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\*Note: Some document pages undated

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United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

July 2, 2014

Tracking No: OGE FOIA FY 14/19

The Office of Government Ethics (OGE) is granting your Freedom of Information Act (FOIA) request, which was received by the OGE FOIA Office on June 23, 2014. In your request, you asked for the OGE Style Manual/Style Guide. We are enclosing the OGE Style Manual. These records are being provided to you without charge.

Additionally, OGE is referring your FOIA request (there is no charge for processing) to the General Services Administration (GSA). In searching for responsive records, OGE located one record, which originated at the GSA. We are therefore sending this responsive material, along with a copy of your request, to the GSA. The GSA's FOIA Requester Service Center phone number is: (855) 675-3642. We are asking the GSA to review the material and respond directly to you.

One of the records responsive to your FOIA request is the General Accounting Office's (GAO) Editorial Style Manual. The GAO's Editorial Style Manual may be found on GAO's website at: <http://www.gaonet.gov/assets/200/195317.pdf>.

The OGE official responsible for this FOIA determination is the undersigned. If you consider this response to be a denial of your request, you may administratively appeal this determination in accordance with the FOIA, as codified at 5 U.S.C. § 552(a)(6)(A), and OGE's FOIA regulations, at 5 C.F.R. § 2604.304, to the General Counsel, Office of Government Ethics, 1201 New York Avenue, N.W., Suite 500, Washington, DC 20005-3917. Any such appeal must be in writing and must be sent within 30 days of the date you receive this response letter. If you do appeal, you should include copies of your request and this response, together with a statement of why you believe this initial determination is in error. Also, if you appeal, you should clearly indicate on the envelope and in the letter that it is a "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in black ink, appearing to read "Diana J. Veilleux", is written over the typed name.

Diana J. Veilleux  
OGE FOIA Officer

Enclosures

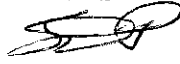


United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

February 26, 1993

MEMORANDUM

TO: All Employees

FROM: Stephen D. Potts  
Director 

SUBJECT: Office of Government Ethics (OGE) Style Manual

I am pleased to have this opportunity to introduce you to the OGE Style Manual, a text developed over several months beginning in June 1992 by our interdivisional Style Committee. I am confident you will find this comprehensive guide invaluable in developing the general written products of this Agency.

In my instructions to the OGE Style Committee that developed the guide, I reminded them, as I do you now, of the importance of an accurate, consistent written word product. Recognizing that one of the ways OGE is evaluated is by the quality of the documents we prepare, it is essential that we all follow the policies set forth in this manual. In order to assure this policy, I have directed that each OGE writer have a copy of the manual to be maintained at your work station for easy reference. In addition, your Division/Office support staffer can assist with any style matters.

I am certain that you will agree that for OGE writers this manual is an indispensable tool in the development of a quality written product.

# **WELCOME TO THE OGE STYLE MANUAL**

This manual has been designed to assist the OGE writer to develop consistently high quality written products that will reflect favorably on the Agency. The manual is comprised of:

**OGE SUPPLEMENT OF PRESCRIBED CORRESPONDENCE FORMATS**

**GSA U.S. GOVERNMENT CORRESPONDENCE MANUAL**

**GAO EDITORIAL STYLE MANUAL**

The order listed above, is the order of precedence that should be utilized to maintain consistency in the development of written documents.

This Style Manual is intended for use with the Office of Government Ethics' general correspondence (including ethics advisory letters and nominee transmittal letters), memoranda (including DAEOgrams) and other general use written documents (including audit reports). However, this manual does not govern in the case of other, technical or legal documents that OGE prepares, such as legislative/budgetary materials, legal briefs, Federal Register documents and the Newsgram and other publications, to the extent that such documents have different style requirements or preferences.

The OGE Style Manual is intended to be a helpful guide that is used by OGE staff on a day-to-day basis. As it is used, questions or concerns may arise. If so, please feel free to check first with your designated Division/Office support staffer and then members of the OGE Style Committee. The Style Committee will periodically meet to discuss issues that need to be clarified or revised and will issue periodic updates to the manual as necessary.

