CHAPTER 22-40

PRINTING AND USE OF LETTERHEAD AND MEMORANDUM STATIONERY

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22-40-00 PURPOSE

This chapter sets forth Department policy on the printing and use of letterhead and memorandum stationery.

22-40-10 DEFINITIONS

A. Letterhead Stationery

1. Embossed Letterhead Stationery

Embossed letterhead stationery is stationery of highest quality paper. It contains the embossed Department seal and identifying letterhead designation.

2. Printed Letterhead Stationery

Printed letterhead stationery is stationery that uses good quality paper. It contains the printed Department seal and information identifying the organization.

B. Memorandum Stationery

Memorandum stationery is stationery that uses paper of poorer quality than that used for letterhead. It contains the printed designation "MEMORANDUM" and the printed designation of the Department and operating agency. (See Exhibits X22-40-6 - X22-40-8).

22-40-20 PRINTING AND USE OF INDICIA

A. Embossed Letterhead Stationery

The use of embossed letterhead is limited to letters for the signature of the Secretary.

B. Printed Letterhead Stationery

1. Officers and officials, other than the Secretary, shall use the printed letterhead. Organizational designations down to and including the bureau level may be printed on standard letterhead stationery. Organizational designations below the bureau level, where used, shall be typed on a letterhead at the time a letter is prepared. In organizational designations where an address is included, the ZIP code must be indicated.

(22-40-20B continued)

2. Regional offices and field installations which have a sizeable volume of regular public contacts may print their office name and address on the letterhead.

3. All elements of the Office of the Secretary, other than the Secretary and Under Secretary, shall use letterhead bearing the printed designation "Office of the Secretary." Any additional organizational nomenclature, where required, shall be typed on a letterhead when a letter is prepared.

4. Exhibits X22-40-1 through 4 illustrate approved standards for letterhead format, style, and type face. Blue ink shall be used for all letterhead stationery. (Printing Management Manual Exhibit X1-30-1 contains printing standards and specifications.)

C. Memorandum Stationery

In addition to the general designation "United States Government Memorandum," the organizational designation down to and including the bureau level may be printed on memorandum stationery. Organizational designations below the bureau level, where used, shall be typed on the memorandum stationery at the time a memorandum is prepared.

D. Continuation Sheets

Printing is not authorized on continuation sheets used with letterhead or memorandum stationery.

E. Manifold Sheets

Manifold sheets, commonly called tissues, are used in making carbon copies. Tissues containing printed letterheads are used in making carbon copies that are sent outside the Department when identification of the organization is necessary. The printing is in the same format and ink color as used on regular letterheads. Printing is not authorized on tissues used for internal copies of correspondence, including continuation sheets. The printing on the official file box copy has been approved by the Bureau of the Budget.

F. Envelopes (Mailing)

1. Envelopes used for correspondence signed by the Secretary should match the letterhead.

(22-40-20F continued)

2. Envelopes used by offices and officials (other than the Secretary) shall have the following notation printed in the upper left corner:

Department of
Health, Education, and Welfare
Washington, D. C. 20201

Official Business

3. Envelopes used by all offices outside Washington shall have the following basic notation printed in the upper left corner:

Department of
Health, Education, and Welfare
(Insert appropriate address)

Official Business

The "Appropriate Address" must include the ZIP code.

