

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

MEMORANDUM

To: Assistant Secretary - Water and Science
From: (Name)
Director, U.S. Geological Survey
Subject: Approve/Disapprove and Concur/Nonconcur Format

The correct style and spacing to use for the subject format are shown at the bottom of this page. The approval or concurrence block begins on the fifth line from the end of the body of the memorandum if spacing permits. The "In Reply Refer To:" block is not typed on this correspondence because it requires signature of the Assistant Secretary for Water and Science (AS/WS).

For a memorandum containing a secretarial approval or concurrence block, make copies for Secretary Surname, Secretary Reading, and AS/WS. The "In Reply Refer To:" block is omitted.

Attachment

Approve: _____ Disapprove: _____

Date: _____ Date: _____

OR

Concur: _____ Nonconcur: _____

Date: _____ Date: _____

(Type on file copies only)

- cc: Sec Surname (Yellow letterhead with copy of attachment)
- Sec Reading (2) (White letterhead - xerox, 1 with copy of attachment)
- AS/WS (3) (White letterhead - xerox, 2 with copies of attachment)
- Director's File - MS 114 (White letterhead - xerox with copy of attachment)
- Director's Chron - MS 114 (White letterhead - xerox w/o copy of attachment)
- Official File - MS xxx (Letterhead - xerox with copy of attachment)
- Other File Copies (as appropriate)

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

FIGURE A-15
APPROVE/DISAPPROVE or CONCUR/NONCONCUR MEMORANDUM