

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

MEMORANDUM

To: Assistant Secretary - Water and Science

Through: (Name)
Assistant Secretary - Policy, Management and Budget

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

Subject: Foreign Travel Approval

The correct style and spacing to use for the subject format are shown at the bottom of this page. The approval and concurrence blocks begin five lines from the end of the body of the memorandum. If there are attachments, the words "Approve" and "Concur" are then typed two lines below this notation.

For a memorandum containing a secretarial approval or concurrence block, make copies for Secretary Surname, ES, and Assistant Secretary for Water and Science. The "In Reply Refer To:" block is omitted.

Attachment

Concur: _____
Assistant Secretary - Policy,
Management and Budget

Nonconcur: _____
Assistant Secretary - Policy
Management and Budget

Date: _____

Date: _____

Approve: _____
Assistant Secretary - Water
and Science

Disapprove: _____
Assistant Secretary - Water
and Science

Date: _____

Date: _____

FIGURE A-16
APPROVE/DISAPPROVE and CONCUR/NONCONCUR FOREIGN TRAVEL MEMORANDUM

(Type on file copies only)

cc: Sec Surname (Yellow letterhead with copy of attachment)
ES (White letterhead - xerox, with copy of attachment)
AS/WS (White letterhead - xerox, with copy of attachment)
AS/PMB (White letterhead - xerox with 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