

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 314 DM 6	SUBJECT Letterhead and Stationary	RELEASE NUMBER 5007
FOR FURTHER INFORMATION, CONTACT PMB-Office of Facilities & Administrative Services Division, Branch of Creative Services		DATE JUL 16 2019

EXPLANATION OF MATERIAL TRANSMITTED:

This document revises 314 DM 6 by adding language that:

1. Requires that all Official Departmental Letterhead (bureau, regional and field office) must now use Region specific footers for each of the twelve Interior Regions respectively. The Interior Regions were approved on August 22, 2018.
2. Specifies the positioning of these new required footers on Official Departmental Letterhead.

Assistant Secretary – Policy, Management and Budget

Dusan Combs 7-16-19

FILING INSTRUCTIONS:

Remove:

314 DM 6 (2 sheets)

Insert:

314 DM 6 (4 sheets)