

## FOREWORD

1. Purpose. This informational pamphlet prescribes local policies, procedures, and standard formats for preparing and processing Army correspondence. The prescribing regulation is AR 25-50, Preparing and Managing Correspondence.
2. Objectives. The objectives are to:
  - a. Create a standard of excellence for written communication in the Army.
  - b. Provide clear instructions for the preparation of all correspondence.
  - c. Reduce the time needed for training in this area.
  - d. Reduce the cost of preparing correspondence.
  - e. Standardize the preparation and distribution of correspondence.
3. Applicability. This pamphlet applies to the Little Rock District.

  
CHARLES C. MCCLOSKEY III  
Colonel, Corps of Engineers  
District Engineer

FOREWARD

ADDRESS FOR SWD

Commander, Southwestern Division, ATTN: OFFICE SYMBOL (no street address needed)

ADDRESS FOR DISTRICTS IN SWD

Commander, Albuquerque District, ATTN: OFFICE SYMBOL (no street address needed)

Commander, Fort Worth District, ATTN: OFFICE SYMBOL (no street address needed)

Commander, Galveston District, ATTN: OFFICE SYMBOL (no street address needed)

These all go by consolidated (bulk) mail so no envelopes are needed.

OTHER DIVISIONS OR DISTRICTS

When addressing other divisions or districts outside Southwestern Division, use the full address.

Commander  
U.S. Army Engineer District, Omaha  
215 North 17th Street  
Omaha, NE 68102-4978

Exceptions are Memphis District and Vicksburg District; the Mail Room has address stamps and will send it bulk mail.

ADDRESS FOR USAGE

Commander  
U.S. Army Corps of Engineers  
ATTN: OFFICE SYMBOL  
20 Mass. Ave., NW.  
Wash., DC 20314-1000

**HELPFUL HINTS**

SIGNATURE BLOCKS USING DISTRICT ENGINEER OR COMMANDING

Use District Engineer on all correspondence except memorandums going out of the District. On memorandums going out of the District use Commanding.

Memorandums

XXXXX X. XXXXXX  
Colonel, Corps of Engineers  
Commanding

YYYYY Y. YYYYYY  
LTC, Corps of Engineers  
Deputy Commander

Letters

Sincerely,

Xxxxxx X. Xxxxxx  
Colonel, Corps of Engineers  
District Engineer

Sincerely,

Yyyyy Y. Yyyyy  
LTC, Corps of Engineers  
Deputy District Engineer

NOTE: All military correspondence, with the exception of informal memorandums, signed by anyone other than the District Engineer should have a command line as follows:

FOR THE COMMANDER:

### STAFFING

Staffing is also called routing or ladder. It is put on the yellow copy and all copies behind; i.e., blue and white.

The first name is the originator with a / and the initials of the typist. Under that would be the document number (optional) and telephone extension. Skip a few lines and put the names of the supervisor, section chief, branch chief, division chief, DDE for Prog Mgt or Deputy District Engineer, District Engineer, Mail Room (to mail original correspondence with enclosures), then originating office.

### ENVELOPES

Do not type envelopes for any District within the Southwestern Division, Memphis District, Vicksburg District, and all field offices, since the Mail Room sends it in bulk form.



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

Released by District Engineer, Little Rock (CESWL-ZA), for information 20 Aug 90.  
FOR THE DISTRICT ENGINEER:  
DISTRIBUTION: E  
Date  
J. T. CLEMENTS, JR.  
Chief, Information Management Office

1  
2  
1  
2  
3  
1  
2  
1  
2  
3  
1  
2  
3  
4  
5

OFFICE SYMBOL (MARKS Number)

MEMORANDUM FOR XXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: Preparation of a Side Endorsement

1. Information contained in this letter usually will be something of importance to District employees.
2. It is, therefore, side endorsed.

