

## ADS Chapter 503 - CORRESPONDENCE MANAGEMENT

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## Functional Series 500: Management Service

### ADS Chapter 503 - Correspondence Management

#### 503.1 Authority

1. United States Code, Title 44, Chapters 29, 31, and 35
2. Federal Information Records Management Regulations (FIRMR) 201-4, 201-6, and 201-9
3. [Executive Order 12356, National Security Information, April 2, 1982](#)
4. [Executive Order 12958, National Security Information, April 17, 1995](#)
5. [Executive Order 12968, National Security Information, July 28, 1995](#)
6. [12 FAM 500, Foreign Affairs Manual](#)

#### 503.2 Objective

To prescribe policy for the control and creation of [correspondence](#) to ensure that the Agency creates timely, responsive correspondence that is properly coordinated between central bureaus and geographic bureaus and is consistent in tone, style, and presentation.

#### 503.3 Responsibility

1. Bureau for Management, Office of Administrative Services, Information Support Services Division (M/AS/ISS) is responsible for developing Agency standards and instructions governing the preparation and handling of correspondence, not including executive correspondence. M/AS/ISS is also responsible for establishing Agency stationery standards. The Chief, M/AS/ISS, serves as coordinator for USAID's [Correspondence Management](#) Program.
2. Executive Secretariat (ES): The Executive Secretariat is responsible for developing Agency standards and instructions governing the preparation, handling, and control of executive communications.
3. USAID Employees: Drafting and clearing officials, secretaries, and typists are responsible for preparing correspondence that meets the Agency standards.
4. Drafting Officer: The drafting officer is responsible for selecting the best type of communication which fits the purpose, writing responses that are substantive, clear, concise, fully responsive to the incoming correspondence, and are courteous and respectful. The drafting officer is also responsible for ensuring classified documents or Sensitive But Unclassified (SBU) correspondence is properly marked.

5. Bureau/Office Heads: Each bureau/office head is responsible for establishing an internal clearance process for Agency correspondence and for establishing internal controls and procedures to assure prompt attention and action for all communications.

6. Heads of Overseas Missions: The head of each overseas mission is responsible for establishing internal controls and procedures to assure prompt attention and action for all communications.

7. Clearing Officers: Clearing officers are responsible for ensuring responses are substantive, clear, concise, fully responsive to the incoming correspondence, and are courteous and respectful.

#### **503.4 Definitions (See [ADS GLOSSARY](#))**

ADMINISTRATIVELY CONTROLLED CORRESPONDENCE  
AGENCY ACRONYM  
CLASSIFIED CORRESPONDENCE  
CORRESPONDENCE  
CORRESPONDENCE MANAGEMENT  
ENDORSEMENT  
OFFICIAL FILE COPY  
TELEGRAM (CABLE)

#### **503.5 POLICY**

The following Policies and Essential Procedures apply to correspondence management:

##### **503.5.1 MANAGING AGENCY CORRESPONDENCE**

USAID must establish and maintain an active, continuing program for managing Agency correspondence, commensurate with Agency size, organization, mission, and record keeping activity.

##### **E503.5.1 Managing Agency Correspondence N/A**

##### **503.5.2 CORRESPONDENCE STYLE**

Every USAID employee must strive to improve the quality, tone, clarity and responsiveness of correspondence, and provide for its creation in a timely, economical, and efficient manner.

All correspondence must be planned and prepared carefully so that it can be read and understood with ease. Written responses must be substantive, clear,

concise, fully responsive to the incoming correspondence, and be courteous and respectful.

Sex-biased language must be avoided in all methods of communications.

Letters and memoranda must be centered vertically on the page and be neat in appearance. Begin the body of the letter two lines below the salutation or previous text. Use the standard paragraph indentation (1/2-inch from the left margin), single space lines in paragraphs, and double-space between paragraphs. For short letters of 10 lines or less, double-space between lines and triple-space between paragraphs. (**See U.S. Government Correspondence Manual 1992, U.S. General Services Administration, for guidelines**).