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## **MEMORANDUMS VERSUS LETTERS**

It is the policy of the Office of Government Ethics to use memorandums for correspondence within the agency or for routine correspondence such as DAE0grams. However, letters should generally be used when communicating with an activity outside the executive branch. Letters also should be used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, Members of Congress, Justices of the Supreme Court, heads of departments and agencies. Letters may also be used for individuals outside the department or agency when a personal tone is appropriate. Outlined below is the Letter Styling for the Office. Refer to Chapter 2 for Memorandum Styling. **NOTE:** ALL WORDPERFECT DOCUMENTS SHOULD BE SPELL-CHECKED (CTRL F~~10~~) AND REVIEWED CAREFULLY.

2

### **LETTER STYLING FOR THE OFFICE OF GOVERNMENT ETHICS**

The Modified Semi-Block letter with full justification. Standard Font is Courier, 10 cpi (=12 pt.) -- this is the regular (default) setting on our computers.

#### **INDIVIDUAL PARTS OF A LETTER**

The various elements of a letter are listed below in the order of their occurrence.

##### **Date Line (Center + 1 Tab)**

The date line should be typed on the third line below the last line of the printed letterhead typed at the center of the page, plus 1 tab. (As a general rule, the date is not typed on the correspondence until signature has been obtained).

##### **Inside Address**

An inside address should include:

1. if letter is directed to a particular individual

addressee's courtesy title + full name or  
addressee's full name and business title  
full name of addressee's business affiliation  
geographical address [type 2 spaces after  
state for ZIP code]

**2. if letter is addressed to an organization  
in general**

full name of the firm, company, corporation or  
institution  
individual department name  
full geographical address

The **inside address** should be placed 4 lines below the date. For short one page letters you may begin your first line of address further down the page as appropriate. As a general rule, an **inside address** should comprise of no more than 5 typed lines. (Occasionally, it may be necessary for your address to be longer.) No line should overrun the center of the page. Lengthy organizational names, however, like lengthy business titles, may be carried over to a second line and indented two spaces from the left margin.

Sometimes a single letter will have to be sent to two persons at different addresses, both of whom should receive an original. The **inside address** should consist of two complete sets of names and addresses separated by a line of space. The names should be in alphabetical order unless one person is obviously more important than the other.

**FOR FURTHER GUIDANCE, SEE CHAPTER 4 OF GSA CORRESPONDENCE MANUAL,  
PGS. 43-57.**

**Attention Line**

If the writer wishes to address a letter to an organization in general but also to bring it to the attention of a particular individual at the same time, an attention line may be typed two lines below the last line of the inside address and two lines above the salutation. The attention line should be aligned with the left margin. The word **Attention** should not be abbreviated and should be followed by a colon. **SEE ILLUSTRATION 2.**

**Optional Reference Line**

A reference line may be included so that the reader may learn immediately what the letter



is about. It is double-spaced before the salutation. SEE ILLUSTRATION 2.

### **The Salutation**

The salutation is typed flush with the left margin, two lines beneath the last line of the inside address or two lines below the attention line if there is one. The first letter of the first word of the salutation is capitalized, as are the first letters of the addressee's courtesy title and surname.

### **Body of Letter**

The body of the letter--the message--should begin two lines below the salutation. Paragraphs are single-spaced internally. Double spacing is used to separate paragraphs. However, for short letters of 10 lines or less, double-space between lines and triple-space between paragraphs. The first line of indented paragraphs should begin five spaces from the left margin [1 Tab]. Long quotations should be indented and blocked ten spaces from the left and right margins with internal single-spacing and top-and-bottom double-spacing. If a letter is long enough to require a continuation sheet or sheets, at least two message lines should be carried to the next page (use the widow/orphan (W/O) Feature).\* The complimentary close and/or typed signature block should never stand alone on a continuation sheet. The last word on a page should not be divided. Continuation-sheet margins should match those of the first sheet.

\* Headers should be used for letters that are continued to the next page (ALT P or ALT N as appropriate; see macros in Chapter 6 of this Style Manual).

### **Complimentary Close and Signature Block (Center + 1 Tab) (ALT D)**

The Complimentary close is typed two lines below the last line of the message. Its page placement should be centered plus 1 tab to the right. Only the first word of the complimentary close is capitalized. A comma should terminate the complimentary close.

The first line of the signature block indicates responsibility for the signature of the letter.

