

(Use Office of the Director Letterhead)

Memorandum

To: Secretary
Deputy Secretary
Solicitor

Through: (Name)
Assistant Secretary - Policy, Management and Budget

(Name)
Assistant Secretary - Water and Science

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

Subject: Memorandum addressed to two or more Department people and through two different Bureau offices

This is an example of the format used when a memorandum is addressed to two or more Department people. It is also an example of the format to use when a memorandum needs to go through two offices. The "In Reply Refer To:" block is not typed on this correspondence.

cc: Secretary Surname (Yellow letterhead – xerox copy of incoming and attachment)
ES (White letterhead - xerox copy of incoming and attachment)
AS/WS (White letterhead - xerox copy of incoming and attachment)
AS/PMB (White letterhead - xerox copy of incoming and attachment)
Director's Files, MS 114 (White letterhead - xerox copy of incoming and attachment)
Director's Chron, MS 114 (White letterhead - No incoming or attachment)
Div. Files, MS (White letterhead - xerox copies of incoming and attachment)
Office Files (as appropriate)

USGS:Water:JSmith:Date:(703)648-1111:#200900:file name

**FIGURE A-31
MEMORANDUM TO TWO OR MORE DEPARTMENT PEOPLE AND THROUGH
TWO DIFFERENT BUREAU OFFICES**