SIGNATURE BLOCK  
XXXXXXX, XXXXX xx XXXXXXXXXXXX  
XXXXXX xx XXXXX

SIDE ENDORSEMENT

<b>CONVERSATION RECORD</b>			TIME 0900	DATE 4 September 1990
TYPE	<input type="checkbox"/> VISIT	<input type="checkbox"/> CONFERENCE	<input checked="" type="checkbox"/> TELEPHONE	
Location of Visit/Conference:			<input checked="" type="checkbox"/> INCOMING <input type="checkbox"/> OUTGOING	
NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU		ORGANIZATION (Office, dept., bureau, etc.)	TELEPHONE NO.	
H. W. Hammersla		Pine Bluff Res Ofc	534-0451	
SUBJECT Preparation of Conversation Record, OF 271				
SUMMARY				

1. Use OF 271 to record summaries of conversations for record purposes. This form replaces DA Form 751.
2. This form and the Memorandum for Record differ in the following aspects:
  - a. OF 271 is used primarily to record telephone or verbal conversations for which no record previously existed. It is possible that an action may be accomplished as a result of several phone calls and conversations at different times, each recorded on OF 271. Upon completion of that action, it may be desirable to prepare a Memorandum for Record condensing all information from the OF 271 Forms.
  - b. The language used on OF 271 may be informal and brief. Authorized abbreviations may be used. The Memorandum for Record should be more complete.
3. Use bond paper for continuation sheets.
4. Do not make yellow and blue copies.

**ACTION REQUIRED**

NAME OF PERSON DOCUMENTING CONVERSATION	SIGNATURE	DATE
H. W. Hammersla		

**ACTION TAKEN**

SIGNATURE	TITLE	DATE

# CONVERSATION RECORD



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

1  
2

August 27, 1990

Construction-Operations Division  
Construction Branch

Mr. Joe Brown  
Chairman  
Orange County Levee Board  
123 South Main  
North Little Rock, Arkansas 72118-0123

Dear Mr. Brown:

The letter is used for official business with non-Department of Defense (DOD) and DOD civilians and military members addressed by name. Use the letter also when corresponding with a private citizen, civilian agencies, and other Government agency officials, including State and local.

Adjust margins so that letter is framed on the page. Do not justify right margin. Generally, allow left and right margins 1 to 1-1/2 inches or more. Use white letterhead stationery for the first page. Generally, a one-page letter should end at about 1-1/2 inches from the bottom of the page. When preparing more than one page, leave at least a 1-inch margin at the bottom.

Center the date in civilian style two lines below the letterhead.

Spell out the office name two lines below "REPLY TO ATTENTION OF" line.

The address is blocked at the left margin generally five lines below the office name. Evenly space the letter on the page. Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, U.S., P.O. Box, Mr., Mrs., Dr., Jr., Sr., 2d., II, III, Ret., and the points of the compass: NE., NW., SE., and SW. Always spell out state names.

Type the salutation on the second line below the last line of the address.

The text begins on the second line below the salutation. It is single spaced with double spacing between paragraphs. Do not number paragraphs. Avoid subparagraphs when possible. When using one subparagraph, indent four spaces, type the dash on the fifth space, space twice, and begin typing. When more than one subparagraph is needed, use letters of the alphabet (a, b, c). Indent four spaces and begin typing on the fifth.

LETTERS

1  
2  
1  
2

1  
2  
3  
4  
5

If more than one page is needed, type a minimum of two lines on the continued page. Use bond paper for the continuation page. The page number with a dash on each side of it is centered on the fifth line from the top edge of the paper. The text begins on the fifth line below the page number.

A letter ALWAYS has a complimentary close. This begins at the center of the page, two lines below the last line of the letter. Sincerely, is standard.

The signature block in upper and lower case begins on the fifth line below the closing.

Enclosures or attachments will be listed at the left margin on the second line below the signature block. Be sure enclosures or attachments are fully identified in the text. If more than one enclosure or attachment, use the plural form.

Type Copy Furnished two lines below enclosure line or signature block, whichever is last. List as shown below.

