

The original documents are located in Box 40, folder “Transition Reports (1977) - Vice President (3)” of the John Marsh Files at the Gerald R. Ford Presidential Library.

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OFFICE OF THE VICE PRESIDENT
WASHINGTON

October 30, 1975

MEMORANDUM FOR: THE VICE PRESIDENT'S STAFF
FROM: SUSAN C. HERTER *SCA*
SUBJECT: Correspondence*

1. Attached are:

- Vice Presidential Staff Memorandum on Correspondence Procedures (October 30, 1975);
- White House Correspondence Manual, adapted for the Office of the Vice President.

2. This memorandum and this handbook establish the system and procedures for handling all correspondence addressed to the Vice President of the United States, the President of the Senate, the Office of the Vice President, and the members of the Vice President's staff.

3. These procedures apply to all members of the Vice President's staff.

4. These procedures are maintained by the Correspondence Control Unit, which is supervised by the Assistant to the Vice President for Administration in coordination with the Vice President's Secretariat.

5. The Correspondence Control Unit is located in Room 578, EOB. Questions, suggested changes, and requests for additional copies will be referred first to the Staff Assistant to the Assistant to the Vice President for Administration, Room 281, EOB (x6400).

Attachments



*The following office-wide memoranda also remain in effect:

Transportation (July 2, 1975)

Fire Alarm System (July 3, 1975)

Standards of Conduct/Confidential Statement of Employment
and Financial Interests (July 5, 1975)

Restrictions on Political Participation by Employees of
the Vice President's Office (July 14, 1975)

The Vice President's Reception Room and Kitchen
(July 31, 1975)

Authorization for Travel (August 6, 1975)

Travel Expenses (September 10, 1975)



OFFICE OF THE VICE PRESIDENT
WASHINGTON

October 30, 1975

MEMORANDUM FOR: THE VICE PRESIDENT'S STAFF
FROM: SUSAN C. HERTER *SCH*
SUBJECT: Correspondence Procedures

The following procedures are established for the control of all correspondence received, dispatched and filed in the Office of the Vice President.



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6. Staff Members' Files
7. Staff Members' Personal Files
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Attachments: Mail Distribution Guide
Political Mail, sample reply



I. INCOMING MAIL

1. Mail processing: All mail is initially delivered to the Correspondence Control Unit.

2. Correspondence control procedures:

a. The following mail is exempt from correspondence control procedures, and will not be opened:

(1) Presidential mail (in azure envelopes), which will be delivered directly to the Vice President's Secretariat;

(2) Mail from Room 5600, Rockefeller Center, which will be delivered directly to the Vice President's Secretariat;

(3) All classified mail, which will be delivered directly to the Vice President's Military Office;

(4) Mail addressed to members of the staff, by name, which will be delivered directly;

(5) Mail appearing to contain personal bills for the Vice President, which will be delivered directly to the Vice President's Secretariat;

(6) All mail addressed to Mrs. Rockefeller, which will be delivered directly to Mrs. Poole;

b. All other mail will be controlled as follows by the Correspondence Control Unit:

(1) Opened;

(2) Date and time stamped;

(3) Checked with Central Files; if previous relevant correspondence exists, copies will be made for attachment to present correspondence;

(4) Analyzed by content, to determine sorting;



c. Uncontrolled mail which comes into staff members' hands and which is not otherwise exempt from mail control as per 2a, above, will be forwarded immediately to the Correspondence Control Unit for control.

d. Staff members who pick up packages outside the White House complex and bring them into the complex will contact the Staff Assistant to the Assistant to the Vice President for Administration (x6400) for control and security procedures.



OFFICE OF THE VICE PRESIDENT
Correspondence Control Unit
Form Correspondence Response

From

Subject

Form Number

Control Number

Special Instructions

OVP Form 003
March 1975

GPO 570-505



Correspondence Control Unit

From _____

Addressed To _____

Subject _____

Remarks _____

Date of Corr.	Date Received	Control Number
Suspense Date	Date Replied	Signed By

Route To _____

Date _____

OVP Form 002
March 1975

ACTION COPY

INFORMATION COPY—THE VICE PRESIDENT

INFORMATION COPY
(in triplicate)

SUSPENSE COPY

RECORD COPY

RECORDS NUMERICAL COPY



II. MAIL SORTING, ANALYSIS, CONTROL, AND DISTRIBUTION

1. Sorting and Analysis - The Correspondence Control Unit sorts and analyzes all mail other than exempt mail as follows:

a. Action mail - mail meriting a response from a senior staff member;

b. General mail - mail received from the general public which reflect routine problems, questions or requests that can be handled by the Correspondence Control Unit without reference to the Vice President or his senior staff. Examples of general mail are: routine personnel inquiries; auction requests; routine requests for photos, autographs, and biographical information; requests from school children.