Example of Complimentary Close and Signature Block:

Sincerely,

[3 spaces]

Stephen D. Potts  
Director

### Enclosure Notation

If a letter is to be accompanied by an enclosure or enclosures, **Enclosure(s)** should be aligned flush left and typed two lines beneath the signature block. **SEE ILLUSTRATION 1.**

If the enclosures are of special importance, each of them can be numerically listed and briefly described with single-spacing between each item: **(optional)**

Example:

**Enclosures (3)**  
**Supervisory Training Manual**  
**Word Division Supplement to the**  
**GPO Style Manual**  
**Office Guide**

### Courtesy Copy Notation

**Courtesy copy** notations showing the distribution to other individuals should be aligned flush left and typed two lines below the signature block if there is no enclosure notation. If you have used the enclosure notation then the carbon copy notation should be typed two lines below this notation. Multiple recipients of copies should be listed alphabetically, unless one recipient is obviously more important than the other. There may be instances where you will need to blind carbon copy an individual. A bcc: notation should be entered on that individual's copy. **SEE ILLUSTRATION 1.**

## Postal Service Requirements

When a letter goes through the U.S. Postal Service, the last line must contain only the city, State, and ZIP CODE. Use only the U.S.P.S.-approved State abbreviations (**listing attached**). Use two spaces between the State and ZIP CODE. ZIP CODE + 4 should be used when known. The next to the last line must be the delivery point line, whether it is a street number and name; a street address with suite or apartment number; a box number followed by post office station; or a rural delivery route followed by a box number. For example:

000 Any Street, Suite 000  
City, ST 00000-0000

or

Suite 00000  
Any Street  
City, ST 00000-0000

or

Box 00, Potomac Station  
City, ST 00000-0000

**FOR FURTHER GUIDANCE, SEE GSA U.S. GOVERNMENT CORRESPONDENCE MANUAL, pg. 16.**

## Footnotes

As a general rule footnotes are not used in OGE letters.



United States

# Office of Government Ethics

1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 1.

SAMPLE OF  
ONE PAGE  
LETTER WITH  
ENCLOSURES  
AND COURTESY  
COPY NOTATION

[Center and 1 tab]

1  
2  
February 23, 1993 1  
2  
3  
4

Vincent W. Foster  
Deputy Counsel to the President  
The White House  
1600 Pennsylvania Avenue, NW.  
Washington, DC 20500 1

2

Dear Mr. Foster: 1

2

[1 tab]In response to your request of February 22, 1993, enclosed are Certificates of Divestiture 93-05 and 93-06 for Robert E. Rubin, Assistant to the President for Economic Policy, and his spouse. We would appreciate your forwarding the original certificates to Mr. Rubin. Also enclosed are copies of the certificates for your files. 1

2

[1 tab]If there are any questions, please contact Norman Smith of this Office at 202-523-5757, ext. 1109. 1

2

[Center and 1 tab]

Sincerely, 1  
2  
3  
4

Stephen D. Potts  
Director 1

2

Enclosures 1

2

cc: Robert E. Rubin

\* The small numbers indicate hard returns.



United States  
**Office of Government Ethics**

1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 2.

SAMPLE OF  
TWO PAGE  
LETTER WITH  
ATTENTION  
AND RE  
LINES

[Center and 1 tab]

1  
2  
March 15, 1993 1  
2  
3  
4

The Honorable Arthur Ravenel, Jr.  
U.S. House of Representatives  
640 Federal Building  
Charleston, SC 29403 1

2  
Attention: April Paris 1

[1 tab]Re: Inquiry by Constituent \_\_\_\_\_ 1  
Regarding Operation of Concession at 2  
\_\_\_\_\_ Base Exchange 3  
4

Dear Congressman Ravenel: 1

2  
[1 tab]This is in response to a letter from you, with background materials, forwarded to this Office by the Office of Personnel Management. The letter requests a review of a matter of concern to one of your constituents, \_\_\_\_\_. The background materials indicate that \_\_\_\_\_, who appears to be an \_\_\_\_\_ employee, would like to operate a weekend concession to sell framed photographs at the \_\_\_\_\_ and \_\_\_\_\_. \_\_\_\_\_ apparently believes he is precluded from operating this concession by a regulation, which prohibits \_\_\_\_\_ from doing business with specified Government employees or their immediate family members. 1

