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THE WHITE HOUSE CORRESPONDENCE MANUAL



NOTE: Return this manual to
the Correspondence Section,
Room 60, OEOB when no
longer needed

Executive Office of the President
The White House Office

1975

THE WHITE HOUSE
CORRESPONDENCE
MANUAL




THE WHITE HOUSE
WASHINGTON

May 1, 1975

Attached is your copy of the revised and updated White House Correspondence Manual. The old manual should be removed from its binder and placed in burn bags for disposal.

Requests for additional copies or questions regarding the manual should be directed to Mrs. Clara Hyatt, Chief of Correspondence, Room 60 OEOB, Ext. 2304.


Robert D. Linder
Chief Executive Clerk



FOREWORD

The White House Correspondence Manual is addressed to all offices in the White House that prepare letters and other forms of written communication. The Manual has three purposes:

1. To give letters and other correspondence a uniform appearance, to aid their preparation, and to insure that the copies are easy to file and to find.
2. To promote use of efficient typing and office techniques relating to correspondence.
3. To give to White House correspondence a distinctive and pleasing appearance.

The special problems of individual offices may not be answered by the Manual; they should be worked out by each office, using the Manual as a guide. Faithful adherence to the general instructions set forth here helps to assure coordinated and efficient correspondence operations throughout the White House.

For questions regarding punctuation, capitalization, etc., not covered in this Manual, please refer to the U.S. Government Style Manual. Other questions regarding material in this Manual should be referred to Chief of Correspondence, Room 60, EOB, extension 2304.



CORRESPONDENCE MANUAL

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MESSENGER SERVICE

U.S. MAIL AND MESSENGER SERVICE

The U.S. Mail and Messenger Service (a postal service) provides for pick-up and delivery between the White House and other Federal agencies in the Washington, D.C., area. The service is not used for security classified mail or for personal mail. With those two exceptions, it serves for delivery of most mail between Government agencies. Stop numbers and zip codes are listed in the back of the White House Telephone Directory.

WHITE HOUSE MESSENGER AND MISCELLANEOUS SERVICE

"BY HAND" delivery of urgent and special mail is available through the White House Messenger and Miscellaneous Service, Room 54, EOB, extension 7005. If a record of delivery is desired, attach to the envelope a messenger receipt. See sample on Page 2.

Delivery by White House Messenger Service is restricted to the greater Washington area.

SERVICE VIA STATE DEPARTMENT DIPLOMATIC POUCH

Mail addressed to foreign officials and to officials of the United States Government in foreign countries is carried by State Department pouch, or by accredited courier, as desired. Envelopes containing this mail are not marked "airmail." If the letter is classified, the outer envelope, as well as the inner one, is marked to indicate the classification; if the letter is not classified, the envelope is marked UNCLASSIFIED. After the envelope is addressed, a 3 by 5 slip of paper with the phrase "Via State Department Pouch" is attached. The Mail Room sends Diplomatic pouch mail to the Messenger Unit.

- - - - -



All official correspondence should be typewritten on White House stationery. Handwritten envelopes are not acceptable. Of course, White House stationery and postage are to be used only for official business and are not to be used for personal use. The azure paper and envelopes are to be used exclusively for Presidential correspondence and should not be used for staff correspondence or other purposes.

Mail deposited in mail boxes in the White House and EOB is picked up by the U.S. Postal Service and goes directly to the City Post Office. It should be properly stamped when placed in these boxes. Mail placed on top of the boxes will not be picked up by the Postal Service and it could become lost.

Official outgoing mail should be sent to Room 99, EOB to be stamped and dispatched. Any questions concerning the handling of mail should be directed to the Mail Room, extension 2541.



CLASSIFIED MATERIAL

General:

The security classification and declassification of each document prepared in the White House is governed by Executive Order 11652 and other applicable Executive Orders. The number of persons authorized to originally classify information is limited. Should an employee originate information which he believes to require classification on the basis of the national security, he shall protect that information with appropriate safeguards, and shall seek the guidance of the Counsel to the President (Ext. 2293), who will provide a determination as to whether classification is necessary and the required level of any classification.

Whenever classified information or material is incorporated in another document or other material by any person other than the original classifier, the previously assigned security classification category shall be reflected thereon together with the identity of the original classifier.

Marking Requirements:

When the subject matter requires that a letter or a memorandum be safeguarded in the interest of national defense, the security classification assigned to the letter -- CONFIDENTIAL, SECRET, or TOP SECRET -- is conspicuously stamped, typed, or marked at the upper left and lower left of each page. See example on Page 9.