2. Control and distribution - After sorting and analysis, the Correspondence Control Unit controls and distributes mail, as follows:

a. Acknowledgments - The Vice President's policy is that, if a complete answer cannot be prepared within a timely period, an interim acknowledgment will always be made, either by mail or by telephone;

b. Action mail

- a blue referral slip (OVP Form 002) is prepared and attached; copies of the referral slip are retained and filed alphabetically, by name of correspondent, by control number, and by suspense date;

- referral of action and information copies is determined in accordance with the Mail Distribution Guide, attached;

- both action and information copies are dispatched simultaneously.

*Upon receipt of the action copy, a reply is prepared within the time specified as the suspense date; when appropriate, the recipient of the action copy will coordinate the reply with other staff members having responsibilities in the same subject area;



REFERRAL

To:

Date:

ACTION REQUESTED

- ☐ Draft reply for:
☐ Vice 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 48 hours' delay is encountered, please telephone the undersigned immediately.

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

MARKS:

Description:

☐ Letter: ☐ Telegram: Other:

To:

From:

Date:

Subject:

By direction of the Vice President

(Copy to remain with correspondence)
(Department or Agency copy)
(Office of the Vice President File Copy)
(Office of the Vice President Suspense Copy)



*Upon receipt of the information copy, a reply is not prepared, but the recipient may make appropriate comments to the recipient of the action copy; the information copy may be retained or discarded;

c. General mail

- a white referral slip (OVP Form 003) is prepared and attached; a copy of the referral slip is retained and filed alphabetically;

- whenever possible, general mail is handled directly by the Correspondence Control Unit, by form letter responses, as approved by the Assistant to the Vice President for Administration;

d. Referral of mail

- as occasion warrants, action and general mail may be referred directly to a Department, Agency, or Commission; in this event, the incoming mail is acknowledged and an Interdepartmental Referral Sheet (obtainable from supplies (x4165)) is also prepared, attached to the incoming correspondence and forwarded, with copies of the referral sheet and the incoming correspondence retained and filed alphabetically by the Correspondence Control Unit and, in the case of action mail, by the staff members to whom the action was initially assigned.

- mail for translation is referred by the Correspondence Control Unit to the Military Office for transmittal to the State Department; all such mail will also be logged in and out by the Military Office, and, if appropriate, returned to the Correspondence Control Unit for recontrol action after translation.

- mail requiring translation recognized as significant personal interest to the Vice President will be forwarded by the Correspondence Control Unit via an untranslated Information Copy to the Secretariat for information and appropriate interim action.

e. Suspense Control - Action Mail

- two business days before each suspense date, the Correspondence Control Unit will remind the recipient of the unreturned action copy;

- overdue suspense items will be reported to the Assistant to the Vice President for Administration, who will inform the Vice President's Secretariat.



f. Multi-Address Mail

- occasionally, correspondents may address the same letter to different staff members, by name; the resulting danger is that different staff members may answer the same letter, from the same correspondent, in different ways;

- to minimize this danger, staff members are encouraged to have mail which is addressed to them, by name, controlled whenever possible, so that multi-address incoming mail can be identified and the reply coordinated.

g. Review

- the sorting, analysis, control and distribution of all mail other than exempt mail will be personally reviewed by the Assistant to the Vice President for Administration or his Staff Assistant;

- information copies of all control slips (blue and white) will be forwarded daily to the Vice President's Secretariat.

h. Redistribution

- if, in the opinion of the recipient of either the action or the information copy of action mail or of general mail, the routing should be changed, the Assistant to the Vice President for Administration or his Staff Assistant will be advised.

i. Traffic analysis

- daily and monthly records of the volume, type, and distribution of incoming and outgoing mail, including gifts, will be maintained and forwarded to the Vice President's Secretariat.



III. PREPARATION OF OUTGOING MAIL

1. White House Manuals - general guidance as to correspondence procedures is furnished by the

White House Office Handbook (February 1975);

White House Correspondence Manual (May 1975),
adapted for the Office of the Vice President.

This section provides specific supplementary information to the standards and formats established in those manuals.

2. Preparation of General Mail

a. Procedures currently in effect for the Correspondence Control Unit will continue to be followed;

b. Form letters and the autopen will be used whenever possible, but always, and only, with the specific approval of the Assistant to the Vice President for Administration in coordination with the Vice President's Secretariat;

c. The Vice President's autopenned signature on letters will be used only with the specific approval of the Vice President's Secretariat in each instance;

d. Changes and additions to form letters maintained by the Correspondence Control Unit will be coordinated by the Assistant to the Vice President for Administration with the Vice President's Secretariat.

