

MEMORANDUM

November 6, 1995

To: R & A Staff
From: Noelle C. Gray
Subject: Office Procedures

This packet contains our office correspondence format for outgoing and internal correspondence. I hope this helps you understand and use the format correctly.

A few items to remember:

- The standard office font is Palatino 12 pt.
- The signed original of all internal memoranda (initial next to your name on the From line) should be placed in the filing tray on the back of my desk, with a copy of the signed memoranda being placed in Jeremy's IN box. This procedure is for **all internal** memoranda.
- The photocopying and distribution of internal memoranda is the responsibility of the analyst.
- All external letters and memoranda should be sent to me via E-mail to be prepared for signature.
- As a guide start external letters and memorandum a minimum of 2 inches down from the top of the page to allow for the letterhead.
- A document summary must be filled out for all external correspondence only.
- DS=Double Space, SS=Single Space, TS=Triple Space, and QS=Quadruple Space.
- All paragraphs are in the block left style. **Do not** indent paragraphs.

My extension is 238 if you have any questions.

Gray e:\wp-docs\admin\new.wpd

File 1.1.2