While the above should also be applied when using other classifications such as EYES ONLY, ADMINISTRATIVELY CONFIDENTIAL, etc., these terms are to be used sparingly. Such terms have no legal significance in determining when release of information may be appropriate, but instead indicate the manner in which such materials are to be handled by the recipient of the material.

a. When Document or Other Material is Prepared. At the time of origination, each document or other material containing classified information shall be marked with its assigned security classification and whether it is subject to or exempt from the General Declassification Schedule.



(1) For marking documents which are subject to the General Declassification Schedule, the following stamp shall be used:

(TOP SECRET, SECRET OR CONFIDENTIAL) CLASSIFIED
BY -----
SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE OF
EXECUTIVE ORDER 11652 AUTOMATICALLY DOWNGRADED AT
TWO YEAR INTERVALS AND DECLASSIFIED ON DEC. 31
(insert year)

(2) For marking documents which are to be automatically declassified on a given event or date earlier than the General Declassification Schedule the following stamp shall be used:

(TOP SECRET, SECRET OR CONFIDENTIAL) CLASSIFIED
BY -----
AUTOMATICALLY DECLASSIFIED ON (effective date or event)

(3) For marking documents which are exempt from the General Declassification Schedule the following stamp shall be used:

(TOP SECRET, SECRET OR CONFIDENTIAL) CLASSIFIED
BY -----
EXEMPT FROM GENERAL DECLASSIFICATION SCHEDULE OF
EXECUTIVE ORDER 11652 EXEMPTION CATEGORY (§ 5B (1),
(2), (3), or (4)) AUTOMATICALLY DECLASSIFIED ON
(effective date or event, if any)

Should the classifier inadvertently fail to mark a document with one of the foregoing stamps the document shall be deemed to be subject to the General Declassification Schedule. The person who signs or finally approves a document or other material containing classified information shall be deemed to be the classifier. If the classifier is other than such person he shall be identified on the stamp as indicated.

b. Overall and Page Marking of Documents. The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked or stamped at the top and bottom of the outside of the front cover (if any), on the title page (if



any), on the first page, on the back page and on the outside of the back cover (if any). To the extent practicable each interior page of a document which is not permanently bound shall be conspicuously marked or stamped at the top and bottom according to its own content, including the designation "Unclassified" when appropriate.

c. Paragraph Marking. Whenever a classified document contains either more than one security classification category or unclassified information, each section, part or paragraph should be marked to the extent practicable to show its classification category or that it is unclassified.

d. Material Other Than Documents. If classified material cannot be marked, written notification of the information otherwise required in markings shall accompany such material.

e. Transmittal Documents. A transmittal document shall carry on it a prominent notation as to the highest classification of the information which is carried with it, and a legend showing the classification, if any, of the transmittal document standing alone.

Envelopes:

Classified material shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. See example on Page 10. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A receipt (see below) shall be attached to or enclosed in the inner cover.

Handling:

a. Transmission. If letters marked SECRET are dispatched through postal channels, they must be sent by United States REGISTERED mail and must remain within the continental United States or Canada. CONFIDENTIAL letters placed in the mail must go by United States REGISTERED, CERTIFIED, or FIRST-CLASS mail within the continental United States or Canada. Office policy within the White House may require, however, that much of the CONFIDENTIAL and SECRET mail be delivered.



BY HAND. TOP SECRET material is always delivered BY HAND. A classified TELEGRAM is transmitted through the White House Situation Room. Telegrams for commercial transmittal are sent via the White House Telegraph Office.

b. Receipts. Receipt forms accompany all classified mail. See examples on Page 7.

(1) Classified material receipt. The classified material receipt is prepared in duplicate. When classified material is sent by registered mail, the registry number is obtained in advance from the White House Mail Room and then is typed on the receipt. If registered mail is not used, a control number established by the originating office is shown in the block indicated for the number. The description required by the form must not reveal classified information. The original of the form is retained in the suspense file of the originating office. The yellow copy is enclosed in the inner cover, for the addressee to sign and return to the White House. When the signed receipt is received by the originator, the form retained in the suspense file is destroyed.

(2) Messenger receipt. Classified mail handled by a messenger requires a messenger receipt. A single copy is prepared and attached to the outer envelope. The messenger obtains the addressee's signature at the time of delivery and returns the receipt to the originator of the classified material.

NOTE: Any questions as to the appropriate markings and other matters of form should be referred to the Legal Counsel's Office.

