (Developed Area), (Contract Title),
(Solicitation No.), (Package No. Park-Pkg.), (PMIS Number)

Subject: Confirmation of Bid

D5217 (DSC-CS)
BLRI-362A
BLRI-008968

Kenneth D. Murphy, President
Taylor & Murphy Construction Co., Inc.
P.O. Box 6215
Asheville, North Carolina 28816

Dear Mr. Murphy:

Reference: Blue Ridge Parkway, Buncombe County, North Carolina, Hemphill Knob, Park
Headquarters Partial Sitework, Phase II, Solicitation No. 1443IB501096905,
Package No. BLRI-362A, BLRI 008968

Subject: Confirmation of Bid

EXHIBIT 9 (Construction Contract Correspondence)

D5217 (DSC-CS)
(Park-Package Number)
Contract Number

Mr. Ben Lanier
Lanier Construction Company, Inc.
Route 2, Box 252-AA
Snow Hill, North Carolina 28580

Dear Mr. Lanier:

Reference: (Park Name), (County Name), (State), (Contract No.),
(Developed Area), (Contract Title), (Package No. Park-Pkg.)

Subject: Letter of Acceptance (Final) and Request for Release of Claims

D5217 (DSC-CS)
BLRI-362
1443CX501096902

Mr. Ben Lanier
Lanier Construction Company, Inc.
Route 2, Box 252-AA
Snow Hill, North Carolina 28580

Dear Mr. Lanier:

Reference: Blue Ridge Parkway, Buncombe County, North Carolina, Contract No.
1443CX501096902, Hemphill Knob, Parkway Headquarters Partial Sitework,
Package No. BLRI-362

Subject: Letter of Acceptance (Final) and Request for Release of Claims

EXHIBIT 10 (Meeting Summary)

File Code (subject of meeting--D18, D30, H22, etc.) (DSC-DC)
Park, Package

Memorandum

To: Project Manager Whipple, Design and Construction Division, Denver Service Center

From: Name, Title (of author), Division Name, Denver Service Center

Reference: Park, Pkg. No., Developed Area

Subject: Discussion topic and date of meeting or travel

Purpose

Purpose of meeting or travel

Participants

Conclusions And Decisions

Briefly, the "what, when, & why"

Document decisions and actions, including follow-up responsibilities

Determine implication to project (\$ & schedule)

Are actions consistent with Project Agreement?

Signature of Preparer

Agreed:

Name of Project Manger

Date

Note: Project Manger determines distribution. The original copy is used as the PIFS copy.

ELECTRONIC MAIL

(File Code and Office Symbol)

(Typed Date)

TRANSMITTED VIA ELECTRONIC MAIL - HARD COPY TO FOLLOW (or NO HARD COPY TO FOLLOW)

Memorandum

To:

From:

Reference:

Subject:

If you choose to send final correspondence in this manner, you will prepare it in Word. You will run an original and all rainbow copies. The original is to be read and signed by the proper persons holding signature authority. You will stamp a date and conformed signature on all hard copy, rainbow copies. You then return to Word, type in the date and conformed signature, and send it as an attached file in Lotus Notes . It is acceptable at the writing of these instructions to distribute internal bcc's (within DSC or within organizational unit) via electronic mail.

/s/

Jane W. Doe

cc: (transmitted via electronic mail)

xxxxxxxxxxxxxxxx

bcc: (transmitted via electronic mail)

xxxxxxxxxxxxxxxx

D:KCZiegenfus:kz:11/25/02:2365:M:Correspondence:ELECTRONIC CORR

MISCELLANEOUS

NPS Routing Slip

Distribution of Reproduced Material Form (Blank)

Models of Address

DSC CORRESPONDENCE GUIDELINE

February 2004