Interagency or Service First Correspondence
A Reference Guide for
Forest Service Support Services and Bureau of Land Management Staff Assistants

PURPOSE.

Interagency correspondence covers multiple agency signature letters. This reference guide focuses on Bureau of Land Management (BLM) and Forest Service correspondence.

SECTION 1. Correspondence Templates for Interagency Use.

Four template types have been adopted by the State Director and Regional Forester for Service First use.

1. Instruction Memorandums are used when policy is being set. Letter content that has a mix of information and policy change would be sent out under this format. Recipients include Deputy State Directors, District Managers, Staff, Branch Chiefs, Directors, and Forest and Deputy Forest Supervisors. Instruction Memorandums are transmitted via intranet database (electronically sent). See Example 1 (attached).

2. Information Bulletins are similar to the above except that they provide information only. See Example 2 (attached).

3. Letters are to private individuals and government offices outside of the BLM and Forest Service. They are also for retirements and letters of appreciation. These are sent hard copy only and are not filed in the database mentioned above. See Examples 3, 4 & 5 (attached), along with descriptions of use.

4. Memorandums are internal letters that are sent to specific government individuals with direction specific to them. They are not shared broadly as are Instruction Memorandums and Information Bulletins. See Example 6 (attached).

SECTION 2. Steps to Create and Complete an Interagency Letter.

Step 1. Determine correspondence content and type of letter:

Program managers are responsible for working with their agency counterparts on letter content. This collaboration should be done before initiating a request for correspondence approval to the Support Services Group (SSG) or administrative assistants. Correspondence must be approved through both agencies before signature. Determining the type of correspondence required may be done by the author but is more often done by support services or administrative assistant.

Step 2. Follow initiating agency protocol. The role of support services or administrative assistants is clarified below:

When the letter is initiated by the Forest Service: If necessary, the SSG guides the program manager in the type of correspondence template needed.

- The author generates the letter and provides routing information, which includes the immediate supervisor and Director for signatures.
- The SSG generates the letter, creates a routing slip, and walks the letter through the process for signature.
- Any changes to the letter are directed back to the SSG editor.
- Hard copies are provided through the routing process for edits (to avoid duplicate copies circulating). The BLM will assign its own subject function code for record management.
- Once signed, a photocopy of the document with signatures and an electronic copy are sent to the BLM staff assistant for the office (e.g., 930).
- Include attachments. However, if they are only available in hard copy, reference them in the email and provide copies.

When the letter is initiated by the BLM: If necessary, administrative assistants guide the program manager in the type of template needed.

- The author generates the letter and provides routing information to the administrative assistant.
- Administrative assistants revise the correspondence to meet agency guidelines as needed. A copy is submitted to the Forest Service SSG to review before routing.
- Hard copies are provided through the routing process for edits (to avoid duplicate copies circulating).
- Once signed, a photocopy of the document with signatures and an electronic copy are sent to Jeanne Ahern or Jean A. Harris (SSG).
- Include attachments. However, if they are only available in hard copy, reference them in the email and provide copies.

SECTION 3. Use the Interagency Routing Slip.

Each agency uses the interagency routing slip to assure proper interagency validation of correspondence. This slip is kept for the record. See attached example.

SECTION 4. Distribute to Agency Mailing Lists.

Each agency mails to its own distribution list. The author determines the courtesy copy list, spelled out according to the Lotus Notes directory. Full addresses are included as needed if the distribution is outside of the BLM or Forest Service.

SECTION 5. Meet Interagency Correspondence Timelines.

The routing and review phase prior to executive team signature normally takes 3 days. Exceptions occur when key reviewers are absent without actings or when more than two agencies are signing the letter. It takes an additional day or two for signature in the executive team offices. Rush letters require hand-carrying.

SECTION 6. Questions about Interagency Correspondence.

If you have questions about the correspondence process, the following individuals are available to help.

