MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL

CORRESPONDENCE

Created by:
Program Administrative Support Task Group
Updated September 2004

CORRESPONDENCE

ARS Correspondence Manual is available at: http://www.afm.ars.usda.gov/ppweb/pplist.htm and select Manual 261.2.

Foreign Letters

There are numerous countries under U.S. embargo to which no materials or correspondence may be sent without the permission of the Foreign Asset Control Board, U.S. Dept. of Treasury. The list of countries are updated on a daily basis. Therefore, please reference Sanctions Program and Country Summaries: http://www.treas.gov/offices/enforcement/ofac/sanctions/

ARS employees wishing to contact any country listed on the above website may contact the Asset Control Board directory at (202) 622-2500; fax: (202) 622-1657 to seek their approval.

FOREIGN CORRESPONDENCE

Agricultural Counselors or Attaches, Foreign Governments, Intergovernmental International Organizations (e.g., IAEA, FAO, UN, CSIRO, BARD)

Notes: Do not date.
Do not mark letter or envelope "air mail"
Check FAS Overseas Directory--Do not use proper names or street addresses because incumbents change frequently. Salutation: Dear Sir:

TYPE OF PAPER	**PREPARE FOR**	**ENVELOPE**	**ADDRESS**
1 original letterhead (signed) Undated	Addressee w/encls. if any	Unfranked w/return address	Addressee (If letter is for an attache or counselor, see Overseas FAS Directory for address)
1 xerox letterhead (signed)*	Courtesy copy for attache/w encls. if any	None	
1 xerox letterhead	American Embassy w/copy of incoming (show cc on this copy as cc: American Embassy) *	None	
SHOW ALL CCs + LEGEND ON COPIES FROM HERE DOWN (see example below)			
1 xerox copy	FAS	None	
1 xerox copy	Center Director/Lab Director/ Research Leader Location Coord. w/copy of incoming (whichever is applicable to your location)	Unfranked	CDS/LDs/ RLs/LCs Address
1 yellow xerox Type in upper right-hand corner: "Return to (your location address) when letter issues."	Official file Attach <u>original</u> incoming letter	1 Franked letter-size envelope	Your location address. (This yellow copy will be returned to you with a date and initials from FAS)

Send all of the above in 1 large franked envelope to: Mary M. Haley ARS Correspondence Management Unit Room 315-A Whitten Building 1400 Independence Avenue, SW Washington, DC 20250-0300	Example for ccs & legend: cc: Agricultural counselor FAS CD/LD/RL/LC (whichever is applicable) USDA:ARS:MWA:Writer initials:typist initials:date Phone number of writer

* For Taiwan letters, cc: AIT Taipei; Singapore letters, cc: Agricultural Trade Officer.
NOTE: Attach original incoming correspondence to yellow file copy. Attach copies of incoming correspondence to all ccs except original outgoing letter.

Forms of address

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

Addressee	Address on Letter (Note: use DC (no periods) on the Envelope	Salutation and Complimentary Close
THE WHITE HOUSE The President	The President The White House Washington, D.C. 20500	Dear Mr., Madam President: Respectfully, or The President Respectfully submitted,
Spouse of the President	Mrs. (full name) The White House Washington, D.C. 20500	Dear Mrs., Mr. (surname)[1] Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President	Dear Mr., Mrs., Miss, Ms.
Former President[2]	Formal: The Vice President United States Senate Washington, D.C. 20510 Informal: The Honorable (full name) The Vice President of the United States Washington, D.C. 20501	Dear Mr., Madam Vice President: Sincerely, Dear Mr., Madam Vice President: Sincerely,
Former Vice President	The Honorable (full name) (no title) (local address) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Director, Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, D.C. 20503	Dear Mr., Mrs., Miss, Ms. (surname):
THE FEDERAL JUDICIARY The Chief Justice	The Chief Justice The Supreme Court Washington, D.C. 20543	Dear Chief Justice: Sincerely,
Associate Justice	Justice (surname) The Supreme Court Washington, D.C. 20543	Dear Justice (surname): Sincerely,
The Clerk of the Supreme Court	The Clerk of the Supreme Court The Supreme Court Washington, D.C. 20543	Dear Mr., Mrs., Miss, Ms. (surname) Sincerely,