### **503.5.3 TYPES OF CORRESPONDENCE**

When writing official Agency communications, USAID employees must comply with agency standards regarding the types of correspondence used and the kinds of copies required and their distribution and purpose.

#### **E503.5.3 Types of Correspondence**

The Agency corresponds by memoranda, letters, telegrams (cables), and other written and electronic communications.

The memorandum is used for correspondence within the Agency. It may also be used between the Agency and other U.S. Government agencies.

Letters are used for correspondence with members of Congress, heads of other U.S. Government agencies, business firms, universities, private and international organizations, officials of foreign government, and the public

Telegrams and other electronic communications are used for transmitting correspondence when speed and responsiveness are important and a written record is required. For telegram preparation procedures see Chapter 549.5.2. (**See [549.5.2](#)**) For electronic mail procedures see Chapter 549.5.4. (**See [549.5.4](#)**)

Routing and Transmittal Slips are used for routing material or transmitting short informal messages within or between agency offices.

The author office must use agency stationery for letters and for memoranda that go outside the agency. The first page of the original document will be prepared on Agency Letterhead Stationery. Succeeding pages and all other copies will be prepared on plain white bond.

The **[Official File copy](#)** (record copy) shall be identified by typing or writing "Official Record Copy" in the right top corner of the page. The Official Record Copy

must bear the name and signature or initials of the drafting, clearing, and signing officers.

#### **503.5.4 REPLY TO CORRESPONDENCE**

The author office must reply to all types of correspondence within prescribed time frames.

#### **E503.5.4 Reply to Correspondence**

Written acknowledgements, replies, or interim replies, will be sent within the following time limits:

##### **a) LETTERS AND MEMORANDA**

White House	Refer to due date on instruction sheet from ES
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Cabinet	Refer to due date on instruction sheet from ES
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Congressional	Refer to due date on instruction sheet from ES
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Other Letters and Memoranda not included above	within 7 working days
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##### **b) TELEGRAMS**

FLASH, NIACT IMMEDIATE, and IMMEDIATE Telegrams	within 24 hours
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PRIORITY Telegrams	within 2 working days
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CONGRESSIONAL INQUIRY Telegrams	within 3 working days
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Routine Telegrams	within 5 working days
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##### **c) OTHER**

When a Reply is Requested by a Specific Date	observe requested reply date
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Complaint Mail (and follow-up request for replies to

previous communications) within 1 working day

d) INTERIM REPLIES

Interim Replies within 5 working days, follow-up every 30 days until final reply.

An interim reply must provide all available information and include the anticipated date of the final reply.

**503.5.5 CLASSIFICATION AND SBU CORRESPONDENCE DESIGNATIONS**

Classified correspondence must be marked with one of three designations: "Top Secret," "Secret," or "Confidential." The marking "Sensitive But Unclassified" should not be used to identify classified information, but only for sensitive information. (See Mandatory Reference [12 FAM 513 through 545](#)).

**E503.5.5 Classification and SBU Correspondence Designations N/A**

**503.5.6 USAID/W STATIONERY STANDARDS**

When writing agency correspondence, USAID employees must use Agency stationery that has been approved by M/AS/ISS for current use. The following types of letterhead are currently available:

U.S. Agency for International Development (for General Use)  
The Administrator  
Office of the Administrator  
The Deputy Administrator  
Assistant Administrators  
Inspector General  
General Counsel  
Director, Office of Equal Opportunity Programs  
Director, Office of Small and Disadvantaged Business Utilization/Minority Resource Center

**E503.5.6 USAID/W Stationery Standards N/A**

**503.5.6a USAID MISSIONS STATIONERY STANDARDS**

USAID Mission letterhead stationery 8 1/2" x 11" or metric size A4, with appropriate envelopes (both plain and window) is authorized for use in USAID Missions.

**E503.5.6a USAID Missions Stationery Standards N/A**

**503.5.7 CORRESPONDENCE CONTROL**

Every office must establish and use internal controls and procedures to assure prompt attention and action for all communications.

**E503.5.7 Correspondence Control N/A**

**E503.6 Supplementary Reference**

U.S. Government Correspondence Manual 1992, U.S. General Services Administration

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