3. Preparation of Action Mail

a. Coordination - when appropriate, replies will be coordinated with other members of the Vice President's staff, with the White House staff, and with Departments, Agencies, and Commissions; such coordination will be noted on copies of correspondence forwarded for signature and filing;



b. Telephone replies and acknowledgments will be made when suitable, and the Correspondence Control Unit so notified by return of the blue referral slip (OVP Form 002) with date and time of the call noted;

c. For all correspondence and memoranda, formats specified in the adapted edition of the White House Correspondence Manual will be used, with emphases on the following:

(1) Indentations of 10 spaces will be used, instead of the block style; the Vice President also prefers wide margins and "thin", "bullet" paragraphs (or "blips");

(2) Instead of White House stationery, Vice Presidential stationery will be used, as follows:

- Use of "The Vice President" stationery is restricted to correspondence, including memoranda, signed by the Vice President;

- For staff letters and staff memoranda prepared for office-wide distribution, "Office of the Vice President" stationery will be used;

- For staff memoranda, "Office of the Vice President" memoranda stationery will be used.

(3) The abbreviation "Ms." should not be used on mail prepared for the Vice President's signature.

d. Letters regarding employment will not be signed by the Vice President.

4. Preparation of Copies and Routing of Outgoing Mail

a. Copies of outgoing correspondence will be prepared by letterex set (or, when necessary, by "photograph");

b. Mail prepared for the Vice President's signature together with all copies, enclosures, and background material, will be assembled in accordance with the White House Correspondence Manual, forwarded to the Secretariat for signature, and then forwarded by the Secretariat to Central Files for stripping, "signed" stamping, sealing, and mailing;



c. If the Secretariat determines that the language in the letter or memorandum is not suitable for signing, the letter will be returned to the drafter for further preparation;

d. All other mail, together with all copies, enclosures, and background material, will, after signing, be forwarded to Central Files for stripping, "signed" stamping, sealing, and mailing;

e. After signing, but before mail is forwarded to Central Files, post-scripts will be typed on all carbons;

f. After stripping and mailing, Central Files will distribute and file copies from the color-coded letterex set, as follows:

- Pink - Central Files Subject File, together with all enclosures and background material mailed;
- Blue - Central Files Alphabetical Addressee File;
- Yellow - Secretariat (only if letter is prepared for the Vice President's, or the Vice President's Secretariat's signature; otherwise, this copy is destroyed by Central Files);
- White - Central Files Reading File;
- White - Central Files Chronological File;
- White - (additional): Originator (for letters other than those prepared for the Vice President's signature); designated courtesy-copy recipients;
- NOTE: - The originator's file copies of enclosures and background material must be made by the originator and so marked for return by Central Files; Central Files will not make these copies;

g. Generally, any and all recipients of copies, and any specific instructions, must appear on carbon sets;



h. Specifically, it is essential that all file copies show the signer's, drafter's (if different), and typist's initials (e.g., NAR/ABC/fhi), and, if appropriate, the addressees of courtesy copies; outgoing courtesy copies reflect show addressees, but do not bear initials.

5. Exemptions - Memoranda for the Vice President from staff members, between staff members, or for White House personnel may be exempted from these procedures.

6. Interoffice Correspondence - Materials for general distribution or circulation will be cleared through the Vice President's Secretariat.

7. Correspondence and Other Materials Connected with Vice Presidential Trips --

a. All correspondence relating to the scheduling of Vice Presidential trips will be coordinated by Nancy Towell and/or Jon Howe, as appropriate;

b. Preparation of background material will be coordinated, as follows, with Nancy Towell and/or Jon Howe, as appropriate:

- (1) Master Trip Schedule - Joe Canzeri and/or Tom Williams, as appropriate;
- (2) Fact books - Hugh Morrow and/or Tom Williams, as appropriate;
- (3) Briefing papers for the Vice President - (the staff member who has action for the trip);

c. Thank-you notes will be prepared for the Vice President's signature and dispatched within 48 hours after the completion of each trip. Responsibilities are as follows:

- (1) Thank-you letters for logistical and administrative support - Joe Canzeri;
- (2) Thank-you letters to principals (e.g., a governor or a mayor):

- the staff member who has action for the trip;



(3) Coordination - a member of the Vice President's Secretariat will accompany the Vice President on each trip and insure that:

- (a) a list of thank-you letter recipients is prepared for the Vice President's review immediately after each trip;
- (b) thank-you letters have been dispatched within the time specified;
- (c) any other requirements of the Vice President's are met.



8. Special Instructions

- a. Mail from the Vice President: Capitol Hill Office - copies of all outgoing official correspondence will be sent to Governor Shafer;
- b. Mail for the Director of the Presidential Personnel Office - copies will be sent to Peter Wallison.