THE CONGRESS President of the Senate	The Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr., Madam president: Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr., Madam Speaker: Sincerely,
United States Senator	The Honorable (full name) United States Senate Washington, D.C. 20510 or The Honorable (full name) United States Senator (Congressional District Office address) (City) (State) (ZIP code)	Dear Senator (surname): Sincerely,
United States Representative	The Honorable (full name) House of Representatives Washington, D.C. 20515 or The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Dear Mr., Mrs., Miss, Ms. (surname): or Dear Congressman, Congresswoman (surname): Sincerely,
Committee Chairman Chairwoman Chair	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: [3] Madam Chairwoman: Chair: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Committee on (name) (name of parent Committee) United States Senate Washington, D.C. 20510 or The Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, D.C. 20515	Dear Mr., Madam Chairman: Sincerely,
Joint Committee Chairman	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, D.C. (ZIP code)	Dear Mr., Madam Chairman: Sincerely,
Senator-elect Representative-elect	The Honorable (full name) United States Senator-elect or Representative-elect (address, if given) or Care of the United States Senate or House of Representatives	Dear Senator-elect (surname) Sincerely, Dear Congressman-elect: Sincerely,

Office of a Deceased Senator or Representative	Office of the late Senator[4] (full name) United States Senate Washington, D.C. 20510 or Office of the Late Representative (full name) House of Representatives Washington, D.C. 20510	Sir: or Madam: Sincerely,
Secretary of the United States Senate	The Honorable (full name) Secretary of the Senate United States Senate Washington, D.C. 20510	Dear M., Mrs., Miss, Ms. (surname): Sincerely,
Delegate	The Honorable (full name) Delegate from (name) United States House of Representatives Washington, D.C. 20515	Dear Mr. Mrs., Miss, Ms. (surname): Sincerely,
<u>LEGISLATIVE AGENCIES</u> Comptroller General	The Honorable (full name) Comptroller General of the United States Washington, D.C. 20515	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Public Printer	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
<u>EXECUTIVE DEPARTMENTS</u> Cabinet Members	The Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C. (ZIP code) or The Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C. (ZIP code) or The Honorable (full name) Under Secretary of (name of Department) Washington, D.C. (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Postmaster General	The Honorable (full name) Postmaster General Washington, D.C. 20260	Dear Mr., Madam Postmaster General:
<u>AMERICAN MISSIONS</u> American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Sir: Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Personal (Special) Representative of the President	The Honorable (full name) Personal Representative of the President of the United States of America to (Country) (City) (State/Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,

American Consul General or American Consul	Mr. (full name) American Consul General (or American Consul) (City) (Country)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
FOREIGN DIPLOMATIC MISSIONS Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (Country) Washington, D.C. (ZIP code)	Excellency:(formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Foreign Minister in the United States (head of a Legation)	The Honorable (full name) Minister of (Country) Washington, D.C. (ZIP code)	Dear Mr., Madam Minister: Sincerely,
Foreign Minister Counselor in the United States	The Honorable (full name) Minister Counselor Embassy of (Country) Washington, D.C. (ZIP code)	Dear Mr., Madam Minister: Sincerely,
INTERNATIONAL ORGANIZATIONS United States Representative to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organization of American States) (City) (State) (ZIP code)	Sir: or Madam: (formal) Dear Mr., Madam Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
STATE AND LOCAL GOVERNMENTS Governor of State	The Honorable (full name) Governor of (State) (City) (State) (ZIP code)	Dear Governor (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
State Senator	The Honorable (full name) (State) Senate (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
State Representative Assemblyman Delegate	The Honorable (full name) (State) House of Representatives (or Assembly or house of Delegates) (City) (State) (ZIP code)	Dear Mr., Mrs., Miss, Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (City) (City) (State) (ZIP code)	Dear Mayor (surname): Sincerely,

[1]i.e., last name.
[2]Use the Honorable unless the former President is entitled to another distinctive title (for example, military) and prefers to be addressed by it. For example, General (full name); Dear General (surname).