2  
[1 tab]The regulation at issue is not within the jurisdiction of this Office but is, rather, part of an agency-specific regulatory system which governs non-appropriated fund contracting and is authorized by \_\_\_\_\_ directive. We are, accordingly, forwarding your letter and supplementary material to \_\_\_\_\_. A member of my staff has spoken to \_\_\_\_\_, who advises that, depending upon the specific facts of \_\_\_\_\_ situation, \_\_\_\_\_ may be eligible for a waiver of the restriction that he believes prevents him from operating his concession. \_\_\_\_\_ has, further agreed to see that this matter is brought to the attention of the appropriate people at \_\_\_\_\_. 1

The Honorable Arthur Ravenel, Jr.  
Page 2

[1 tab]If I can be of further assistance, please do not hesitate to  
contact me. 1

2  
[Center and 1 tab]

Sincerely, 1

2

3

4

Stephen D. Potts  
Director 1

2

Enclosure

\* The small numbers indicate hard returns.



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 3. SAMPLE OF  
LETTER  
WITH  
MULTIPLE  
ADDRESSEES  
AND HEADER

[Center and 1 tab]

1  
2  
March 30, 1993 1  
2  
3  
4

The Honorable Carl Levin  
Chairman  
Committee on Oversight of  
Government Management  
Committee on Governmental Affairs  
United States Senate  
Washington, DC 20510-6250 1

2

The Honorable William S. Cohen  
Ranking Minority Member  
Subcommittee on Oversight of  
Government Management  
Committee on Governmental Affairs  
United States Senate  
Washington, DC 20510-6250 1

2

Dear Mr. Chairman and Senator Cohen: 1

2

[1 tab]This is the format for the congressional letter with two  
addressees. 1

2

[1 tab]If the letter is continued to the next page, remember to use  
both names in the header.

The Honorable Carl Levin  
The Honorable William S. Cohen  
Page 2

[1 tab]We have discussed these issues with representatives of the Treasury Department and, as noted above, Mr. Clarke will refrain from having any parallel business interests or investments with OCC employees. 1

2

[1 tab]I hope this information has been helpful to you. If you have any further questions, please contact me. 1

2

Sincerely, 1

2

3

4

Stephen D. Potts 1

Director 2

\* The small letters indicate hard returns.



**MEMORANDUM STYLING FOR THE OFFICE OF GOVERNMENT ETHICS\***

**MEMORANDUM (ALT M)**

**TO:** F. Gary Davis  
General Counsel

**FROM:** Stephen D. Potts  
Director

**SUBJECT:** Style Manual (Subject lines should be kept to a minimum and should be brief and to the point; initial cap the first word and all important words) SEE ILLUSTRATION 6.

[TAB]Body of Memorandum should begin on fourth line from the subject line. Paragraphs should be single-spaced and indented 5 spaces, with double spacing used to separate paragraphs.

Attachment\* SEE ILLUSTRATION 5.

\* Attachment(s) should be used for memorandums versus enclosure(s) for letters.

**FOR FURTHER GUIDANCE CONCERNING MEMORANDUMS, SEE GSA U.S. GOVERNMENT CORRESPONDENCE MANUAL, PGS. 5-13.**

\* Headers should be used for memorandums that are continued to the next page (ALT P or ALT N as appropriate, see Macros in Chapter 6 of this Style Manual).



United States  
**Office of Government Ethics**

1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 4. SAMPLE OF  
ONE PAGE  
MEMORANDUM

[Center and 1 tab]

1  
2  
March 12, 1993 1  
2  
3  
4

MEMORANDUM 1

2  
TO: Cheryl Kane-Piasecki 1

FROM: Stephen D. Potts  
Director 1

2  
SUBJECT: Workshop 1  
2  
3

[1 tab]A workshop to discuss management issues has been scheduled for Monday and Tuesday, March 22 and 23. You are cordially invited to participate. 1

2  
[1 tab]Although the location of the workshop has not been finalized, it will not be held at 1201 New York Avenue, NW. Our tentative plan is to hold the workshop at a nearby conference center with participants spending all day Monday and Monday night at the site resuming discussions Tuesday morning and adjourning about noon. 1

2  
[1 tab]Please let Jan know right away if you will attend. 1  
2

\* The small numbers indicate hard returns.



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 5.