THE WHITE HOUSE
SIGNATURE MUST BE SECURED
NUMBER.....
Time Rec'd.....
RECEIVED BY.....
RETURN RECEIPT TO.....
(OVER)



CLASSIFIED MATERIAL RECEIPT
(Enclosed in inner envelope)

RETURN THIS RECEIPT IMMEDIATELY TO	REGISTRY NO.
UNCLASSIFIED DESCRIPTION (Serial No., File No., Subject)	DATE
	INCLOSURES
ADDRESSEE	
<p><i>NOTE.—This sheet to be retained in Originator's suspense file until receipt has been signed and returned; then this sheet should be destroyed.</i></p>	
TITLE	
CLASSIFIED MATERIAL RECEIPT	16-70499a-1 GPO

MESSENGER RECEIPT
(Attached to outer envelope)

THE WHITE HOUSE

SIGNATURE MUST BE SECURED

TO: _____

DATE..... _____

NUMBER..... _____

Time Rec'd..... _____

RECEIVED BY..... _____

DELIVERED BY..... _____

RETURN RECEIPT TO..... _____



Safeguarding Classified and Sensitive Information

Each staff office must establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The Executive Protective Service officer conducts a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. Classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the Executive Protective Service will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. Paper bags marked "BURN" are available for the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under Executive Protective Service supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The above provisions do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.



SAMPLE -- CONFIDENTIAL LETTER

THE WHITE HOUSE
WASHINGTON

Date

CONFIDENTIAL

Dear /////
:

This format should be followed for the security classifications CONFIDENTIAL, SECRET AND TOP SECRET, and for other classifications such as EYES ONLY, ADMINISTRATIVELY CONFIDENTIAL, etc.

Sincerely,

Staff Official's name
Title spaced according
to official's preference

Name
Address
City, State Zip

CONFIDENTIAL

(OVER)
for envelope



Name
Address
City, State Zip

THE WHITE HOUSE

WASHINGTON
THE WHITE HOUSE

Date

Sincerely,

Special Agent
Title according
to organization

AIRMAIL-SPECIAL DELIVERY

Name
Address
City, State Zip

CONFIDENTIAL

CONFIDENTIAL

Dear Sir:

This format should be followed for the security classification ADMINISTRATIVELY CONFIDENTIAL, etc. and for other classifications such as EYES ONLY, CONFIDENTIAL, SECRET AND TOP SECRET.

(OVER)

ADMINISTRATIVELY CONFIDENTIAL

2

Page 2 and succeeding pages of an ADMINISTRATIVELY
CONFIDENTIAL, SECRET, OR TOP SECRET memorandum.



ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Date

ADMINISTRATIVELY CONFIDENTIAL

TO:

FROM:

SUBJECT:

This format should be followed in preparing a memorandum to be classified as ADMINISTRATIVELY CONFIDENTIAL, SECRET, TOP SECRET, etc.



ADMINISTRATIVELY CONFIDENTIAL

(SAMPLE MEMORANDUM FROM THE PRESIDENT TO HEADS OF
DEPARTMENTS AND AGENCIES)

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR THE HEADS OF
DEPARTMENTS AND AGENCIES

OR*

MEMORANDUM FOR THE HEADS OF
EXECUTIVE DEPARTMENTS AND AGENCIES

ONE memorandum is typed and, after signature, is
"photographed" for transmittal to those heads of
departments and agencies.

*Used on the occasions when the Memorandum is only
applicable or appropriate for the departments and
agencies of the executive branch.



(SAMPLE MEMORANDUM FROM THE PRESIDENT TO MEMBERS OF
THE CABINET)

THE WHITE HOUSE

WASHINGTON

Date

MEMORANDUM FOR

THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE

ETC.

ONE memorandum to all members of the Cabinet is typed
and, after signature, is "photographed" for transmittal
to the individual addressees.



SAMPLE "PRESIDENTIAL"
(large white stationery)

THE WHITE HOUSE
WASHINGTON

(Date centered)

Dear //:

There will be times when this paper is used for the President's signature, but the drafter will decide, not the typist.

This paper is also used for "identical letters", i.e., Presidential letters to the Speaker of the House and the President of the Senate. See "Identical Letters" under DOCUMENTS.

A letterex set of carbons (the same as for azure Presidential stationery) is used plus any individual office requirement.

The name and title of the President are not typed on the letter and at least six lines are allowed for his signature.

Sincerely,

Name
Address
City, State Zip

(If enclosure to be sent -- do NOT put word Enclosure on original -- but indicate on carbons)





THE WHITE HOUSE
WASHINGTON

(Date centered)

Dear //////////////:

This letter is on azure stationery which is reserved for the use of the President. Azure stationery is in two sizes. The small size is shown here.

Letter should be single spaced; balanced, wide margins (for framing purposes), no erasures or correction tape.

A letterex set of carbons is always used plus any individual office requirement.

The name and title of the President are not typed on the letter and at least six lines are allowed for his signature.

Sincerely,

Name
Address
City, State Zip

NOTE: If the President has not seen the incoming hand-written letter, it is to be typed "as is" on 1-star bond, double spaced, for easier reading. COPY should be typed at top of page.

