

Title 120 – General Manual

Part 402 – Communications

Subpart A-Correspondence

WV402.1 Letters and Memorandums

To provide West Virginia employees with NRCS Letter and Memorandum format to be used for all correspondence.

A. Letter format is to be used for all outside NRCS correspondence. It can be downloaded from http://www.wv.nrcs.usda.gov/intranet/wv_letterhead/letter.doc

B. Memorandum Format is to be used within NRCS. It can be downloaded at http://www.wv.nrcs.usda.gov/intranet/wv_letterhead/memo.doc

C. WV Bulletin Format is to be used by State Office and Area Offices Only. It can be downloaded at http://www.wv.nrcs.usda.gov/intranet/wv_letterhead/bulletin.doc

D. WV Amendments Format to be used by State Office and Area Offices Only. (Need to make changes in the header and footer as needed). It can be downloaded at http://www.wv.nrcs.usda.gov/intranet/wv_letterhead/amendments.doc