1  
2  
1  
2  
3  
4  
5

Sincerely,

James W. Marlow, P.E.  
Chief, Construction-Operations  
Division

1  
2  
1  
2

Enclosures

Copy Furnished:

Mr. Jonathan Livingston Seagull, 12345 Washington Avenue, NW.,  
Washington, DC 10000



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

1  
2

August 29, 1990

Contracting Division

SUBJECT: Letter with Subject Line

Mrs. Monica Smith  
639 Broadway  
Little Rock, Arkansas 72201

Dear Mrs. Smith:

Only use subject line on letters when it is absolutely necessary and when they will serve a useful purpose such as dealing with contracts or procurement actions.

When you need more than one line for the subject, begin the second line flush with the left margin.

Use only one subject and write the subject in 10 words or less, if possible. Type the word SUBJECT in upper case letters followed by a colon.

Sincerely,

Ian Snyder  
Chief, Contracting Division

Enclosure

1  
2  
1  
2

1  
2  
1  
2  
3  
4  
5

1  
2

20 August 1990

MEMORANDUM FOR Chief, Resource Management Office

SUBJECT: Same Page Endorsement to Informal Memorandum

Type endorsements on the same page if there is sufficient space at the end of a memorandum or the preceding endorsement to type an entire endorsement (including signature block). Omit the office symbol, date, MARKS number, and subject of the basic memorandum. Do not type endorsements on the signature page of a multipage memorandum or a multipage preceding endorsement. Use a separate page endorsement.

1  
2  
3  
4  
5  
3 Encls

H. ESTUS WALKER, P.E.  
Chief, Engineering Division

- 1. AR 25-50
- 2. Memo, CESWL, 4 Jun 90
- 3. Memo, CESWD, 8 Aug 90

1  
2  
1  
2  
3  
1  
2  
1  
2  
3  
CESWL-RM 1st End

Dixson/bc/378-6611

Chief, Resource Management Office 31 Aug 90

FOR Chief, Engineering Division, ATTN: CESWL-ED-MC

1. Show the office symbol of the preparing office followed by endorsement number. Ending at the right margin type the action officer, typist's initials, and telephone number of the action officer.

2. The return address, or address of the endorsing office, is typed on the third line below the office symbol and the date is typed three spaces after the address. When an endorsement is going outside the District use the full return address; i.e., DA, Little Rock District, Corps of Engineers, P.O. Box 867, Little Rock, Arkansas 72203-0867. The date is typed three spaces from the zip code.

3. See chapter 5 of AR 25-50 and figures 2-14 and 2-15 for listing of enclosures.

1  
2  
3  
4  
5  
3 Encls  
wd Encl 3  
1-2 nc

OREN YATES  
Chief, Resource Management Office

6  
7  
8  
1  
1  
2  
3  
1  
2  
1  
2  
3

CESWL-ZA (CESWD-ZA/11 Dec 90) (340-1c) 1st End COL McCloskey/  
ab/740-5531  
SUBJECT: Preparing a Formal First Endorsement

DA, Little Rock District, Corps of Engineers, P.O. Box 867,  
Little Rock, Arkansas 72203-0867 20 December 1990  
FOR Commander, Southwestern Division

1. The format of the body and the closing of an endorsement is the same as for the basic memorandum.
2. Type the preparer's office symbol at the left margin on the eighth line from the top of the page. Space twice and type the office symbol and date of the basic memorandum in parentheses. Space twice and type the MARKS number in parentheses. Space twice and type the endorsement number.
  - a. Place the writer's name, typist's initials, and the action officer's telephone number on the same line as the endorsement number, ending at the right margin. If this cannot be typed on a single line, continue on the next line flush with the left margin.
  - b. When you use a suspense date, type or stamp it on the sixth line from the top of the page preceded by an "S:", ending at the right margin. You may also place suspense dates in the body of the correspondence, preferably in the last paragraph.
3. Type the subject at the left margin on the next line below the office symbol. If the subject cannot be typed on a single line, continue the subject flush with the left margin.
4. The address of the endorsing office serves as a return address. Type it at the left margin on the third line below the subject. Stamp or type the date approximately three spaces after the ZIP code of the endorsing office.
5. Type "FOR" on the second line below the last line of the endorsing office address. Type the FOR address one space after the "FOR". If the FOR address extends beyond one line, start the second line under the third letter of the first word after FOR.

