

[Office of the Director Letterhead (see Figure A-13)]

Memorandum

To: Secretary

Through: (Name)
Assistant Secretary - Water and Science

From: (Name)
Director, U.S. Geological Survey

Subject: Long-Term Plan for the U.S. Geological Survey Volcano Hazards Program -
Request for Secretarial Action/Briefing

This is an example of the format used for an action memorandum to the Secretary or Deputy Secretary. The text should be limited to one page. The Director should recommend a specific action, such as approval or disapproval, in the last sentence of the memorandum. The "In Reply Refer To:" block is not typed on this correspondence.

The author's name and telephone number, as shown below, must be included in case questions arise through the surnaming process regarding the subject item.

Attachment

Approve: _____

Disapprove: _____

Date: _____

Date: _____

Prepared by: Cynthia L. Fields
Telephone number: (703) 648-xxxx

(Type on file copies only)

- cc: Sec Surname (Yellow letterhead with copy of attachment)
- ES (White letterhead - xerox with copy of attachment)
- AS/WS (White letterhead - xerox, with copy of attachment)
- Director's File - MS 114 (White letterhead - xerox with copy of attachment)
- Director's Chron - MS 114 (White letterhead - xerox w/o copy of attachment)
- Official File - MS xxx (Letterhead - xerox with copy of attachment)
- Other File Copies (as appropriate)

USGS:Geography:CLFields:cls:8/12/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

FIGURE A-10
REQUEST FOR ACTION BY THE SECRETARY OR DEPUTY SECRETARY OR REQUEST
TO BRIEF THE SECRETARY OR DEPUTY SECRETARY