IMPORTANT: Check Central Reference Unit if in doubt whether person should be addressed as "The Honorable" and is personal friend to be called by first name.





THE WHITE HOUSE
WASHINGTON

(Date centered)

Dear //////////////:

This letter is on azure stationery which is reserved for the use of the President. Azure stationery is in two sizes. The large size is shown here. There is plain azure for second and succeeding pages.

Letter should be single spaced; balanced, wide margins (for framing purposes), no erasures or correction tape.

A letterex set of carbons (same as for smaller azure stationery) is used plus any individual office requirement.

The name and title of the President are not typed on the letter and at least six lines are allowed for his signature.

Sincerely,

Name
Address
City, State Zip

NOTE: If the President has not seen the incoming hand-written letter, it is to be typed "as is" on l-star bond, double spaced, for easier reading. COPY should be typed at top of page.

SAMPLES OF PRESIDENTIAL ENVELOPES

(Label to be used when envelope will not accommodate enclosures)

THE WHITE HOUSE

The Honorable //// /////
Judge
United States Court of Appeals
for the District of Columbia
Washington, D.C. 20003

(This size envelope is used for the small,
short azure stationery)

THE WHITE HOUSE

The Honorable /////
The Speaker
U.S. House of Representatives
Washington, D.C. 20515



(This size envelope is used for the large,
long azure stationery)

(This size envelope (#9 embossed) is used for the large,
white stationery)

THE WHITE HOUSE

Name
Address
City, State Zip



SAMPLE LETTER - Staff Officials
(small stationery)

THE WHITE HOUSE

WASHINGTON

Date (currently unless
otherwise advised)

Dear //////////////:

This is the stationery and style most commonly used for short letters from a Staff Official.

A letterex set of carbons is always used with outgoing correspondence. Additional carbons may be requested at times.

Margins should be well balanced and the letter single spaced, block paragraphs, with as few hyphenations and corrections as possible.

Sincerely,

Staff Official's name
Title spaced according
to official's preference

Name
Address
City, State Zip

Enclosures

NOTE: The Stripping Desk, located in the Referral Unit of Central Files, has the responsibility of separating the files from outgoing mail.

Enclosures: (Describe or identify on carbons only)

ABC:def (Official's/drafter's initials in caps; typist's in lower case)

DEFENSE (This is an informal referral or "charge". See "Referrals".)



SAMPLE LETTER - Staff Officials
(large stationery)

THE WHITE HOUSE
WASHINGTON

Date (currently unless
otherwise advised)

Dear /////
///:

Letters from Staff Officials too long to be accommodated by the smaller paper should be typed on this stationery, with succeeding pages on plain paper, numbering pages in the center, 5 lines from the top.

A letterex set of carbons is always used with outgoing correspondence. Additional carbons may be requested at times.

Margins should be well balanced and the letter single spaced, block paragraphs, with as few hyphenations and corrections as possible.

"If material is quoted within the acknowledgement and is less than 2 lines, it is made a part of the paragraph to which it belongs. A quotation of more than 2 lines is blocked 5 spaces from the left margin and 5 spaces from the right margin of the text."

Sincerely,

Staff Official's name
Title spaced according to Official's
preference

Name
Address
City, State Zip

Enclosure

P.S. When an enclosure is mentioned in the body of the letter, the format is as shown here, describing the enclosure on carbons. When the enclosure is mentioned only in the P.S., it is described on carbons immediately following the P.S.

(Initials are same as on small stationery)

SAMPLES OF ENVELOPES & LABEL
#6 Envelope

THE WHITE HOUSE

AIRMAIL

Miss Mary Hackman
Apartment B-37
1322 Louhain Avenue
Honolulu, Hawaii 90732

(This envelope used for the small white stationery only)

Label

FROM
THE WHITE HOUSE
WASHINGTON, D.C.

Miss Lola Emerson
Evanston, California 90077

(label used to accommodate enclosures too bulky or too large for any of the envelopes)



THE WHITE HOUSE

#10 envelope (not embossed)

BY HAND (any & all mailing instructions on this line)

The Honorable ///
Secretary of Defense
Washington, D. C.

