

[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: Letter to Senator Berrenger Concerning the Exclusive Economic Zone (EEZ) Program -
Request for Secretarial Signature

This is an example of the format used to request the signature of 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.

After giving the reasons for this bureau-initiated letter to the Senator, the Director recommends a specific action. No "Approve/Disapprove" block is needed, as the Secretary's decision to sign constitutes his approval. ***If we are replying to an incoming letter, this memorandum is not needed.***

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: Secretary Surname (Yellow letterhead with copy of incoming and attachment)
ES (White letterhead - xerox with copy of incoming and attachment)
AS/WS (White letterhead - xerox, with copy of incoming and attachment)
CL/WS (White letterhead - xerox with copy of incoming and attachment)
OCL (White letterhead - xerox with copy of incoming and attachment)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and attachment)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and attachment)
CL - MS 119 (White letterhead - xerox with copy of incoming and attachment)
Official File - MS xxx (Letterhead - xerox with copy of incoming and attachment)
Other File Copies (as appropriate)

USGS:Water:KTSmith:cls:8/10/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-23
TRANSMITTAL MEMORANDUM TO REQUEST THE SIGNATURE OF THE SECRETARY OR DEPUTY
SECRETARY**