**SAMPLE OF  
ONE PAGE  
MEMORANDUM  
WITH  
ATTACHMENT  
NOTATION**

[Center and 1 tab]

1  
2  
March 12, 1993 1  
2  
3  
4

MEMORANDUM 1

2  
TO: Marilyn Bennett 1  
2  
FROM: Stephen D. Potts  
Director 1  
2  
SUBJECT: Workshop 1  
2  
3

[1 tab]A workshop to discuss management issues has been scheduled for Monday and Tuesday, March 22 and 23. You are cordially invited to participate. 1

2  
[1 tab]Although the location of the workshop has not been finalized, it will not be held at 1201 New York Avenue, NW. Our tentative plan is to hold the workshop at a nearby conference center with participants spending all day Monday and Monday night at the site resuming discussions Tuesday morning and adjourning about noon. 1

[1 tab]A proposed schedule is attached. 1

2  
[1 tab]Please let Jan know right away if you will attend. 1

2  
Attachment

\* The small numbers indicate hard returns.



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

ILLUSTRATION 6. **SAMPLE MEMORANDUM  
WITH MULTIPLE  
ADDRESSEES AND  
HEADER**

[Center and 1 tab]

1  
2  
February 26, 1993 1  
2  
3  
4

**MEMORANDUM 1**

2  
**TO:** Designated Agency Ethics Officials, General  
Counsels and Inspectors General 1  
2  
**FROM:** Stephen D. Potts  
Director 1  
2  
**SUBJECT:** The Honorarium Prohibition and Limitations on  
Outside Earned Income and Employment 1  
2  
3

[1 tab]The provisions added by Title VI of the Ethics Reform Act of 1989 become effective on January 1, 1991. On that date, all officers and employees in the Executive branch will become subject to the prohibition against receipt of honoraria, and certain high-level noncareer employees will become subject to limitations on the amount of outside earned income and the types of outside employment they may have. All three provisions become and remain effective only if the pay increase provisions contained in Section 703 of the Reform Act are not repealed. The maximum penalty for violation is \$10,000 or the amount of compensation received for the prohibited conduct, whichever is greater. 1  
2

[1 tab]This memorandum provides initial guidance regarding the application of Title VI. The content of this memorandum has been coordinated with the Department of Justice and the Office of Personnel Management and we expect that the implementing regulations to be issued by the Office of Government Ethics will be consistent in all significant respects with the interpretation set forth below. Therefore, pending the issuance of regulations, employees may rely on the guidance contained in this memorandum. We have attached a copy of the text of Sections 501 through 505 as enacted by Public Law 101-194, Nov. 30, 1989, 103 Stat. 1716, with technical amendments enacted by Public Law 101-280, May 4, 1990, 104 Stat. 149. 1  
2

[1 tab]Section 501(b) states that "An individual may not receive any honorarium while that individual is a Member, officer or employee." For these purposes, Section 505 defines the phrase "officer or employee" to mean any officer or employee of the Government except

a special Government employee or an individual (other than the Vice President) whose compensation is disbursed by the Secretary of the Senate. The term "honorarium" is defined in that section to mean:1

2

... a payment of money or anything of value for an appearance, speech or article by a Member, officer or employee, excluding any actual and necessary travel expenses incurred by such individual (and one relative) to the extent that such expenses are paid or reimbursed by any other person, and the amount otherwise determined shall be reduced by the amount of any such expenses to the extent that such expenses are not paid or reimbursed. 1

2

[1 tab]Section 501(c) contains standards under which an honorarium paid to charity may be deemed not to have been received by the individual for whose appearance, speech or article it was given. On January 1, 1991, the \$2,000 honorarium limitation imposed by 2 U.S.C. § 441i will no longer apply to Executive branch personnel.1

2

[1 tab]The honorarium prohibition applies even without a nexus between the appearance, speech or article and the individual's Federal employment. Executive branch employees have long been prohibited from receiving any compensation, including honoraria, for speaking and writing on subject matter that focuses specifically on the employing agency's responsibilities, policies and programs; when the employee may be perceived as conveying agency policies; or when the activity interferes with his or her official duties. Those limitations, discussed more fully in OGE informal advisory memoranda 84 x 5 and 85 x 18, will continue to apply after January 1. However, on or after that date, receipt of compensation will be prohibited for any appearance, speech or article, regardless of the subject matter or circumstances. 1

2

1 tab]Whether compensation constitutes an honorarium requires a threshold determination whether it is offered for an "appearance, speech, or article." We expect that the regulatory definitions of those terms will be similar to definitions used in the Federal Election Commission's regulation implementing 2 U.S.C. § 441i at 11 CFR § 110.12(b). Those definitions provide: 1

2

(2) Appearance. 'Appearance' means attendance at a public or private conference, convention, meeting, social event, or like gathering, and the incidental conversation or remarks made at that time.