23

THE WHITE HOUSE

The Honorable ////
Secretary of Health,
Education, and Welfare
Washington, D. C. 20023

ADMINISTRATIVELY CONFIDENTIAL
(all classified notations, attention lines and
opening instructions appear on above line)

#9 envelope (embossed)

SAMPLE ENVELOPE FOR INTEROFFICE COMMUNICATIONS



THE WHITE HOUSE OFFICE

THE WHITE HOUSE OFFICE

ORDER
of
ASSEMBLING CORRESPONDENCE

From top to bottom

1. Typed outgoing correspondence
(if more than one page, signature page on top)
2. Enclosures accompanying outgoing letter, if any
3. Envelope
(or label, if enclosures are being sent)
4. Courtesy copies (if any) and envelope for courtesy copy
5. Letterex set
(carbon copies of outgoing letter -- sometimes called "rainbow" or "paper sets" -- a yellow, a green, and 2 whites)
6. Incoming correspondence
7. Previous file

Presidentials should be assembled in the same manner with the two following exceptions: (1) Folded slip should be placed on letter to protect from possible paper clip marking, (2) Reverse yellow sheet



MEMORANDUM

SAMPLE MEMORANDUM
(Interoffice)



THE WHITE HOUSE

WASHINGTON

Date

CONFIDENTIAL

(Not always necessary. Included here to show placement. See "Classified Material" for complete instructions.)

FOR: //////////////

FORM: ////////////// (used if name is NOT put at end of memo)

SUBJECT: //////////////

Illustrated herewith is a basic setup of an interoffice memo. The format of memoranda within the White House (as well as stationery used) may differ, in each office.

Copies: Letterex set plus any individual office requirement.

Enclosures: Describe fully on carbons.

Initials: ABC:def

Note: Either a "FROM" line is put at the beginning or a signature at the end -- never both.

Envelope: Use manila envelope for interoffice communications. Sample on reverse side.

Staff Official's name (no title)
(omitted if "FROM" at top is used)

Enclosures

cc: /// ////
/// ////
(Put names on original -- or carbons only -- depending on instructions of staff official or drafter. Check individual copy with red pencil and transmit carbon in manila White House envelope.)

CONFIDENTIAL

(Not always necessary. Included here to show placement.)

SAMPLE MEMORANDUM
(outside White House)

THE WHITE HOUSE
WASHINGTON

Date

The following are examples of correct forms for designation of the addressee:

MEMORANDUM FOR

THE SECRETARY OF HEALTH, EDUCATION,
AND WELFARE

MEMORANDUM FOR

THE GENERAL COUNSEL
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM FOR

The Honorable // // // //
Assistant Secretary of Labor for
Labor-Management Relations

MEMORANDUM FOR

Mr. // // // //

Memoranda going outside the White House are typed on regular White House letterhead (large or small), using white envelope or label. Block style, single spaced.

Enclosures -- describe fully on carbons

Copies: 1 letterex set plus individual office requirement

Name of Staff Official
Title

Enclosures



SAMPLE REFERRAL
(by Informal Memorandum)

THE WHITE HOUSE
WASHINGTON

Date

MEMORANDUM FOR
THE SECRETARY OF STATE

The attached is referred to you for
such acknowledgment as you may deem
appropriate.

Name of Staff Official
Title

Usual letterex set of carbons -- identify
enclosure on carbons

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

(Date)

MEMORANDUM FOR THE PRESIDENT

Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointments in the Navy.

The nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

(Name/Title)

Attachment



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

(Date)

MEMORANDUM FOR:

THE PRESIDENT

FROM:

(NAME)

SUBJECT:

Report on Fuel Economy and Air Quality

This report provides information on recent stories about an alleged FEA report which indicates that your goal of 40% increase in automobile fuel economy by 1980 can be achieved without making the changes in the Clean Air Act that you proposed in your State of the Union Message.

1. Several reports have been prepared jointly by FEA, EPA and DOT experts which are available publicly and indicate that, under the most optimistic assessments of new technology, the current Clean Air Act standards for 1977 could be met and still achieve a 40% fuel economy increase by 1980. The reports show, however, that even under the most optimistic assessments:
 - The initial cost of the cars would be between 5% and 10% higher -- that is \$200 and \$400.
 - There would be a large fuel economy loss between now and 1980 (when improved technology might be available). For example, the fuel economy loss in 1977 would be at least 10%.
2. The report referred to in news stories is a brief summary paper prepared for your meeting with your energy advisers.
3. The brief paper, a background document, and a technical briefing by FEA, EPA and DOT experts have been offered to interested members of the press.

(Note: The above memorandum is a sample and the contents are not necessarily factually correct. It is provided only as a guide for format.)



THE WHITE HOUSE
WASHINGTON

September 9, 1975

ACTION

MEMORANDUM FOR: THE PRESIDENT
FROM: JOHN E. SMITH (name of staff member)
SUBJECT: Briefly State Subject

I. BACKGROUND

The President should be informed of recent actions by the Administration, departments, agencies, states, other foreign governments, etc., on issues.

II. OPTIONS

Two or three options should be presented for consideration. When discussing these courses of action, brief mention should be made of the advantages and disadvantages of each, and who (or what offices, agencies, and departments) within the Administration is in favor and why.