IV. POLITICAL MAIL

1. Political Mail - Political mail is defined as mail relating specifically and directly to:

- a. Offers of financial support;
- b. Offers of volunteer and endorsement support;
- c. Requests for support by candidates for elective office;
- d. (As specified in the current Mail Distribution Guide, attached), all

(1) Mail from the Republican National Committee Chairman and State Chairmen;

(2) Correspondence and documents relating to political fiscal matters;

(3) Mail from Chairmen of the Congressional Campaign Committees;

e. NOTE: In the present definition, political mail does not include mail relating to the Vice President's appearances or to issues; mail relating to these matters will continue to be handled in accordance with the Mail Distribution Guide, attached.

2. Incoming Political Mail

a. All incoming political mail, as defined above, will be routed to the Vice President's Secretariat, attention, Kathleen M. Huldrom, with an information copy to Governor Shafer;

b. Money and offers of money will without exception be acknowledged and returned by the Vice President's Secretariat, with the suggestion that contributions be sent either to the Republican National Committee or to The President Ford Committee (sample reply attached);

c. All mail relating to volunteers and offers of volunteers will be sent to Howard Dixon;



3. Outgoing Political Mail

a. Signature. All acknowledgments will be signed by the Vice President or, with the specific approval of the Vice President's Secretariat in each instance, by the autopen; staff signatures will not be allowed, unless specifically authorized in each instance;

b. Use of the frank. The use of franked envelopes for political mail is prohibited.



V. MATERIALS FOR THE VICE PRESIDENT

1. Routing. All materials for the Vice President will be routed through the Vice President's Secretariat.

2. Summarizing. Materials of any significant length - that is, 2 or more pages - will be summarized in memo form in a 3-4 paragraph "top sheet," placed on top of the document.

3. Red Tagging. All materials requiring the Vice President's immediate attention should be so indicated with a red routing tag.



VI. MATERIALS FOR THE PRESIDENT

1. Preparation. Materials for the President will be prepared in accordance with the specifications of the White House Office Handbook (TAB C) and the White House Correspondence Manual adapted for the Office of the Vice President.

2. Routing. Unless otherwise authorized in each instance, materials for the President will be routed through the Vice President's Secretariat to Dr. James E. Connor, Secretary to the Cabinet.



VII. FILES AND RECORDS

1. Vice Presidential Papers - Classified Materials

- See the Vice Presidential Staff Memorandum on Security Procedures (forthcoming).

2. Vice Presidential Papers - Filing with Central Files

a. Central Files are located as part of the Correspondence Control Unit, on the OEOB fifth floor. Central Files are the main file repository for the Office of the Vice President. They are distinct from, although organized similarly to, White House Central Files.

b. Central Files maintains comprehensive files as follows:

- By subject (pink letterex set copy), according to the Master File Guide, copies of which are available from Central Files;

- Alphabetically (blue letterex set copy), by name of correspondent;

- Chronologically (white letterex set copies) by
-- Filing date - date of draft (upper right-hand corner), with date of dispatch stamped on the lower right-hand corner); "signed" stamp (e.g., "NAR") will be indicated;

-- Filing order - alphabetical, for each day;

-- Circulation
-- daily, to the Vice President's Secretariat;

-- material for a given day subsequently received should be circulated on the day of receipt, but then filed in accordance with the above specifications.



c. It is essential that the maximum possible use be made of Central Files, in order to insure the faster and more complete retrieval of current information, to eliminate unnecessary duplication of files, to prevent excessive copying, and to facilitate maximum preservation of Vice Presidential papers.

3. Vice Presidential Papers - Procedures for Using Central Files

a. Correspondence: See III, 4, above;

b. Working files: Each staff office will forward to Central Files at the earliest possible moment all working files of official business which are inactive and no longer needed.

4. Vice Presidential Papers - Notes and Documents Marked by the Vice President

- these documents will be forwarded by the Vice President's Secretariat to Central Files, where they will be retained separately in a Vice Presidential Records Section.

5. Vice Presidential Papers - Files Maintained by the Vice President's Secretariat

- In addition to the files maintained by Central Files, the following files are maintained by the Vice President's Secretariat:

- (1) Appointments files;*
- (2) The Vice President's personal files;**
- (3) Schedule files (invitations & appearances);*
- (4) Subject files of materials currently being used by the Vice President;*
- (5) Alphabetical file, by addressee, of all correspondence signed by the Vice President.*

*Eventually forwarded to Central Files

**Eventually forwarded to family archives



6. Staff Members' Files - These files are maintained, as needed, in each staff office.

7. Staff Members' Personal Files - Each staff member will maintain his personal files separate from any working files he may keep on official business and clearly designate them as such.