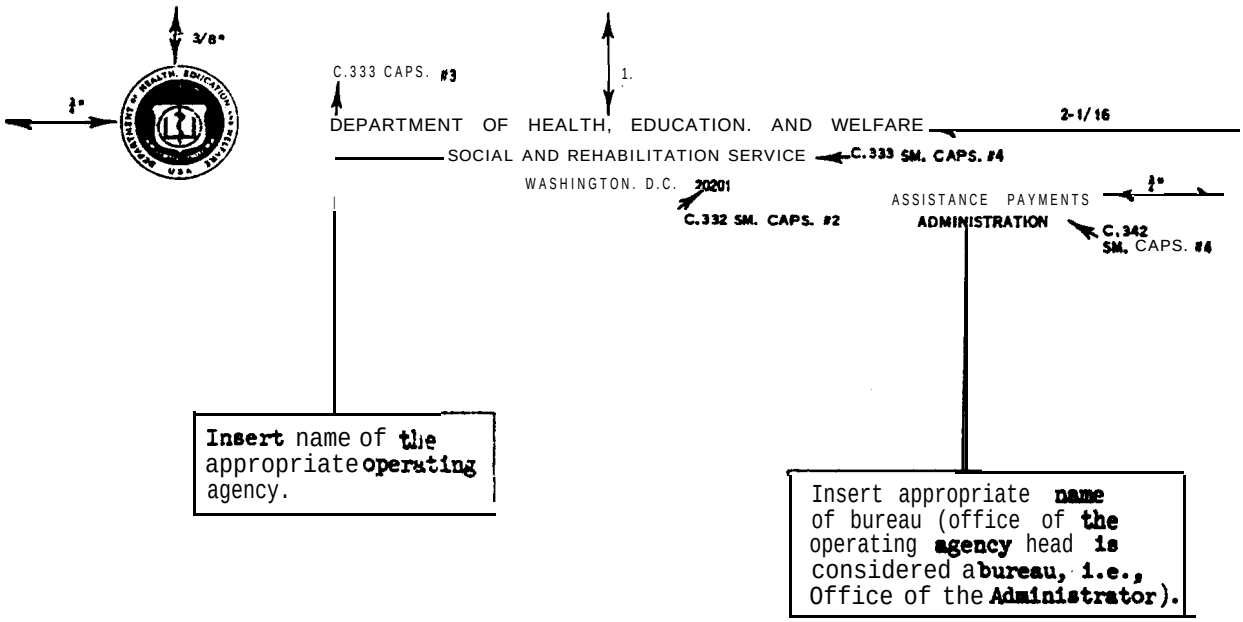
22-40-30 FORM LETTERS, SPECIMEN LETTERS, AND OTHER REPRODUCED MATERIAL

1. In those instances in which letterheads are used on form letters, specimen letters, and other reproduced material, the offices concerned shall use the same format, style, type face, and type size as described in Section 22-40-20.

2. In the interest of economy black ink may be used in these instances for both the letterhead and the body of the material.

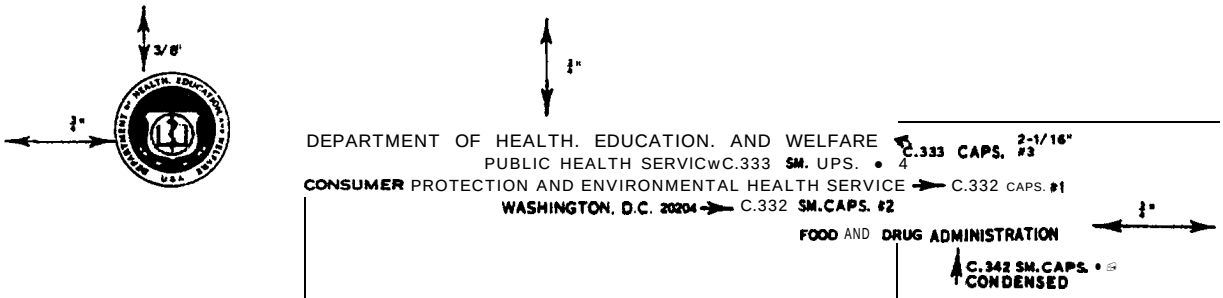
22-40-40 REQUESTS FOR DEVIATION

Requests for deviation from any provisions of this chapter shall be made in writing to the Deputy Assistant Secretary for Administration (Management Systems).



Use the local postal address of the agency or bureau headquarters if located outside Washington, D. C. (i.e., Baltimore, Md. 21235).

For specifications relative to ink color, trim sizes, paper standards, see Printing Management Manual Chapter 1-30, and Printing Management Manual Circular HEW-4.



Insert the name of the appropriate operating agency.

Insert appropriate name of bureau (office of the operating agency head is considered a bureau, i.e., Office of the Commissioner).

Use the local postal address of the agency or bureau headquarters if located outside Washington, D.C. (i.e., Baltimore, Md. 21235).

For specifications relative to ink color, trim sites, paper standards, see Printing Management Manual Chapter l-30, and Printing Management Manual Circular HEW-4.