(3) Speech. 'Speech' means an address, oration, or other form of oral presentation, regardless of whether presented in person, recorded, or broadcast over the media. 1

2

(4) Article. 'Article' means a writing other than a book, which has been or is intended to be published.

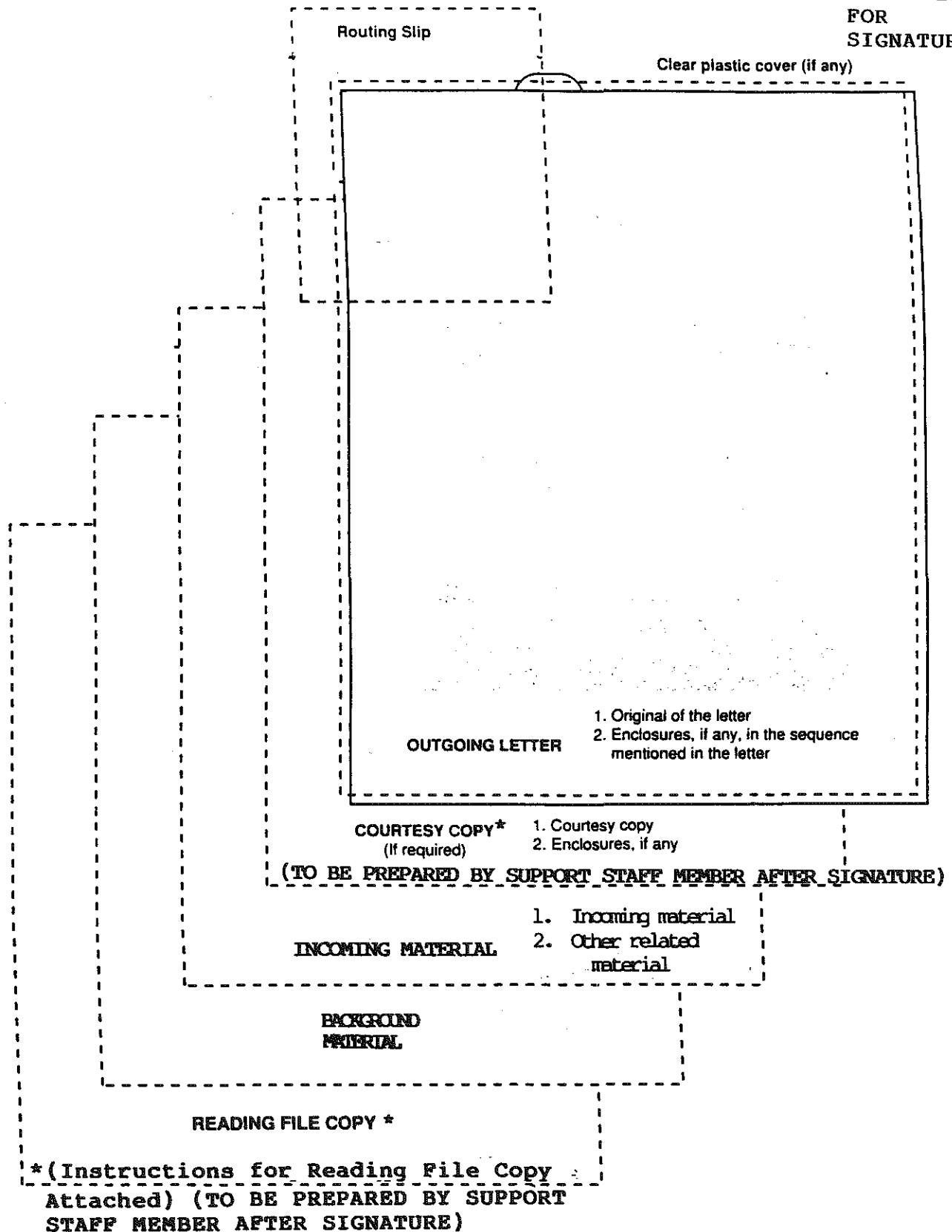
\* The small numbers indicate hard returns.