8. Disposition of Papers upon Leaving Staff - See the Counsel (x4242).



MAIL DISTRIBUTION GUIDE

<u>SOURCE OR REFERENCE</u>	<u>ACTION</u>	<u>INFO</u>
ADMINISTRATIVE AFFAIRS	Pagnotta	
AGENCIES (if not otherwise indicated because of content)	Allison	
AGENCY HEADS	Allison	
AMBASSADORS (U.S. & Foreign)	Howe	Allison
APPOINTMENTS (White House Complex)	Huldrum	
ARMED FORCES	Howe	
AUCTION AND MEMENTO REQUESTS	Pagnotta	
AUTOGRAPH REQUESTS	Pagnotta	
AUTOGRAPH REQUESTS FOR SENATORS OR MEMBERS OF CONGRESS	Canfield	
BILLS/STATEMENTS FOR THE OFFICE OF THE VICE PRESIDENT	Pagnotta	
BIOGRAPHICAL INFORMATION	Morrow	
CABINET DEPARTMENTS (not otherwise indicated because of content)	Allison	
CABINET MEMBERS	Allison	
CAPITOL HILL CLUB	Wallison	
CAPITOL HILL OFFICES/ACCOUNTS	Canfield	
CATERING PRIVATE OR OFFICIAL FUNCTIONS	Dixon	
CHAIRMANSHIPS, MEMBERSHIPS, AND SPONSORSHIPS	Huldrum	
CIA (except CIA Commission)	Howe	
CIA Commission	Wallison	
CONGRATULATORY NOTE - INDIVIDUAL RESPONSE REQUIRED FROM THE VICE PRESIDENT	Allison	



	<u>ACTION</u>	<u>INFO</u>
CONGRESSIONAL CAMPAIGN COMMITTEES	Huldrum	Canfield Hughes Shafer
CONGRESSIONAL RESEARCH SERVICE	Canfield	
CONGRESSMEN AND SENATORS	Hooker	
CONGRESSMEN AND SENATORS (endorsing invitations or appointments)	Towell Huldrum	
DEFENSE DEPARTMENT (DOD)	Howe	
DOMESTIC COUNCIL (general)	Allison	
DOMESTIC COUNCIL (hearings/forums)	Veneman	
DYSLEXIA	Morrow	
ECONOMIC MATTERS (international)	Howe	
EIA (general questions)	Allison	Wallison
EIA (technical questions)	Wallison	Allison
EMPLOYMENT INQUIRIES	Pagnotta	
EMPLOYMENT INQUIRIES/RECOMMENDATIONS (friends, family)	Huldrum	
ENDORSEMENT REQUESTS	Wallison	
ERDA	Allison	
FAMILY CORRESPONDENCE	Huldrum	
FEA	Allison	
FEDERAL COMPENSATION, PRESIDENT'S PANEL ON	Hurd	Allison Pagnotta
FINANCIAL ASSISTANCE APPEALS	Whitman	
FOREIGN AFFAIRS	Howe	
FOREIGN AFFAIRS (related to Congress)	Canfield	Howe



	<u>ACTION</u>	<u>INFO</u>
FRIENDS OR ASSOCIATES	Huldrum	
GIFTS (questions)	✓ Wallison	
GIFTS TO VICE PRESIDENT AND MRS. ROCKEFELLER	Pagnotta	Howe (foreign affairs) Huldrum Poole
GOVERNORS	Shafer	Allison
INVITATIONS (White House Complex)	Huldrum	Howe (foreign affairs)
INVITATIONS (Outside White House Complex)	Towell	Howe (foreign affairs)
INTERGOVERNMENTAL RELATIONS	Shafer	
JUSTICE DEPARTMENT	Wallison	
LAW ENFORCEMENT AGENCIES	Wallison	
LEGAL AFFAIRS	Wallison	
LABOR MATTERS	Armao	
LEGISLATIVE MATTERS	Hooker	Canfield
LIBRARY OF CONGRESS	Canfield	
MAJORITY AND MINORITY LEADERSHIP OF CONGRESS	Allison	Hooker Canfield
MAYORS	Shafer	Allison
MESSAGE OR TELEGRAM REQUESTS	Persico	
MINORITY AFFAIRS	Garrett	Shafer
MORELAND COMMISSION	Morrow	
MURPHY COMMISSION	Howe	
NATIONAL SECURITY AFFAIRS	Howe	



ACTIONINFO

NEW YORK

Hooker

OFFICE OF SCIENCE AND TECHNOLOGY

Allison

Howe

PARTIES (future)

Poole

PARTIES - OFFICIAL VICE PRESIDENTIAL
RESIDENCE

Poole

Howe

PERSONAL MAIL TO VICE PRESIDENT

Huldrum

PERSONAL FINANCES OF VICE PRESIDENT

Huldrum

PERSONNEL INQUIRIES

Pagnotta

PHILATELIC MAIL REQUIRING INDIVIDUAL
ATTENTION

Maher

POLITICAL FISCAL MATTERS

Huldrum

Shafer

POLITICAL MAIL

Huldrum

Shafer

POW/MIA MATTERS

Howe

PRESS

Morrow

PRESS CONFERENCES

Morrow

PRIVACY COMMITTEE, DOMESTIC COUNCIL

Rodgers

Wallison

PRODUCTIVITY COMMISSION

Kuper

Wallison
Larry

REFERRAL MAIL

Pagnotta

REFUGEES, INDO-CHINA

Garrett

Howe
VenemanREPUBLICAN NATIONAL COMMITTEE
(Budget or fiscal matters)

