



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 1325.2C

10-29-93

Subject: DEPARTMENT OF TRANSPORTATION CORRESPONDENCE POLICY

1. **PURPOSE.** This Order establishes policies and responsibilities for preparing correspondence for the Department of Transportation (DOT).
2. **CANCELLATION.** DOT Order 1325.2B, Department of Transportation Correspondence Manual, dated 5-1-80.
3. **POLICY.** Correspondence shall be clear, concise, responsive, and positive in tone and meet the standards of appearance, style, and consistency outlined in the DOT Correspondence Handbook, DOT H 1325.2C. It is the Department's policy to provide correspondence that is prompt, complete, and factual. The highest priority will be given to White House and congressional inquiries and requests, and replies will be concise, objective, and courteous.
4. **REFERENCES.**
 - a. U.S. Government Correspondence Manual, 1992.
 - b. Government Printing Office Style Manual, 1984.
 - c. The Elements of Style, William Strunk, Jr., E. B. White.
 - d. Essentials of English, Hooper, Gale, Foote, and Griffith.
 - e. DOT H 1320.23, DOT Mailer's Handbook, 1992.
 - f. DOT Order 1640.4C, Classification, Declassification and Control of National Security Information, 1983.
 - g. DOT H 1350.2, Departmental Information Resources Management Policy Manual, 1989.
5. **SCOPE.** This Order and the procedural guidelines in the DOT Correspondence Handbook, DOT H 1325.2C, apply to all secretarial offices, operating administrations, and the Bureau of Transportation Statistics (BTS). Variance in style or format shall be approved by the Office of the Secretary (OST) Executive Secretariat.
6. **RESPONSIBILITIES.**
 - a. The OST Executive Secretariat shall:
 - (1) establish DOT correspondence policy and ensure that this Order is current;

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- (2) provide any special guidelines or instructions to augment procedures in the DOT Correspondence Handbook; and
 - (3) review and approve requests for style or format variances.
- b. Secretarial officers, heads of operating administrations, and the Director, BTS shall:
 - (1) ensure that the Correspondence Handbook procedures are followed when preparing, processing, and controlling DOT correspondence;
 - (2) establish, staff, and maintain a system for controlling correspondence;
 - (3) designate a staff member and an alternate to serve as the correspondence control point; and
 - (4) ensure staff receives the appropriate training, instructions, and references to perform the function.
- c. Executive secretariats and designated correspondence control points shall:
 - (1) determine whether to control correspondence;
 - (2) route correspondence to the appropriate action office or officer;
 - (3) ensure proper and expeditious coordination of correspondence to be signed by the head of their particular organization;
 - (4) maintain data on the volume of mail referred from the White House, the dates of receipt of letters, and dispatch of replies;
 - (5) maintain a file for controlled correspondence; and
 - (6) advise the action office of approaching and controlled due dates.
- d. Action offices shall:
 - (1) determine if correspondence requires controlled coordination;
 - (2) as appropriate, advise the correspondence control point to redirect controlled correspondence to another organization;

- (3) follow DOT Correspondence Handbook procedures when concurrence or coordination is required;
- (4) determine coordination offices;
- (5) ensure grammatical correctness; and
- (6) revise correspondence including making typographical or editorial corrections.

e. The coordinating office shall review correspondence in a timely manner.

7. IMPLEMENTATION. When appropriate, secretarial offices, operating administrations, and BTS shall develop additional guidance required to implement this Order and provide a copy of that guidance to the OST Executive Secretariat within 6 months of the date of this Order.

FOR THE SECRETARY OF TRANSPORTATION:



Jon H. Seymour
Assistant Secretary for
Administration