3/8"

1"

C.333 CAPS. #3"

1"

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

2-1/16"

REGION1

c.333 SM. CAPS. #4"

JOHN F. KENNEDY FEDERAL BUILDING
GOVERNMENTCENTER
BOSTON, MASSACHUSETTS 02203

SOCIAL AND REHABILITATION SERVICE

1"

C.342. SM.CAPS. #4" CONDENSED

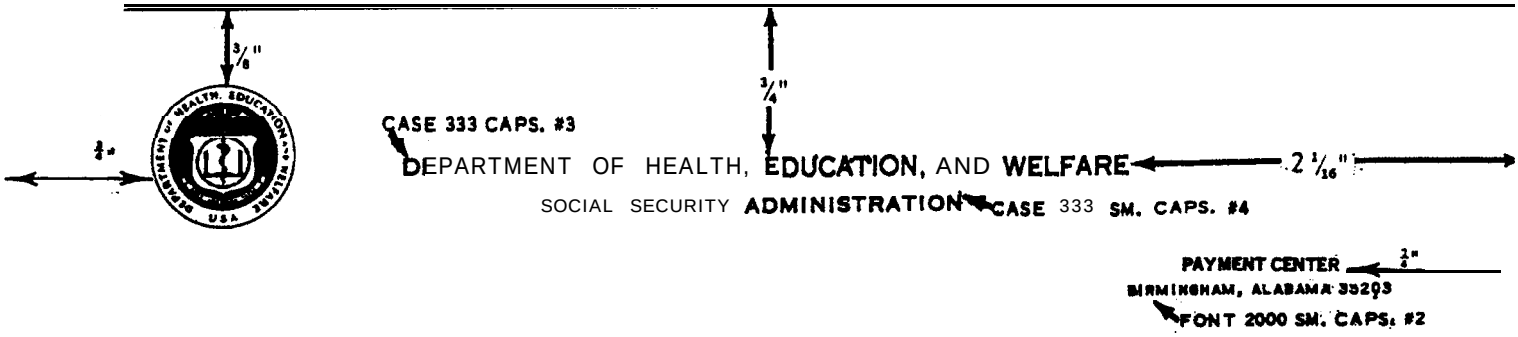
Insert appropriate regional office number and mailing address. Use Roman numerals to identify regions.

Insert the appropriate entry:

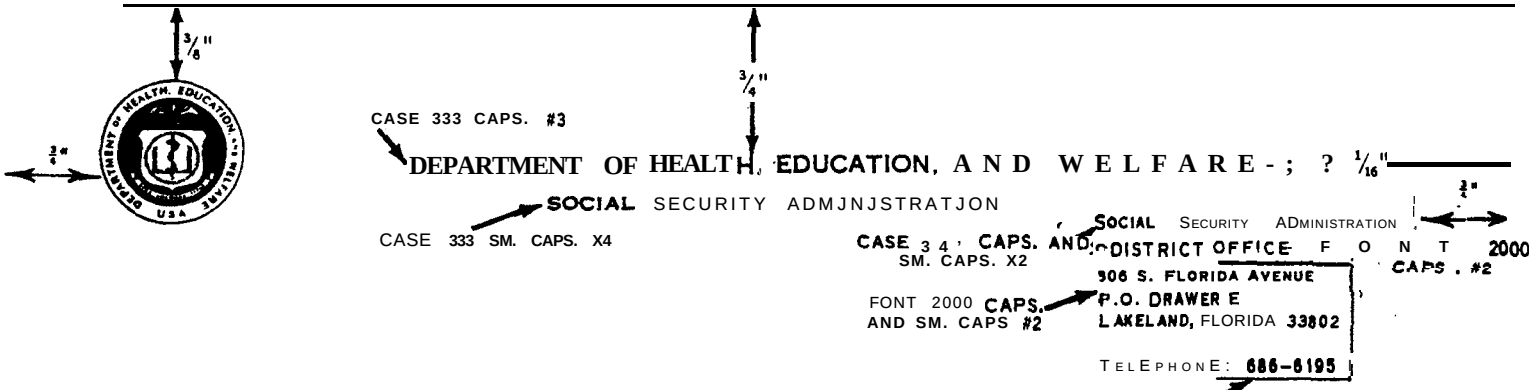
Office of the Regional Director
Social and Rehabilitation Service
Public Health Service
Social Security Administration
Office of Education

- Recommended typo styles and sizes.

For specifications relative to ink color, trim sites, paper standards, see Printing Management Manual Chapter 1-30, and Printing Management Manual Circular HEW-4.