Pagnotta

REPUBLICAN NATIONAL COMMITTEE
CHAIRMEN AND STATE CHAIRMEN

Huldrum

RESIDENCES, family

Huldrum

Dixon

RESIDENCE, official

Howe

Morrow
Poole

	<u>ACTION</u>	<u>INFO</u>
ROCKEFELLER, Mrs.	Poole	
SECURITY, Classified Materials	Howe	
SECURITY, OFFICE	Pagnotta	
SCHEDULING	Towell	
SENATE, PRESIDENT OF	Canfield	
-- OFFICIAL COMMUNICATIONS FROM ALL DEPARTMENTS OR AGENCIES		
-- OFFICIAL COMMUNICATIONS FROM STATE LEGISLATURES, GOVERNMENTAL ORGANIZATIONS & PRIVATE ORGANIZATIONS		
-- OFFICIAL COMMUNICATIONS FROM FOREIGN GOVERNMENTS RELATING TO CONGRESS		Howe
-- GENERAL INQUIRIES		
SENATORS OR MEMBERS OF CONGRESS (and Staff)	Hooker	Canfield
SERVICE ACADEMIES	Howe	
SIGNING--DOCUMENTS/CORRESPONDENCE TO BE AUTOPENNED	Pagnotta	
SOLICITATIONS FOR SALE	Whitman	
SPEECHES (EXPLANATION OR CLARIFICATION)	Persico	
SPEECHES (PUBLIC STATEMENTS, PRONOUNCEMENTS)	Morrow	
STANDARDS OF CONDUCT	Wallison	
STATE DEPARTMENT	Howe	
SUPREME COURT MEMBERS	Allison	
TELECOMMUNICATIONS POLICY	Morrow	Krolik
THREATS	Secret Service	

	<u>ACTION</u>	<u>INFO</u>
TOURS - CAPITOL	Canfield	
TOURS - OFFICIAL RESIDENCE	Poole	
TOURS - WHITE HOUSE	Ballard	
TRANSLATION	Howe	
UDC INQUIRIES	Hooker	
USIA	Howe	Morrow
VETERANS' MATTERS	Howe	
VOLUNTEERS	Dixon	
WATER QUALITY, NATIONAL COMMISSION ON	Mitchell	Shafer
WEEKLY BRIEFING NOTES (Monthly Chartbook)	Allison	
WHITE HOUSE STAFF	Allison	
YOUTH	Krolik	Whiteman

S A M P L E

THE VICE PRESIDENT
WASHINGTON

(date)

Dear :

Many thanks for your offer to contribute to the 1976 campaign. I deeply appreciate your generous expression of support.

However, the law states that I cannot accept your contribution directly. Therefore, I must return it to you with the suggestion that you forward it directly to either the:

Republican National Committee
310 First Street, S.E.
Washington, D.C. 20003

or the:

The President Ford Committee
1828 L Street, N.W.
Suite 250
Washington, D.C. 20036

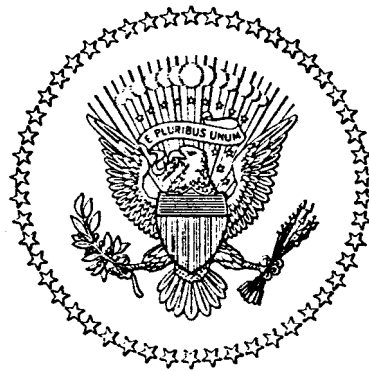
(ALTERNATIVE: Therefore, I suggest you forward your contribution directly to either the (as above)).

With best wishes,

Sincerely,

(addressee)

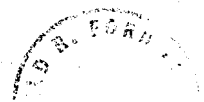
THE WHITE HOUSE CORRESPONDENCE MANUAL



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



FOREWARD

The White House Correspondence Manual is addressed to all offices in the White House that prepare letters and other forms of written communication. This edition is adapted for the Office of the Vice President.

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 Vice Presidential correspondence a distinctive and pleasing appearance.

The special problems of individual sections may not be answered by the Manual; they should be worked out by each section, using the Manual as a guide.

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 the Assistant to the Vice President for Administration (X6400).

CORRESPONDENCE MANUAL

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CORRESPONDENCE

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TYPING PRACTICES

FORMS OF ADDRESS

CORRESPONDENCE

1931

MESSENGER SERVICE

VICE PRESIDENTIAL MESSENGER AND MISCELLANEOUS SERVICE

"BY HAND" delivery of urgent and special mail is available through the Mail Room (X4173).