CHARLES C. McCLOSKEY III  
Colonel, Corps of Engineers  
District Engineer

6  
7  
8  
1  
2  
3  
1  
2  
1  
2  
1  
2  
1  
2  
3

CESWL-PL (CESWL-ED/10 Aug 90) (MARKS Number) 1st End Moix/sh/378-5606  
SUBJECT: Separate Page, Informal 1st Endorsement, with Two THRU Addresses

Chief, Planning Division 15 Aug 90

THRU Chief, Engineering Division

Deputy District Engineer

FOR District Engineer

1. An endorsement is a reply or forwarding statement added to a memorandum. It continues a chain of correspondence. The original memorandum is called the basic, then the 1st End, 2d, 3d, etc. Do not endorse a multiple memorandum (one that has more than one addressee). An endorsement does not have a reference because it continues as one set of correspondence.

2. The office symbol, the symbol and date of the basic communication, and the endorsement number are typed on the eighth line from the top of the paper, beginning at the left margin. The subject of the basic is typed on the next line, also at the left margin. The return address is typed on the third line below the subject.

3. Use the same format for the continuation page of an endorsement as the continuation page of a memorandum.

4. Number pages consecutively; i.e., if the basic had two pages, the 1st End would be numbered "3."

1  
2  
3  
4  
5

KEN W. CARTER  
Chief, Planning Division

This is an example of the courtesy or file copy of a same page endorsement. Type the subject of the basic two lines above the office symbol. Two spaces to the right of the endorsement number, the basic symbol and date will be typed in parentheses.

SUBJECT: Same Page Endorsement to Informal Memorandum

CESWL-RM 1st End (CESWL-ED/20 Aug 90)

Dixson/bc/378-6611

Chief, Resource Management Office 31 Aug 90

FOR Chief, Engineering Division, ATTN: CESWL-ED-MC

1. Show the office symbol of the preparing office followed by endorsement number. Ending at the right margin type the action officer, typist's initials, and telephone number of the action officer.
2. The return address or address of the endorsing office, is typed on the third line below the office symbol and the date is typed three spaces after the address or zip code.
3. See chapter 5 of AR 25-50 and figures 2-14 and 2-15 for listing of enclosures.

3 Encls  
wd Encl 3  
1-2 nc

OREN YATES  
Chief, Resource Management Office

1  
2  
1  
2  
3  
1  
2  
1  
2  
3

1  
2  
3  
4  
5

## ENDORSEMENTS

Memorandums from HQUSACE and SWD are answered by endorsement if they are not multiple memorandums. A multiple memorandum is answered with a memorandum, making reference to it in the first paragraph.

Assemble an endorsement in the following order:

### First clip

- Original of outgoing endorsement
- Courtesy copy
- Basic letter (original)
- Previous endorsements, in numerical order beginning with the first
- Enclosures

### Second clip

Copies furnished, with enclosures, if any

### Third clip

- Yellow copy, signature page on top - staffed
- Copy of basic
- Copy of previous endorsements
- Any extra copies of enclosures, in numerical order (Enclosures which are to be withdrawn are placed here)
- Blue copy and any supporting papers for record
- White copy for originator, with copies of basic, etc., if desired



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

S: Suspense Date

CESWL-CO (MARKS Number)

