

**[ 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: U.S. Geological Survey Caribbean Program - Information Memorandum

This is an example of the format used for a simple information memorandum to the Secretary or Deputy Secretary. The text should be limited to one page. 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

(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:Biological:LAHawkins:cls:9/19/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-11  
INFORMATION MEMORANDUM TO THE SECRETARY OR DEPUTY SECRETARY**