

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

Memorandum

To: Assistant Secretary - Land and Minerals Management

Through: (Name)
Assistant Secretary - Water and Science

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

Subject: Memorandum Addressed to an Assistant Secretary (other than Water and Science)

Correspondence addressed to assistant secretaries other than our Assistant Secretary for Water and Science (AS/WS) should be routed through AS/WS. Correspondence directed to other departmental bureau heads that is of a technical or routine nature need not be routed through AS/WS, but rather should be sent directly to those bureaus with copies to AS/WS when appropriate.

Omit the sender's reference ("In Reply Refer To:" block), as the Department does not want any correspondence requiring a secretarial signature, concurrence, or approval to contain this reference. Because this memorandum requires the signature of the Assistant Secretary on the "Through:" line, we have omitted the "In Reply Refer To:" block.

We have included "U.S. Geological Survey" (USGS) on the "From:" line of this memorandum, since it is addressed to an office outside the USGS. Should the "Through:" line have included additional addressee(s), "Assistant Secretary - Water and Science" would have been typed below the other addressee(s).

Attachment

(Type on file copies only)

cc: Sec Surname (Yellow letterhead with copy of incoming and attachment)
ES (White letterhead - xerox, with copy of incoming and attachment)
AS/WS (White letterhead - xerox, with copy of incoming and attachment)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and attachment)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and attachment)
Official File - MS xxx (Letterhead - xerox with copy of incoming and attachment)
Other File Copies (as appropriate)

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

**FIGURE A-14
THROUGH MEMORANDUM**