Date

MEMORANDUM FOR Commander, Southwestern Division, ATTN: CESWD-CO

SUBJECT: Preparation of a Formal Memorandum Showing A Continuation Page

1. The formal memorandum will be used for correspondence with and between activities of the Departments of the Army, Navy, and Air Force, and the Department of Defense agencies.
2. The office symbol and MARKS number (in parentheses) is placed two lines below the words "REPLY TO ATTENTION OF" on the letterhead at the left margin. The date is typed on the same line, ending at the right margin. The standard margin is 1 inch for both the left and right margins.
3. Type MEMORANDUM FOR on the third line below office symbol. If the address extends more than one line, begin the second line under the third letter of the first word after MEMORANDUM FOR. The address may be in upper and lower case type or all upper case type. Be consistent and do not mix the two type styles.
4. The subject is typed two lines below MEMORANDUM FOR line. Capitalization rules for the subject are the same as those for a title. If two lines are necessary, begin the second line at the left margin.
5. The first paragraph of the text begins at the left margin on the third line below the last line of the subject. Paragraphs are single spaced with double spacing between. Paragraphs are numbered consecutively if there are two or more. A single paragraph is not numbered, though its subdivisions are lettered. Subdivisions are discussed in preparation of an informal memorandum.
6. When typing the continuation page, type the office symbol at the left margin on the eighth line from the top edge of the paper. The subject is typed one line below the office symbol. The text begins three lines below the last line of the subject. Rules to observe when you have a continuation page are shown below.

1  
2  
1  
2  
3  
1  
2  
1  
2  
3

6  
7  
8  
1  
2  
3

CESWL-CO

SUBJECT: Preparation of a Formal Memorandum Showing A Continuation Page

- a. Do not divide a paragraph of three lines or less.
  - b. When dividing a sentence between pages, include at least two words on each page.
  - c. Do not hyphenate a word between pages.
  - d. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, place it alone on the continuation page with the authority line and signature block.
7. When used, the authority line (or command line) "FOR THE COMMANDER:" is typed at the left margin on the second line below the last line of the text. This line will be used unless the Commander or Acting Commander signs the correspondence.
8. Type the signature block on the fifth line below the authority line or the last line of the text beginning in the center of the page. The first line of the signature block is all upper case. The second line and, if necessary, third is upper and lower case.
9. Enclosures (if any) are shown at the left margin on the first line of the signature block. When enclosures are identified in the body of a memorandum, for example, "Enclosed are copies of AR XX- and AR XXX-XX," the total number is as shown below. If enclosures are not identified in the body of the letter, the total number is shown and each is identified. Make full use of authorized abbreviations. The term "attachments" is not appropriate for use in memorandums.
10. Center the page number 1 to 1-1/2 inches from the bottom of the page. Do not number the first page of a memorandum.
11. Copies furnished will be shown two lines below the last line of the signature block and may be abbreviated.

1  
2  
1  
2  
3  
4  
5

FOR THE COMMANDER:

2 Encls

JAMES W. MARLOW, P.E.  
Chief, Construction-Operations  
Division

CF:  
Chief, Engrg Div  
Chief, Plng Div

6  
7  
8  
1  
2  
3  
1  
2  
1  
2  
3

CESWL-ZP (MARKS Number)

Date

MEMORANDUM FOR Chief, Information Management Office

SUBJECT: Preparation of an Informal Memorandum

1. The informal memorandum will be used for correspondence within the District. It will be used in lieu of the Disposition Form, DA Form 2496.
2. All lines of paragraphs begin at the left margin. First subdivisions are designated by the letters of the alphabet and indented four spaces.
  - a. When a paragraph is subdivided, there must be at least two subparagraphs of the same subdivision.
  - b. For example, if there is a subparagraph "a" there must be a subparagraph "b."
    - (1) Second subdivisions of paragraphs are indented eight spaces and are designated by numbers in parentheses, for example (1), (2), (3).
    - (2) If there is a (1) there must be a (2).
      - (a) Third subdivisions of paragraphs are indented eight spaces and are designated by letters in parentheses, for example (a), (b), (c).
      - (b) If there is an (a) there must be a (b).
      - (c) Do not subdivide beyond the third subdivision.
3. Follow the same format as the formal memorandum except type the informal memorandum on the eighth line of bond paper.
4. A command line will not be used on informal memorandums.