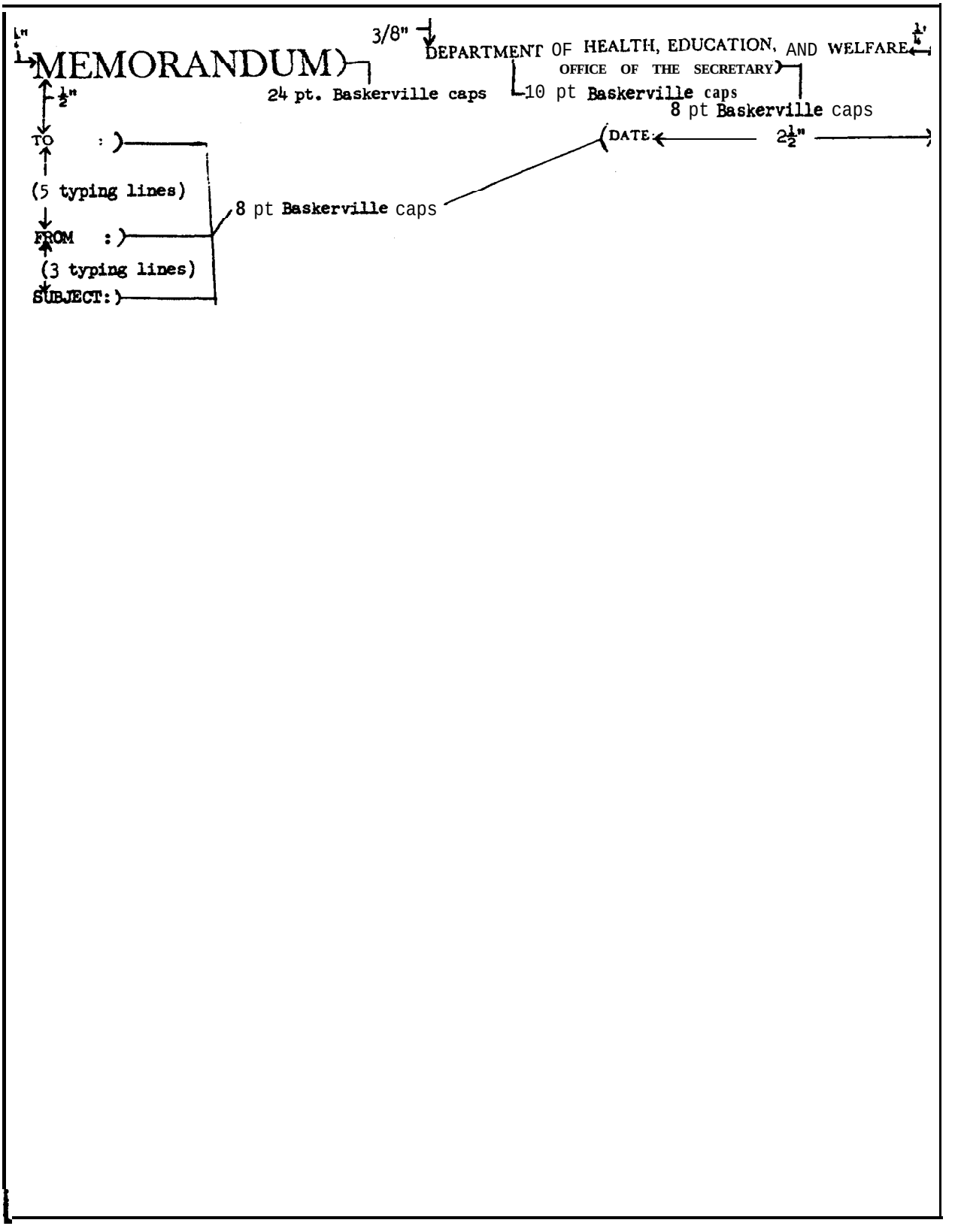


For specifications, relative to ink color, trim sizes, paper standards, see Printing Management Manual Chapter 1-30, and Printing Management Manual Circular HEW-4.



Insert appropriate address (and telephone number where necessary) of field installations which have a sizeable volume of public contacts.

For specifications relative to ink color, trim sizes, paper standards, see Printing Management Manual Chapter I-30, and Printing Management Manual Circular HEW-4.


1"
MEMORANDUM
24 pt. Baskerville caps
3/8"
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY
10 pt Baskerville caps
8 pt Baskerville caps
1/4"
1/2"
TO :
(5 typing lines)
FROM :
(3 typing lines)
SUBJECT:
8 pt Baskerville caps
DATE:
2 1/2"

1/4"

MEMORANDUM

3/8"

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

OFFICE OF THE SECRETARY

1/4"

24 pt Baskerville caps

10 pt Baskerville caps

8 pt Baskerville caps

(use 6 pt Baskerville caps, if a third line in the letterhead is necessary)