

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

Memorandum

To: Assistant Secretary - Policy, Management and Budget

Through: (Name)
Assistant Secretary - Water and Science

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

Subject: Letter to Congressman Regula Concerning Global Warming--Request for Signature

This is an example of the format used to request the signature of the Assistant Secretary for Policy, Management and Budget (AS/PMB). 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 Congressman Regula, the Director recommends a specific action. No "Approve/Disapprove" block is needed, as the AS/PMB's decision to sign constitutes his/her 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: 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)
CL/WS (White letterhead - xerox with copy of attachment)
OCL (White letterhead - xerox with copy of and 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)
CL - MS 119 (White letterhead - xerox with copy of and attachment)
Official File - MS xxx (Letterhead - xerox with copy of attachment)
Other File Copies (as appropriate)

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

**FIGURE A-27
TRANSMITTAL MEMORANDUM THROUGH AS/WS
TO REQUEST SIGNATURE OF AS/PMB**