1  
2  
3  
4  
5

- 2 Encls
1. DD 1556
  2. Request for Action

DAVID L. BURROUGH  
Deputy District Engineer for Project  
Management



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

1  
2  
1  
2  
3  
1  
2  
1  
2  
1  
2  
1  
2  
1  
2  
3

CESWL-ED (MARKS Number)

Date

MEMORANDUM THRU

Chief, Real Estate Division

Deputy Commander

FOR Commander, Southwestern Division, ATTN: CESWD-IM

SUBJECT: Preparation of a THRU Memorandum with Two Addressees

1. A THRU memorandum is used to keep the THRU addressee informed or to provide him or her with the opportunity to comment or approve.
2. Memorandums should not be addressed to more than two THRU addressees. However, in some cases where more than two THRU addressees are absolutely necessary, list each additional addressee in the same manner as shown above.

1  
2  
1  
2  
3  
4  
5

FOR THE COMMANDER:

2 Encls

1. AR 25-50
2. AR 310-50

H. ESTUS WALKER, P.E.  
Chief, Engineering Division

1  
2

CF:  
CESWT-DE  
CESWF-DE (w/o encls)

6  
7  
8  
1  
2  
3  
1  
2  
1  
2  
3

CESWL-ED-HW (MARKS Number)

Date

MEMORANDUM FOR RECORD

SUBJECT: Memorandum for Record

1. A Memorandum for Record (MFR) is normally prepared on white bond paper. It is used primarily for "record" purposes." Usually it is a summary of correspondence of actions taken.
2. Limit the MFR to one page if possible. If a second page is required, prepare in the same manner as the continuation page of a memorandum.
3. The MFR may also be typed or handwritten on the bottom of all record or file copies. This procedure saves paper and filing space and ensures that all information pertaining to that subject is located together. When MFRs are placed on the bottom of record or file copies, use an abbreviated form. Begin type two lines below the last line of the correspondence. Omit the office symbol, MARKS number, date, and subject line. Two lines below MFR, begin typing the text.
4. There will be no command line for the MFR. Anyone may prepare and sign an MFR.

1  
2  
3  
4  
5

MERRILL M. OSBORN  
Chief, Hydrologic Engineering Section



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

1  
2 OFFICE SYMBOL (MARKS Number) Date  
1

2  
3 MEMORANDUM THRU  
1

2 Chief, Real Estate Division  
1

2 Chief, Acquisition Branch  
1

2 FOR Mr. John Smith  
1

2 SUBJECT: Letter of Appreciation, Memorandum Format  
1

2  
3 1. This memorandum is used to show appreciation or commendation for DA employees and is prepared in the same manner as a memorandum. Letters of appreciation should be signed by the District Engineer. Use the letter format to show appreciation for other DOD or non-DOD individuals.

2. If a second page is required, prepare in the same manner as the continuation page of a memorandum.

1  
2  
3  
4  
5 SIGNATURE BLOCK  
Colonel, Corps of Engineers  
District Engineer

1  
2 CF:  
Official Personnel File



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

(Office name omitted on original and courtesy copies to the congressional delegates. Office name will be included on all other copies.)

(This space can vary depending on the length of the letter.)

Honorable David H. Pryor  
United States Senate  
Washington, D.C. 20510-0402

Dear Senator Pryor:

A congressional letter will be signed only by the District Engineer or Acting District Engineer. It will have a CONGRESSIONAL cover sheet to indicate that it is for a Member of Congress and is to be given immediate attention. Congressional mail will be answered within five working days.

Pen and ink corrections are not authorized on congressional mail. Only when specifically directed by the congressional office will a reply be addressed to a specific person; then a copy furnished would go to the Washington office.

Two courtesy copies are always required; one for the original letter and one to be sent to the congressman's local office. The original and two courtesy copies will not show an office name. Copies furnished (excluding copy furnished to local office) and file copies will show the office name. Tissue letterhead will be used for courtesy copies and copies furnished.

Paragraphing and spacing is the same as for a letter.

Type the congressman's local office address on all copies including the original. ALL OTHER COPIES FURNISHED WILL NOT BE SHOWN ON THE ORIGINAL, COURTESY, OR LOCAL OFFICE COPY. Always type a copy furnished to CESWD-PA.

