

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

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Memorandum

To: Associate Directors

From: (Name)
Director

Subject: In-House Memorandum

This is an example of a memorandum addressed to individuals within the U.S. Geological Survey (USGS) and signed by the Director. Note that the "From" line does not contain the words "U.S. Geological Survey."

Accompanying material is indicated by the word "Attachment" typed two lines below the name, flush with the left margin, in memorandums. When there is more than one attachment and they are identified in the text, indicate the number of attachments as "3 Attachments." If any of the attachments are not identified in the text, describe each below the word "Attachment(s)" - do not indicate the number before "Attachment(s)" - just list them.

All memorandums are typed single-spaced and double-spaced between paragraphs. If it is necessary to let the recipient(s) of a memorandum know that a copy has been sent to another office or individual, it is noted on the original as shown below.

Attachments

Committee Agenda
Committee Assignments

Copy to: Office Chiefs

(Type on file copies only)

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

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

**FIGURE A-8
IN-HOUSE MEMORANDUM**