Delivery by Messenger Service is restricted to the Washington, D. C. area.



CORRESPONDENCE

All correspondence from the Vice President should be typewritten on "The Vice President" stationery. Handwritten envelopes are not acceptable. Of course, Vice Presidential stationery and postage are to be used only for official business and are not to be used for personal use. Paper and envelopes marked "The Vice President" are to be used exclusively for the Vice President's correspondence and should not be used for staff correspondence or other purposes.

Staff correspondence is typewritten on "Office of the Vice President" stationery and is to be used only for official business.

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 could become lost.

The processing of all correspondence is discussed separately in the Vice Presidential Staff Memorandum on Correspondence Procedures (~~July 21~~, 1975).

October 30, 1975
30

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 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 from the 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.

Refer also to the Vice Presidential Staff Memorandum on Staff Security Procedures (forthcoming).



SAMPLE - CONFIDENTIAL LETTER

(Applies also to "The Vice President" stationery)

OFFICE OF THE VICE PRESIDENT
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,

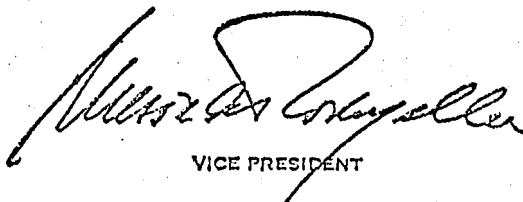
Staff Official's name
Title spaced according
to official's preference

Name
Address
City, State ZIP

~~CONFIDENTIAL~~

(OVER)
for envelope

OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.



VICE PRESIDENT

Name
Address
City, State ZIP

~~CONFIDENTIAL~~

OFFICE OF THE VICE PRESIDENT

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

ADMINISTRATIVELY CONFIDENTIAL

2

Page 2 and succeeding pages of an ADMINISTRATIVELY
CONFIDENTIAL, SECRET, or TOP SECRET MEMORANDUM.

ADMINISTRATIVELY CONFIDENTIAL

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



THE VICE PRESIDENT
WASHINGTON

Date

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 de-
partments and agencies.

*Used on the occasions when the Memorandum is only appli-
cable or appropriate for the departments and agencies of
the Executive Branch.

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



THE VICE PRESIDENT
WASHINGTON

Date

MEMORANDUM FOR

THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY OF TRANSPORTATION

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

NOTE: When a memorandum is sent to Cabinet members or other government officials, their names are NOT typed in alphabetical order, but by order of protocol. Refer to the back of the "Green Book" for order of protocol.

-9-

THE VICE PRESIDENT
WASHINGTON

Date

Dear /////
:

This is the stationery and style to be used
for long letters for the Vice President's signature.

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

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

With best wishes,

Sincerely,

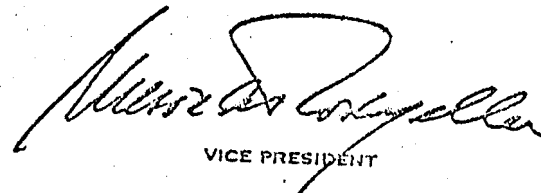
Name
Address
City, State ZIP

(If enclosure/attachment to be sent, do NOT put the
word ENCLOSURE or ATTACHMENT on the original, but in-
dicate on carbons. Initials of the signer, drafter,
and typist are also indicated on the carbons.)

Note: If courtesy copies of a letter are to be sent
outside the office, use Vice Presidential tis-
sue paper with the seal. Initials of the sign-
er, drafter and typist should NOT appear on
courtesy copies sent outside the office.)

(OVER for envelope)

THE VICE PRESIDENT
WASHINGTON


VICE PRESIDENT

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

SAMPLE "VICE PRESIDENTIAL"
(small white stationery)

THE VICE PRESIDENT
WASHINGTON

Date

Dear////:

Letter should be single-spaced; balanced, wide margins (for framing purposes).

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

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

With warm regard,

Sincerely,

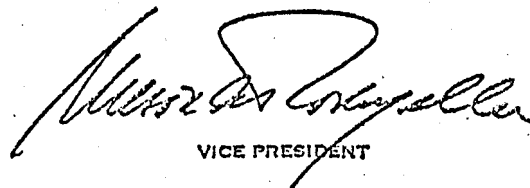
Name
Address
City, State ZIP

NOTE: If the Vice 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 Vice President's Secretariat if in doubt whether person should be addressed by first name.

(OVER for envelope)

THE VICE PRESIDENT
WASHINGTON



VICE PRESIDENT

The Honorable Carl Albert
The Speaker
United States House of Representatives
Washington, D. C. 20515

SAMPLE LETTER - Staff Officials
(small stationery)

OFFICE OF THE VICE PRESIDENT

WASHINGTON

Date

Dear //://://:

This is the stationery and style most commonly used for short letters from staff officials.