III. RECOMMENDATION

The recommendation(s) proposed by the writer should be made with a space provided to permit the President to indicate his Approval or Disapproval of each option. A short statement of the names of the other White House Staff Members who concur in the writer's recommendations should also be made. An example is provided below:

RECOMMENDATION

That you approve Option 1, which provides for-----

(Smith, Anderson, Thompson and Wilson concur.)

Approve _____ Disapprove _____

(Note: Where necessary, tabs may be attached to Action Memoranda. However, as in the case of other written materials directed to the President, brevity is encouraged. Seldom should an Action Memorandum be longer than one or two pages, and tabs, whenever possible, should be held to less than four or five.)

REFERRALS
("charges")

Correspondence is referred to various Government departments and agencies because of their special knowledge of the matter or under the law are set up to deal with it. Referrals, often called "charges," are handled by several methods:

1. Referral by informal memorandum, using text the staff office may choose. See example reverse side of this page 33.
2. Formal referral (often called a Route Slip -- see form next page) is used for directing the department or agency as to action desired.
3. Acknowledged and referred: The correspondent may or may not be advised that the letter is being referred. The "charge" is indicated on the carbons of the reply by typing the name of the Department at the left margin 2 lines below the initials of the drafter and typist. For example:

DEFENSE

The foregoing referrals are delivered routinely to the Stripping Desk, which is located in the Referral Unit of Central Files. Necessary xerox copies are made and the referrals are dispatched to the department or agency indicated.

4. Simple referral without acknowledgment, also termed "charge," is used when no acknowledgment is made by the White House. The incoming is referred by simply writing the name of the department or agency in the upper left corner of the incoming communication. It is delivered routinely to the Referral Unit of Central Files, where a xerox copy is made and the incoming communication is dispatched to the department or agency indicated.

Envelope or label

A #10 envelope is adequate for the formal referral, the pink copy (which goes to the department), and the incoming letter. A label must be used if there are several referrals going to the same department, or if there are bulky enclosures.



THE WHITE HOUSE
WASHINGTON

Date

Dear //////////////:

This is a sample of letterhead tissue which is used for courtesy copies going outside the White House.

When copies of a letter are sent to other persons for information, the distribution is shown on copies to be distributed and on the copies retained in the White House. "Courtesy copy" (or "carbon copy") is indicated by typing "cc:" even with the left margin, 2 lines below the last typed notation, and then listing the names of recipients of copies. A copy for each information addressee is checked with a red pencil. If going outside the White House a #9 envelope should be addressed and attached.

Sincerely,

Staff Official's Name
Title spaced according to
Official's preference

Name
Address
City, State Zip

cc:

Mr. Brown
Mr. Jones

Note: Initials of drafter and typist, and enclosure identifications should not be shown on courtesy copies.

THE WHITE HOUSE OFFICE

REFERRAL

To: Title Date: Current
*Department/Agency (Cabinet by title only)

ACTION REQUESTED

- Draft reply for:
 - President's signature.
 - Undersigned's signature.
- Memorandum for use as enclosure to reply.
- Direct reply.
 - Furnish information copy.
- Suitable acknowledgment or other appropriate handling.
 - Furnish copy of reply, if any.
- For your information.
- For comment.

NOTE

Prompt action is essential.

If more than 72 hours' delay is encountered, please telephone the undersigned immediately, Code 1450.

Basic correspondence should be returned when draft reply, memorandum, or comment is requested.

REMARKS: If applicable, include:
Also referred to ////(Dept/Agency). Abbreviate Dept/Agency.
Previous to Dept/Agency, (dates) -- if correspondence was previously referred.

Description:

Letter: Telegram: Other:

To: The President (or other)
From: Full name, address, city & state (abbreviate where possible)
Date: x/xx/xx (pm x/xx--when date of incoming is different from postmark)
Subject: Summary of incoming (as brief as possible -- usually supplied by drafter)

*If going to more than one Dept/Agency, individual Referrals are typed, with cross reference under "Remarks"

By direction of the President:

xxx(typist's initials on all copies)

Staff Official's name
Title

TELEGRAM

NOTE: See reverse side of this page for security classification.

The White House
Washington

ULL RATE
(STRAIGHT TELEGRAM)
NIGHT LETTER

STRAIGHTWIRE - DATE

Name
Address
City, State

In the upper left indicate the method of transmission to be used. Only recently the Day Letter was discontinued and there are now only 2 types -- Straight Telegram and Night Letter.

Before transmission to the Telegraph Office, there must be an indication by the sending office of approval for dispatch (see bottom of form). The telegram should be sent the most economical way consistent with the message reaching the addressee on time. Unless specific service is indicated, the message will be sent Straight Telegram. If the message is going out of the Country it will go by cablegram or radiogram which is determined by the Telegraph Office.

Use block style, double space, triple between paragraphs, 1 letterex set. If the telegram is from the President, his name should be typed 2 lines below the text, without title. If the telegram is from a staff official, type his name and title.