BLM Contact Information:

OR-910	Annette Fournier	808-6026
	Juliane Tilton	808-6026
OR-930	Leah Dailey	808-6056
OR-950	Lead Assistant	808-6092

Forest Service Contact Information:

SSG	Jean Harris	808-2450
SSG	Jeanne Ahern	808-2924
SSG	Jackie Parmer	808-2919

Interagency Correspondence Clearance Slip	Originating Agency & Unit:	Date:
	BLM Staff Assistant:	FS & BLM File Designations:
	FS SSG:	
Subject:		

Instructions: Use this form to route interagency correspondence for clearance and signature. Show comments in the space provided. Please list enclosures/attachments to accompany this material.

Name, Agency & Unit	Initial	Date	Comments
(FS or BLM) Author:			
(FS or BLM) Counterpart:			
(List other reviewers as needed)			
FS QUALITY ASSURANCE BLOCK FS Director			Initials indicate FS Correspondence Handbook standards have been met.
BLM QUALITY ASSURANCE BLOCK 910 Staff Assistant			Initials indicate BLM Correspondence standards have been met.
FS Regional Forester/DRF or Acting			
BLM State Director/ASD or Acting			
Return to Originator for Processing/Mailing			

Special instructions/notes:
Enclosures/Attachments:

EXAMPLE 1 – Instruction Memorandum

United States Department of Agriculture	**Forest Service**	**R-6**	**United States Department of the Interior**	**Bureau of Land Management**	**OR/WA**

Reply Refer To: 1234 (FS)/1234 (BLM) (OR-910) **Date:**

FS-Memorandum

EMS TRANSMISSION
BLM-Instruction Memorandum No. OR-2008-
Expires: 09/30/2009

To:

Subject:

(1 blank line (2 returns) between subject and first line of text.)

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

EDWARD W. SHEPARD
State Director, Oregon/Washington
USDI Bureau of Land Management

(1 blank line (2 returns) between agency and "Attachment")

Attachment(s) *(If there is one, use "Attachment." If there is more than one, use "Attachments.")*
1 - (pp)

(1 blank line (2 returns) between Attachment and distribution/cc.)

cc:
Name
Name

BLM Distribution
WO-XXX
OR-930 (Name)

EXAMPLE 2 – Information Bulletin

United States Department of Agriculture	**Forest Service**	**R-6**	**United States Department of the Interior**	**Bureau of Land Management**	**OR/WA**

Reply Refer To: 1234 (FS)/1234 (BLM) (OR-910) **Date:**

EMS TRANSMISSION

FS-Memorandum **BLM-Information Bulletin No. OR-2008-**

To:

Subject:

(1 blank line (2 returns) between subject and first line of text.)

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

EDWARD W. SHEPARD
State Director, Oregon/Washington
USDI Bureau of Land Management

(1 blank line (2 returns) between agency and "Attachment")

Attachment(s) *(If there is one, use "Attachment." If there is more than one, use "Attachments.")*
1 - (pp)

(1 blank line (2 returns) between Attachment and distribution/cc.)

cc:
Name
Name

BLM Distribution
WO-XXX
OR-930 (Name)
Mr. Charles Brown
1234 Market St.
Seattle, WA 98765

EXAMPLE 3 – Letter FS/FWS/BLM

United States **Department of Agriculture** **Forest Service** **Region 6 / PNW**	**United States** **Department of the Interior** **Fish and Wildlife Service**	**United States** **Department of the Interior** **Bureau of Land Management** **Oregon/Washington**

Reply Refer To: 6400 (FS) /(FWS) / 2120 (BLM) (OR-910)

(4 blank lines (5 returns) to leave room for date stamp.)

Mr. John Smith *(example of address)*
Regional Administrator
General Services Administration
400 15th Street SW
Auburn, WA 98001-6599

Dear Mr. Smith:

(1 blank line (2 returns) between salutation and first line of text.)

This letter would be used when sending correspondence to an outside agency from the Forest Service, Fish and Wildlife Service, and Bureau of Land Management.