[3]Dear Mr. Chairman is most commonly used; however, Madam Chairwoman and Chair are options.
[4]If the name of the late Senator's secretary or administrative assistant is known, the letter may be addressed to that person by name.

United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

FORMAT OF FORMAL LETTER

(Left & right margins 1 inch, top margin 2 inches)

(At least two lines but not more than 6 between letterhead and date)

September 25, 2003 [Spell out the month, type the day and year in numerals]

(At least 3 lines but not more than 8 between date and address)

Dr. A. G. Bell (No longer than 4 inches)
Director of Research
Correspondence Improvement Institute (No longer than 5 lines)
Wabash Falls, Florida 32014-XXXX [Spell out state on letter/abbreviate on env.]

(Double space)

Dear Dr. Bell:

(Double space)

The General Services Administration has recently issued its 1996 edition of the United States Government Correspondence Manual. The new Manual provides that the informal format will be used for most letters. Some letters, like this one, will follow the formal format. The formal letter differs from the informal letter as follows:

a. The formal letter includes a salutation and complimentary close.

b. The formal letter is suitable for those situations when the writer knows that the addressee would expect a more personalized letter.

Sincerely,

(Six lines)

ANDREW A. ADDRESSEE (No longer that 2 ½ inches)
Director

Enclosure: (Enclosure <u>not</u> identified in text)
ARS Correspondence Manual (No longer than 4 inches)

cc:
R. Smith, PD
C. Hanson, GSD

(Bottom margin 1 ½ inches)

**Note: All mail to Headquarters must go through the Area Office.

Midwest Area | Plant Introduction Research Unit
North Central Regional Plant Introduction Station | Iowa State University | Ames, IA 50011-1170
Voice: 515-294-3255 ● Fax: 515-294-4880 ● Germplasm Requests Fax: 515-294-1903

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United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

(Left & right margins 1 inch, top margin 2 inches)

(To be signed outside originating office)

Dr. A. G. Bell (No longer than 4 inches)
Director of Research
Correspondence Improvement Institute (No longer than 5 lines)
Wabash Falls, Florida 32014-XXXX

(Double space)

Dear Dr. Bell:

(Double space)

Begin the body of the letter two lines below the salutation or subject line, if used, block and flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph and flush with the left margin. double space letters of one paragraph (10 lines or less). Single space the body of letters longer than one paragraph.

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing on the fifth space). Subparagraphs are typed 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, lettered, and numbered, they fall in the following sequence: a, (1), (a), 1, a, (1), (a).
      (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 the 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. Titles or captions are used in lengthy communications to increase ease of reading and reference.

c. The arrangement shown here may be varied to meet special requirements such as those for legal documents.

(Bottom margin 1 ½ inches)

Midwest Area | Plant Introduction Research Unit
North Central Regional Plant Introduction Station | Iowa State University | Ames, IA 50011-1170
Voice: 515-294-3255 ● Fax: 515-294-4880 ● Germplasm Requests Fax: 515-294-1903

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Type the second and succeeding pages of a letter on plain bond paper the same quality as the first page. Starting with the second page, type the name of the addressee exactly as it is shown on the first page six lines from the top of the page and flush left with the left margin. Type the page number on the same line flush with the right margin. Continue the text two lines below the name of the addressee. Allow side margins of 1 inch and a bottom margin of 1½ inch.

Sincerely,

(Signature element left blank)

Separate Cover: (Always identify separate cover items)
ARS Correspondence Manual

cc:
R. Smith, PD
C. Hanson, GSD

United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

(Left & right margins 1 inch, top margin 2 inches)

September 25, 2003
(Triple space)

SUBJECT: Format of the Informal Letter (No longer than 5 inches)

TO: Arthur A. Addressee, Director (No longer than 5 inches)
General Services Division

FROM: William A. Writer, Deputy Administrator (No longer than 5 inches)
(Triple space)

This memo shows the format for preparing informal letters throughout the Agricultural Research Service. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features of this format should please the typist:

a. Its functional design features the use of the “SUBJECT:,” “TO:,” and “FROM:” lines and the absence of a salutation and complimentary close.

b. Most elements are blocked along the left margin. This block style minimizes the use of the space bar and tab or functions keys.