For BOOK TELEGRAMS (same message going to more than one person) list names and addresses in a double column, 2 lines below signature; 1 letterex set only for file purposes.

initials of typist

APPROVED FOR DISPATCH

(OVER)

NOTE: See reverse side of this page for security classification.

White House Situation Room
Washington

TELEGRAM

ALL RATE
STRAIGHT TELEGRAM
NIGHT LETTER

STRAIGHTWIRE - DATE

Security classification: If the subject matter requires that the telegram be safeguarded in the interest of national defense, the security classification assigned to the telegram is conspicuously stamped, typed, or marked at the upper left and lower left of each page. A classified telegram is transmitted through the White House Situation Room. Telegrams for commercial transmittal are sent via the White House Telegraph Office.

Use only 2 types -- Straight Telegram and Night Letter. Before transmission to the Telegraph Office, there must be an indication by the sending office of approval for dispatch (see bottom of form). The telegram should be sent the most economical way consistent with the message reaching the addressee on time. Unless specific service is indicated, the message will be sent Straight Telegram. If the message is going out of the country it will go by cablegram or radiogram which is determined by the Telegraph Office.

Use block style, double space, triple between paragraphs, 1 letter per line. If the telegram is from the President, his name should be typed 2 lines below the text, without title. If the telegram is from a staff official, type his name and title.

FOR BOOK TELEGRAMS (same message going to more than one person) list names and addresses in 2 double columns, 2 lines below



signature; 1 letter per line only for the purpose of initials of typist



TYPING PRACTICES

Collected here, under the very general heading "Typing Practices," are several suggestions for making typing easier. The suggestions are grouped by subject, and the subjects are arranged alphabetically.

ABBREVIATIONS

If the name of a company includes the ampersand (&), this sign rather than the word "and" is retained when the name of the company is written.

For the words "Care of" the symbol "c/o" rather than the percent (%) sign is used.

In addresses the name "District of Columbia" is abbreviated "D. C." The names of States are spelled out.

The following titles are always abbreviated: Mr., Mrs., Dr., Jr., and Sr. The titles "Honorable" and "Reverend" are written in full. Neither of these titles is ever used with a surname alone.

Military ranks, rates, and titles, unless especially lengthy, are written out. The branch of service is abbreviated. Example:

Commander John Doe, USN

AGREEMENT OF SUBJECT AND VERB

When a singular subject and a plural subject are connected by "or" or "nor" the subject nearer the verb determines the number. Example:

Neither the paragraph nor the pages are properly spaced.

Neither the pages nor the paragraph is properly spaced.



Typing Practices

When the subject is followed by such phrases as "together with," "as well as," "in addition to," and so forth, the phrase does not change the number of the subject. Example:

The photograph, together with the cards, is enclosed.

The check, as well as the coins, is to be returned.

CENTERING HEADINGS

Some of the headings often used on White House documents are centered on stencils as shown below. The scale applies only to typewriters with proportional spacing. The center line in the following chart represents the vertical line of dashes appearing in the center of the stencil.

Backspace: -

25 spaces---

THE WHITE HOUSE

25 spaces---

A PROCLAMATION

26 spaces---

EXECUTIVE ORDER

46 spaces---

STATEMENT BY THE PRESIDENT

83 spaces---

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

COPY WORK

In many instances a fast-copy machine may be used instead of a typewriter for reproducing copies. If copies of a document are typed, they are prepared on heavy bond paper, except that letter-head is used for copies of correspondence previously signed by White House officials. The word COPY is typed in the upper left corner of each page.



Copies of legal documents and of other verbatim papers must be typed exactly as written. When routine correspondence and unofficial papers are copied, obvious errors in spelling and punctuation may be corrected.

DATES

The date is usually written in correspondence and in documents as follows:

July 22, 1975

A series of dates including the days of different months are written thus:

July 1, 21, and August 3, 1975

Dates giving only the month and the year are written without the comma, for example:

July 1975



Typing Practices

EXCERPTS

When only part of a letter or document is needed, the excerpted material is typed on light bond paper, with tissues as requested, in a format similar to the following:

<p><u>EXCERPT</u></p> <p>Address Date</p> <p>Salutation:</p> <p>*****</p> <p>.....</p> <p>*****</p> <p>Signature</p>
--

HYPHENATION

The following guidelines are provided regarding hyphens:

Do not divide words at the ends of more than two consecutive lines.

Do not divide words so that a syllable of one or two letters ends a line or that a single syllable of one or two letters begins a line.



Do not divide a word at the end of a paragraph or of a page.

Do not divide proper names at the end of a line. It is permissible to hyphen the word "Presi-dent."