Sincerely, *(centered on page)*

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

EDWARD W. SHEPARD
State Director, Oregon/Washington
USDI Bureau of Land Management

BOV E. EAV
Station Director, Pacific NW Research Station
USDA Forest Service

DAVID B. ALLEN
Regional Director, Region 1
USDI Fish and Wildlife Service

(1 blank line (2 returns) between signature block and distribution area.)

cc:
Name
Name

BLM Distribution
WO-XXX
OR-930 (Name)

FWS Distribution

EXAMPLE 4 – Letter FS/COE/BLM

United States	**United States**	**United States**
Department of Agriculture	**Department of the Army**	**Department of the Interior**
Forest Service	**Corps of Engineers**	**Bureau of Land Management**
Region 6 / PNW	**Portland District**	**Oregon/Washington**

Reply Refer To: 6400 (FS) /(COE) / 2120 (BLM) (OR-910)

(4 blank lines (5 returns) to leave room for date stamp.)

Mr. John Smith *(example of address)*
Regional Administrator
General Services Administration
400 15th Street, SW
Auburn, WA 98001-6599

Dear Mr. Smith:

(1 blank line (2 returns) between salutation and first line of text.)

This letter would be used when sending correspondence to an outside agency from the Forest Service, Army Corps of Engineers, and Bureau of Land Management.

Sincerely, *(centered on page)*

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

THOMAS E. O'DONOVAN
Colonel, Corps of Engineers
District Engineer

BOV E. EAV
Station Director, Pacific NW Research Station
USDA Forest Service

EDWARD W. SHEPARD
State Director, Oregon/Washington
USDI Bureau of Land Management

(1 blank line (2 returns) between signature block and distribution area.)

cc:
Name
Name

BLM Distribution
WO-XXX
OR-930 (Name)

COE Distribution
Name

EXAMPLE 5 – Letter FS/BLM

U.S. Department of Agriculture/U.S. Department of the Interior
Forest Service / Bureau of Land Management
Pacific Northwest Region / Oregon State Office
333 S.W. First Avenue
Portland, Oregon 97204
http://www.fs.fed.us/r6 / http://www.or.blm.gov

IN REPLY REFER TO:
1234 (FS)/1234 (BLM) (OR-910)

(4 blank lines (5 returns) to leave room for date stamp.)

Mr. John Smith *(example of address)*
Regional Administrator
General Services Administration
400 15th Street SW
Auburn, WA 98001-6599

Dear Mr. Smith:

(1 blank line (2 returns) between salutation and first line of text.)

This letter would be used when sending correspondence to an outside agency from the Forest Service and Bureau of Land Management.

Sincerely, *(centered on page)*

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN	EDWARD W. SHEPARD
Regional Forester, Region 6	State Director, Oregon/Washington
USDA Forest Service	USDI Bureau of Land Management

(1 blank line (2 returns) between agency and "Enclosure")

Enclosure(s) *(If there is one, use "Enclosure." If there is more than one, use "Enclosures.")*

(1 blank line (2 returns) between enclosure and distribution/cc.)

cc:	BLM Distribution
Name	WO-XXX
Name	OR-930 (Name)

EXAMPLE 6 – Internal Memo for FS & BLM

U.S. Department of Agriculture/U.S. Department of the Interior
Forest Service / Bureau of Land Management
Pacific Northwest Region / Oregon State Office
333 S.W. First Avenue
Portland, Oregon 97204
http://www.fs.fed.us/r6 / http://www.or.blm.gov

IN REPLY REFER TO:
1234 (FS)/1234 (BLM) (OR-910)

(4 blank lines (5 returns) to leave room for date stamp.)

Memorandum

(1 blank line (2 returns) between "Memorandum" and "To".)

To:

Subject:

(1blank line (2 returns) between subject and first line of text.)

This memorandum would be used for internal Forest Service and Bureau of Land Management correspondence to employees, DSDs, DMs, Staff, Branch Chiefs, Directors, Forest and Deputy Forest Supervisors.

Sincerely, *(centered on page)*

(4 blank lines (5 returns) between last line of text and signature blocks.)

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

EDWARD W. SHEPARD
State Director, Oregon/Washington
USDI Bureau of Land Management

(1 blank line (2 returns) between agency and "Attachment.")

Attachment(s) *(If there is one, use "Attachment." If there is more than one, use "Attachments.")*

(1 blank line (2 returns) between Attachment and distribution/cc.)

cc:
Name
Name

BLM Distribution
WO-XXX
OR-930 (Name)
Mr. Charles Brown
1234 Market St.
Seattle, WA 98765