### **Assembly for Signature**

Assemble the memorandum or letter in a manner in which it can be easily reviewed by the concurring and signing officials and dispatched by the signing level office. The assembly in Illustration 7 is an efficient way for the Divisions to assemble documents. The order of assembly should be: (1) the routing slip; (2) the original letter; (3) the incoming material; and (4) the background material. Included in the Illustration are the courtesy copy (if any) and the Reading File Copy. The assembly of this material should be completed by a support staff member after signature has been obtained.

ASSEMBLY FOR SIGNATURE

ILLUSTRATION 7. ASSEMBLY  
FOR  
SIGNATURE





## DISTRIBUTION PROCEDURES FOR SIGNED LETTERS AND MEMORANDA

1. Type date on material.
2. Review material to see if there are any enclosures to be attached to the letter or memorandum.
3. Make one copy of outgoing letter. Use this letter to type distribution on. Distribution notation should include writer, typist and processor. Second line should indicate the file number(s) that the material will be filed in (primary first). Any subsequent lines should reflect additional distribution.

Example: MLB/MLB(mlb)\*  
ADM 4-2-1  
Reading File  
Jan Papinchak

**OPTIONAL:** Electronic file identifications can also be indicated on the distribution.

4. Make appropriate amount of copies (i.e., copy for attorney/analyst, copy/copies for the file and the processor should keep a copy for his/her chron file).
5. The primary file copy should have attached to it the incoming material, any background material that the attorney/analyst has given you and the correspondence routing slip. If there is more than one file indicated (cross-reference file), only a copy of the outgoing should be filed in the secondary file.
6. **IMPORTANT:** To ensure that the Reading File is complete and accurate, a copy of all material that is signed by the Director or related to OGE work product (with the proper distribution typed on it) should be given to Veda for inclusion in the Read File.

**NOTE:** PLEASE DO DISTRIBUTION/FILING IN A TIMELY MANNER. HAVING DONE SO WILL ENABLE THE ATTORNEY/ANALYST TO KNOW THAT THEIR WORK HAS BEEN COMPLETED. EACH PROCESSOR SHOULD HAVE A COPY OF THE DAEO LISTING AND A COPY OF THE OGE FILE PLAN.

\* FREQUENTLY WE HAVE EMPLOYEES WITH THE SAME INITIALS. ON DISTRIBUTION PLEASE TYPE IN MIDDLE INITIALS OR THE FULL LAST NAME.

## TABLE OF CONTENTS

The table of contents is essentially an outline of a report showing its pagination. It indicates major and minor divisions of the material by showing pertinent headings and page numbers. Preferably use the WordPerfect table of contents to generate (**SEE ILLUSTRATIONS 8 AND 9 ALONG WITH THE INSTRUCTIONS FOR CREATING A TABLE OF CONTENTS**) or create a table manually using the WordPerfect-generated version as a model. For longer reports, a complete table of contents, including all paragraph subheadings, should be set forth (**SEE ILLUSTRATION 8**). On shorter reports, use either a complete or an abbreviated table of contents without subheadings listed (**SEE ILLUSTRATION 9**).

ILLUSTRATION 8. TABLE OF CONTENTS  
WITH PARAGRAPH  
SUBHEADINGS

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## Abbreviations

|       |   |
|-------|---|
| DAEO  | Designated Agency Ethics Official                     |
| HHS   | Department of Health and Human Services               |
| ICD   | Institute, Center or Division                         |
| NCI   | National Cancer Institute                             |
| NHLBI | National Heart, Lung and Blood Institute              |
| NIAID | National Institute of Allergy and Infectious Diseases |
| NIH   | National Institutes of Health                         |

[REQUIRED FOR USE WITH LONGER REPORTS;  
CAN ALSO BE USED WITH SHORT REPORTS]

ILLUSTRATION 9. TABLE OF CONTENTS  
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**Abbreviations**

|      |                                   |
|------|-----------------------------------|
| DAEO | Designated Agency Ethics Official |
| AEC  | Assistant Ethics Counselor        |
| DEC  | Deputy Ethics Counselor           |
| DEO  | Department Ethics Office          |
| EC   | Ethics Counselor                  |
| SGE  | Special Government Employee       |

[OPTIONAL ABBREVIATED TABLE; CAN BE  
USED ONLY WITH SHORTER REPORTS]

## CREATING A TABLE OF CONTENTS

### Marking the Text



WordPerfect can help you generate a Table of Contents for your document using text from the document. Up to five levels may be defined for the Table of Contents.

