

EMCBC Memoranda Format (used for Internal Correspondence)

All Memorandums will be typed using Times New Roman, 12 Font on EMCBC Letterhead paper

MEMORANDUM FOR DISTRIBUTION or

MEMORANDUM FOR

Every memo shall have to whom the memo is addressed to (CAPITALIZED)

Examples: MONICA C. REGALBUTO
ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

LETTER NUMBER

The EMCBC Letter Number is located to the far right of the ATTN OF: line. Example: EMCBC-00XX-16. This number will be provided by the Administrative Assistant.

FROM

RALPH E. HOLLAND (signature here)
DIRECTOR

SUBJECT - Lower Case AND BOLD

BODY OF MEMORANDUM

Fit body of memorandum on one page, if possible. If a paragraph must be split at the end of a page, make sure that there are at least three lines of text at the bottom of the page and at least two lines of text at the top of the next page. Check the ends of the lines to make sure that there are no broken items left hanging (for example: two/days, five/drums, Mr./Holland, or August/24, 2016).

CONTINUATION PAGES

(1" Top/Bottom; Left/Right Margins) Names of addressee(s) flush-left, page number centered -2-, EMCBC Letter Number, right justified. Triple space to body of letter.

Attachment E (con't)

Example:

Mr. Jim Jones

- 2 -

EMCBC-00040-16

CLOSING STATEMENT FOR EVERY MEMO

Please contact name of individual at area code, number, 513-246-XXXX, if further information on this matter is needed.

Per Ralph Holland:

- All memos to EM-1, EM-2, EM-3 and any other program office head or higher within the department will be signed by the EMCBC Director/Deputy Director.
- All other EMCBC correspondence to HQ will be signed by EMCBC Assistant Directors or the EMCBC Director/Deputy Director.
- Assistant Director for Legal Services has authority to sign memos to GC-1 & GC-2. Add both the Director and Deputy Director as a cc.
- All EMCBC memos – no matter who signs them - will follow the established EMCBC format for letters and memos.

It is the responsibility of each Assistant Director to ensure that the above requirements are met.

ATTACHMENT

Memoranda must say attachment(s) throughout. If the body of a memorandum mentions an attachment, make sure it is listed at the bottom of the memorandum and that cc's also say w/attachments or w/o attachment. Use numbers to list more than one attachment (1., 2., etc.) examples:

Attachments: 1. Map
2. Organization Chart

Attachment E (con't)

Attachments: As Stated

CARBON COPY (cc)

cc: In this order: DOE-HQ, EMCBC, OH-FCP, EMCBC-Denver, NRC, etc., (all in ABC order for each group). Always start with the EMCBC Director then Assistant Directors after individuals from HQ's. Name individuals as:

John Smith, DOE-HQ, EM-31
Jack Walker, EMCBC
Ralph Holland, EMCBC
Betty White, EMCBC-RF

Make sure to check for attachments:

cc w/attachment: or w/o attachment:

Cindy Dobb, EMCBC
Betty White, DOE-RF
Johnny Russ, OH-FCP

cc electronic w/attachment: or w/o attachment:

Kim Jonas, EMCBC

cc: See Page 2

Mr. Robert Dean

- 2 -

EMCBC-00002-16

cc:

John Smith, DOE-HQ, EM-31
Jack Walker, EMCBC
William Taylor, DOE-OH

CONTINUATION PAGES (1" Top/Bottom; Left/right Margins)

Continuation pages: Names of address(s) (flush-left, exactly as it was written on the front of the letter with Mr. or Ms. or Messrs), page number centered, letter number right justified. Example: See cc: Page 2 above.

CORRECTED MEMORANDUM

If a memo is sent out incorrect a corrected memorandum must be sent out to identify the corrected items in the memorandum. Across the very top of the memorandum spell out – CORRECTED MEMORANDUM. This notifies the receiver that the original was already sent and an updated or corrected memo is now in place.



Department of Energy
Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500

October 1, 2016

MEMORANDUM FOR DISTRIBUTION

EMCBC-0000-17

or

MEMORANDUM FOR MONICA C. REGALBUTO
ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

FROM: RALPH E. HOLLAND (signature here)
DIRECTOR

SUBJECT: **Lower Case and Bold**

Body of memo

If you have any questions, please contact me at 513-246-0550.

Distribution:

Mark Whitney, EM-2, DOE/HQ
Stacy Charboneau, Manager, RL
Kevin Smith, Manger, ORP
Jack Craig, Manager, SRS
Bryan Bower, WVDP
David Arvin, EMCBC



Department of Energy
Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500

October 1, 2016

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or

MEMORANDUM FOR MONICA C. REGALBUTO
ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

THRU: MARK WHITNEY
PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

FROM: RALPH E. HOLLAND (signature here)
DIRECTOR

SUBJECT: **Lower Case and Bold**

Body of memo

If you have any questions, please contact me at 513-246-0550.

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