

Department of the Interior Departmental Manual

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Series: Information Resources Management

Part 382: Records Operations

Chapter 5: Secretarial Correspondence

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

382 DM 5

5.1 Purpose. This chapter provides general policy, responsibilities, and guidelines for preparing and processing Secretarial correspondence. Secretarial correspondence includes correspondence directed to or prepared for the signature of the Secretary and Deputy Secretary.

5.2 Policy. It is the policy of the Department of the Interior (Department) that Secretarial correspondence is prepared promptly, efficiently, and courteously.

5.3 Responsibility. The Office of the Executive Secretariat and Regulatory Affairs (OES) is responsible for developing correspondence policies and standards for the Department. This includes:

A. Controlling correspondence that is directed to the Secretary, the Deputy Secretary, and the Office of Congressional and Legislative Affairs from the White House, the Congress and other sources, including the general public.

B. Controlling correspondence that is prepared for the signature of the Secretary and the Deputy Secretary. This includes correspondence that is initiated within the Department and prepared in response to incoming mail or inquiries from outside the Department.

C. Ensuring that controlled correspondence is prepared in accordance with Departmental policy and requirements.

D. Developing and issuing policy and guidance for preparing and coordinating Secretarial correspondence.

E. Ensuring appropriate Departmental review, coordination, and surnaming of correspondence prepared for Secretarial signature.

F. Providing status reports to bureaus/offices on controlled correspondence.

5.4 **Handbook.** Guidance for preparing and coordinating Secretarial correspondence is published in the Secretarial Correspondence Handbook 382 DM 5 (Handbook). It includes detailed instructions and illustrations to assist originators, coordinators, and administrative support staff. The Handbook supplements the correspondence standards prescribed by the General Services Administration and the Government Printing Office. Each bureau/office may issue internal instructions, consistent with the policy in this chapter, to supplement the Handbook. Copies of the Handbook are available from OES, and at: <http://elips.doi.gov/> under the “Handbooks” tab.