Avoid hyphening words on a stencil. At times, however, hyphening is unavoidable, as for example "responsibilities."

INDENTION

In legal documents paragraphs are indented six spaces. Block style is used for correspondence and most other papers.

Runover lines are usually indented six spaces.

JUSTIFYING RIGHT MARGINS

Citations require justified right margins. Occasionally other documents may also require justified margins. The following process will speed alinement.

First, the desired margin is determined. Unless a hyphenated word results, the first line of the manuscript is made 0. That line is the first with normal spacing, without units to be added or subtracted. Except for very short documents, it is best to have as lone line as practicable. A long line allows space for adding and subtracting units. It may decrease the number of lines that have to be adjusted. Further, a long line simplifies the "arithmetic" on changes that may be made in the manuscript after the margin has been set.

After the margin is determined and the carriage is in position, a vertical line is drawn at the right margin by holding a hard, sharp pencil on the notch in the justification scale and turning the platen knobs upward. Then the rest of the manuscript is typed, with each line ending at the point that will require fewest pluses or minuses. Words are hyphenated only when it is not possible to adjust by plus or minus. If a line ends with a period or comma, the typist backspaces once and reads the scale to determine the number of units to be added or subtracted.



Typing Practices

When the vertical line rests to the right of the notch, the typing line is too short and must be increased. When the vertical line rests to the left of the notch, the typing line is too long and must be decreased. Every mark away from the notch, reading left or right, is one unit. At the end of the line, the number of units to be added or subtracted is determined and this number is typed to the right of the vertical line. Plus and minus are shown as "P" and "M," for example P1 or M2.

The last line of a paragraph need not be lengthened if it is shorter than the established line.

When completed, the manuscript is proofed for possibility of error. A check mark is made where spaces are to be removed and a diagonal mark is made where spaces are to be added. It is easier and more desirable to add units than to take out units between words.

When a unit is to be omitted, the operator spaces with the 2-unit spacebar and backspaces once. When a unit is to be added, the operator spaces twice with the 2-unit spacebar and backspaces once. The 3-unit spacebar can be used to add a unit, but it is not always reliable.



PARAGRAPHING

A paragraph is not begun at the bottom of a page unless there is space for at least two lines on that page. A paragraph is not carried over to another page unless at least two lines can be carried over. It is desirable to complete a paragraph on a page, especially on a stencil. The last word of a paragraph or of a page is not divided.

When a subject is so complex that reading guides are needed, paragraphs are sometimes subdivided and numbered and lettered to show subordination. When a paragraph is subdivided it must have at least two subdivisions. Paragraphs that are subdivided several times are numbered and lettered in the following order:

- 1.
 - a.
 - (1)
 - (a)
 - 1.
 - a.
 - b.
 - 2.
 - (b)
 - (2)
 - b.
- 2.



PUNCTUATION

Open punctuation is used in White House correspondence and in most legal documents.

REWRITES

When correspondence is rewritten, the date is made current. The initials of the first typist are replaced by those of the succeeding typist.

SECURITY

Extreme caution must be exercised at all times to insure that classified information is not divulged in any way except through official channels. Classified material must never be placed in waste baskets. Stencils, speech drafts, Cabinet papers, official documents, and so forth, and the carbons or carbon ribbons and carbon copies of each are considered CLASSIFIED until the information is released by the White House. They must be disposed of by burning.

Replies to routine mail and the carbons and carbon copies of the replies may be discarded in waste baskets.

STENCILS

It is important that the tension be carefully set when stencils are cut. For a typewriter with proportional spacing, the tension is set between 8 and 10. For a standard machine, it is set at 4.

On most stencils the margins are set at 30 (pica) on both the left and the right side. Paragraphs are indented 6 spaces. They are single spaced, with double spaces between paragraphs. On large stencils the last writing line ranges from 66 to 70 and on small stencils from 55 to 58.

Hyphening of words should be avoided, if possible. It is desirable that a paragraph be completed on a page.



Unless other instructions are received, underscoring must be broken to avoid the possibility of damage to the stencil.

When corrections are made, the stencil should be lifted from all backing before the correction fluid is applied. When the fluid has dried well, the film sheet is replaced and typing is resumed.

TITLES OMITTED FROM REPLIES

If reply is made to a person whose incoming letter is not available, the title of that person's position is omitted from the reply. It is not safe to assume that the person is in the same position that he held when letters were previously addressed to him.

TYPING TITLES OF PUBLICATIONS

In correspondence, and in most other papers, titles of books, chapters, articles, newspapers, periodicals, and so forth, are typed with initial capitals and underscored. Titles of parts of books, such as an article in a periodical or encyclopedia, an unpublished essay, a single short poem, and so forth, are placed in quotation marks.



FORMS OF ADDRESS



FORMS OF ADDRESS

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