Enclosure:
ARS Correspondence Manual (Only describe enclosure if not identified in text)

cc:
C. Hanson, GSD, w/encl.

(Bottom margin 1 ½ inches)

Midwest Area | Plant Introduction Research Unit
North Central Regional Plant Introduction Station | Iowa State University | Ames, IA 50011-1170
Voice: 515-294-3255 ● Fax: 515-294-4880 ● Germplasm Requests Fax: 515-294-1903

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United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

(Left & right margins 1 inch, top margin 2 inches)
(To be signed outside originating office)

SUBJECT: Format of the Informal Letter (No longer than 5 inches)

TO: Adrianna D. Hewings, MWA Director (No longer than 5 inches)

THROUGH: Janae Lentz, Personnel Assistant (No longer than 5 inches)
Candice Gardner, Research Leader

FROM: Mark Widrlechner, Horticulturist (No longer than 5 inches)
(Triple space)

Begin the body of the memo three lines below the last line of the "FROM:" line flush with the left margin. Begin each main paragraph two lines below the last memos of one paragraph (Ten lines or less). Single space the body of memos longer than one paragraph.

If multiple people are indicated as "THROUGH:", do not type "THROUGH" for each person. List them in the order you would like your memo to progress, beginning from the bottom.

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing on the fifth space). Subparagraphs are typed 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, lettered, and numbered, they fall in the following sequence: a, (1), (a), 1, a, (1), (a).

(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. Titles or captions are used in lengthy communications to increase ease of reading and reference.

c. The arrangement shown here may be varied to meet special requirements such as those for legal documents.

(Bottom margin 1 ½ inches)

Midwest Area | Plant Introduction Research Unit
North Central Regional Plant Introduction Station | Iowa State University | Ames, IA 50011-1170
Voice: 515-294-3255 ● Fax: 515-294-4880 ● Germplasm Requests Fax: 515-294-1903

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Adrianna D. Hewings (Left & right margins 1 inch, top margin 1 inches) 2

(Double space)

Type the second and succeeding pages of a memo on plain bond paper the same quality as the first page. Starting with the second page, type the name of the addressee exactly as it is shown on the first page six lines from the top of the page and flush with the left margin. Type the page number on the same line flush with the right margin. Continue the text two lines below the name of the addressee. Allow side margins of 1 inch and bottom margin of at least 1½ inch.

(Double space)

Separate Cover: (Always identify separate cover items.)
ARS Correspondence Manual--10 copies

(Double space)

cc:
R. Smith, PD
C. Hanson, GSD

(Bottom margin 1 ½ inches)

United States Department of Agriculture
Agricultural Research Service
Plant Introduction Station
Iowa State University
Ames, IA 50011

OFFICIAL BUSINESS

Dr. A. G. Bell
Director of Research
Correspondence Improvement Institute
Wabash Falls, FL 32014-XXXX

This page shows the correct way to address an envelope.

Congressional Contact Information

Congressional contact includes visits to the ARS facility by Senators and Representatives and/or their staff, phone calls, briefings, etc. Notification should be the A-213 congressional contact form but an email or a phone call to Sharon Drumm (202-720-3173) will work in a pinch.

It is important to give headquarters notification - before the fact, not after - when congressional contact is scheduled to occur.

The A-213 can be downloaded from Informs 4.1 and sent as a fax (202-720-6882) or as an email attachment. Please do not mail A-213 forms.

The easiest and quickest way to send A-213 forms is to go to:

http://www.ars.usda.gov/newla/congressconv.html

from here you can fill out the form electronically and submit it to the correct recipients with the click of a mouse. The link can be found on the ARS Office of Legislative Affaires webpage.