Sincerely,

Charles C. McCloskey III  
Colonel, Corps of Engineers  
District Engineer

Copy furnished:  
Honorable David H. Pryor, United States Senator, 3030 Federal Office Building,  
Little Rock, Arkansas 72201 w cy incom corres  
CDRUSACE (Office Symbol) w cy incom corres  
CDR, CESWD, ATTN: CESWD-XX-X w cy incom corres  
CDR, CESWD, ATTN: CESWD-PA w cy incom corres  
CDR, CESWL w cy incom corres  
Res Engr, Table Rock w cy incom corres

CONGRESSIONALS

When preparing multiple congressionals, run one full set; i.e., original, courtesy, local office, all copies furnished, file copies (yellow, blue, white, etc.). On file copies, type "Same letter sent to Honorables David H. Pryor, Bill Alexander, etc., etc." For the other congressmen run an original and courtesy.

Show SWD copies furnished on the HQUSACE copy furnished.

SWL copies furnished are not shown on HQUSACE and SWD copies furnished.

Always type an envelope to HQUSACE.

SENATORS AND REPRESENTATIVES AND HOW TO ADDRESS THEM

ARKANSAS

SENATORS

- (D) Honorable Dale Bumpers                      Honorable Dale Bumpers                      Dear Senator B:  
United States Senate                      United States Senator  
Washington, D.C. 20510-0401              2527 Federal Office Building  
Little Rock, Arkansas 72201
- (D) Honorable David H. Pryor                      Honorable David H. Pryor                      Dear Senator P:  
United States Senate                      United States Senator  
Washington, D.C. 20510-0402              3030 Federal Office Building  
Little Rock, Arkansas 72201

HOUSE OF REPRESENTATIVES

- D-1 Honorable Bill Alexander                      Honorable Bill Alexander                      Dear Mr. A:  
House of Representatives                      Representative in Congress  
Washington, D.C. 20515-0401              211-A Gathings Federal Building  
615 South Main  
Jonesboro, Arkansas 72401-2893
- D-2 Honorable Ray Thornton                      Honorable Ray Thornton                      Dear Mr. T:  
House of Representatives                      Representative in Congress  
Washington, D.C. 20515-0402              1527 Federal Office Building  
Little Rock, Arkansas 72201-3270
- D-3 Honorable John Paul Hammerschmidt (Prefers no local office copy)              Dear Mr. H:  
House of Representatives  
Washington, D.C. 20515-0403
- D-4 Honorable Beryl Anthony, Jr.                      Honorable Beryl Anthony, Jr.                      Dear Mr. A:  
House of Representatives                      Representative in Congress  
Washington, D.C. 20515-0404              2521 Federal Building  
100 East 8th Avenue  
Pine Bluff, Arkansas 71601-5098

MISSOURI

SENATORS

- (R) Honorable John C. Danforth      Honorable John C. Danforth      Dear Senator D:  
United States Senate      United States Senator  
Washington, D.C. 20510-2501      705 Plaza Towers  
1736 East Sunshine  
Springfield, Missouri 65804
- (R) Honorable Christopher Bond      Honorable Christopher Bond      Dear Senator B:  
United States Senate      United States Senator  
Washington, D.C. 20510-2502      708 Plaza Towers  
1736 East Sunshine  
Springfield, Missouri 65804

HOUSE OF REPRESENTATIVES

- R-7 Honorable Melton D. Hancock      Honorable Melton D. Hancock      Dear Mr. H:  
House of Representatives      Representative in Congress  
Washington, D.C. 20515-2507      322-B East Pershing  
Springfield, Missouri 65806
- R-8 Honorable Bill Emerson      Honorable Bill Emerson      Dear Mr. E:  
House of Representatives      Representative in Congress  
Washington, D.C. 20515-2508      339 Broadway  
Cape Girardeau, Missouri 63701-7376

GOVERNORS AND HOW TO ADDRESS THEM

- (D) ARKANSAS      Honorable Bill Clinton      Dear Governor C:  
Governor of Arkansas  
State Capitol  
Little Rock, Arkansas 72201
- (R) MISSOURI      Honorable John Ashcroft      Dear Governor A:  
Governor of Missouri  
Jefferson City, Missouri 65101