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

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

Sincerely,

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

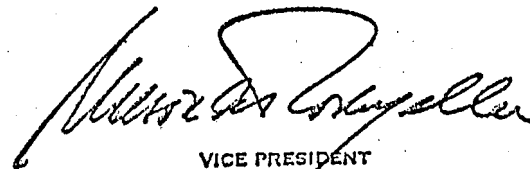
Name
Address
City, State ZIP

NOTE: Central Files has the responsibility of separating the files from outgoing mail.

Enclosures: (Describe on carbons only)
ABC:def (Official's/drafter's initials in caps;
typist's in lower case.)

(OVER for envelope)

OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.



VICE PRESIDENT

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

(This envelope used for small white stationery only)



OFFICE OF THE VICE PRESIDENT
WASHINGTON

Date

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, paragraphs indented, with as few hyphenations and corrections as possible.

"If material is quoted within the acknowledgment and is less than two lines, it is made part of the paragraph to which it belongs. A quotation of more than two lines is blocked 10 spaces from the left margin and 10 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

Enclosures: (Describe on carbons only)

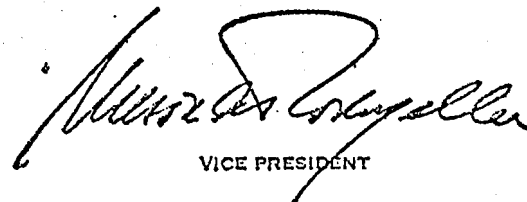
P.S.: When an enclosure is mentioned in the P.S. of the letter, it is described on carbons immediately following the P.S.

(Initials are the same as on small stationery.)

(OVER for envelope)



OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.



VICE PRESIDENT

Mr. Thomas C. Woodruff
1234 Massachusetts Avenue, N.W.
Washington, D. C. 20005

(This envelope used with large white stationery)

ORDER OF ASSEMBLING CORRESPONDENCE

From top to bottom

1. Typed outgoing correspondence - envelope should be attached (if more than one page, signature page on top)
2. Enclosures accompanying outgoing letter, if any
3. Incoming correspondence
4. Previous file
5. Courtesy copies (if any) and envelopes for courtesy copies
6. Letterex set (complete set to be forwarded to Central Files) (carbon copies of outgoing letter -- pink [Central Files subject file]; blue [Central Files alphabetical file]; yellow [Secretariat alphabetical file for all correspondence signed by the Vice President or the Vice President's Secretariat]; and one white [Central Files chronological file]). Note: Two additional white copies to be retained by drafter for his files.

OFFICE OF THE VICE PRESIDENT
WASHINGTON

Date

~~CONFIDENTIAL~~

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

MEMORANDUM FOR: /////

FROM: ///// (Used if name is NOT put at end of memo)

SUBJECT: /////

Illustrated herewith is a basic setup of an inter-office memo.

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. They can be ordered from Supplies (X4165)

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 envelope.)~~CONFIDENTIAL~~

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



OFFICE OF THE VICE PRESIDENT
WASHINGTON

Date

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

MEMORANDUM FOR: THE SECRETARY OF COMMERCE

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 Vice President's office are typed on "Office of the Vice President" stationery, using white envelope. Indented style, single spaced.

Enclosures -- describe fully on carbons

Copies: 1 letterex set plus individual office requirement

Name of Staff Official
Title

Enclosures

-20-

THE VICE PRESIDENT
WASHINGTON

Date

MEMORANDUM FOR THE PRESIDENT

FROM: THE VICE PRESIDENT

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.

TELEGRAM

The White House
Washington

ALL RATE
(STRAIGHT TELEGRAM) ☐
DAY LETTER ☐
NIGHT LETTER ☐

Date

Name
Address
City, State

In the upper left indicate the method of transmission to be used by marking the appropriate box. 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. ALL TELEGRAMS MUST BE TAKEN TO THE ASSISTANT TO THE VICE PRESIDENT FOR ADMINISTRATION, ROOM 281, FOR AUTHORIZATION AND DISPATCH. The telegram should be sent the most economical way consistent with the message reaching the addressee on time. 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, and type in ALL CAPS. Provide two copies to the Assistant to the Vice President for Administration. If the telegram is from the Vice President, his name should be typed 2 lines below the text, with his title. If the telegram is from a staff official, type his name and title. Initials of typist are typed 2 spaces below.

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

APPROVED FOR DISPATCH



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

Use of the abbreviation "Ms." should not be used in mail prepared for the Vice President's signature.

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, cont.

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.

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

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 hyphenate the word "Presi-dent".

Avoid hyphenating words on a stencil. At times, however, hyphenating is unavoidable, as for example, "responsi-bilities".

TYPING PRACTICES, cont.

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.

TYPING PRACTICES, cont.

PUNCTUATION

Open punctuation is used in 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 Office of the Vice President. 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.

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.