To mark text for a table of contents:

- Step 1** Define the block of text you want to include in the table of contents.
- Step 2** Press the *MARK TEXT* key - *Alt/[F5]*.
- Step 3** Select *toC* - option 1.
- Step 4** Enter the level number for this text.
- Step 5** Repeat these steps to define the other text to be included in the table of contents.

Mark text to be included in the table of contents:

1. Mark the first heading to be included in the table of contents:
  - a. Place the cursor on the first letter of **People and Machines**.
  - b. Press the *BLOCK* key - *Alt/[F4]*.
  - c. Highlight the line making sure that you do not include the hard return at the end.
  - d. Press the *MARK TEXT* key - *Alt/[F5]*.

- e. Select toC - option 1.
    - f. Enter 1 for the first level.
  2. Mark the subheading to be included in the table of contents:
    - a. Place the cursor on the first letter of **Introduction**.
    - b. Press the **BLOCK** key - **Alt/[F4]** and highlight the line.
    - c. Press the **MARK TEXT** key - **Alt/[F5]**.
    - d. Select toC - option 1.
    - e. Enter 2 for the second level.
  3. Mark another subheading:
    - a. Place the cursor on the first letter of **Extensions of our Bodies**.
    - b. Press the **BLOCK** key - **Alt/[F4]** and highlight the line.
    - c. Press the **MARK TEXT** key - **Alt/[F5]**.
    - d. Select toC - option 1.
    - e. Enter 2 for the second level.
  4. Mark a third-level heading:
    - a. Place the cursor on the first character of **10,000 B.C. - 1500 A.D.**
    - b. Press the **BLOCK** key - **Alt/[F4]** and highlight the line.

- c. Press the *MARK TEXT* key - *Alt/[F5]*.
  - d. Select *toC* - option 1.
  - e. Enter 3 for the third level.
5. If time permits, continue marking the text using the same procedure.

Mark the text as follows:

Level 1

What is a Computer?

Types of Computers

Level 2

Extensions of Our Minds

Microcomputer

Minicomputer

Mainframes

Level 3

Dates

6. Save the document.



## Defining the Style of a Table of Contents

To define the table of contents numbering style:

- |                |   |
|----------------|---|
| <b>Step 1</b>  | Position your cursor at the beginning of the page which will contain the table of contents.   |
| <b>Step 2</b>  | Press the <i>MARK TEXT</i> key - <i>Alt/[F5]</i> .  |
| <b>Step 3</b>  | Select <b>DEFINE</b> - option 5.  |
| <b>Step 4</b>  | Select <b>DEFINE TABLE OF CONTENTS</b> - option 1.  |
| <b>Step 5</b>  | Select the <b>NUMBER OF LEVELS</b> - option 1.  |
| <b>Step 6</b>  | Enter the number of levels.   |
| <b>Step 7</b>  | Select <b>DISPLAY LAST LEVEL IN WRAPPED FORMAT</b> - option 2. Enter <i>Y</i> or <i>N</i> to choose whether or not the last level of entries wraps. |
| <b>Step 8</b>  | Select <b>PAGE NUMBERING</b> - option 3.  |
| <b>Step 9</b>  | Choose from a number of different ways to display each level of the table of contents.  |
| <b>Step 10</b> | Press the <i>EXIT</i> key - <i>[F7]</i> twice to return to the document.  |

**Generating a Table of Contents**

To generate the table of contents:

- |               |  |
|---------------|--|
| <b>Step 1</b> | Position your cursor on the page where the table of contents should appear.  |
| <b>Step 2</b> | Press the <i>MARK TEXT</i> key - <i>Alt/[F5]</i> .   |
| <b>Step 3</b> | Select <b>GENERATE</b> - option 6.   |
| <b>Step 4</b> | Select <b>GENERATE TABLES, INDEXES, AUTOMATIC REFERENCES, ETC.</b> - option 5.                                     |
| <b>Step 5</b> | Enter <b>Y</b> for Yes to the question "Existing tables, lists, and indexes will be replaced. Continue (Y/N) Yes". |



1. Define the style of the table of contents:

- a. Place your cursor at the bottom of the document, and create a new page.

This is where the table of contents will be located.

- b. Press the *MARK TEXT* key - *Alt/[F5]*.
- c. Select **DEFINE** - option 5.
- d. Select **DEFINE TABLE OF CONTENTS** - option 1.
- e. Select **NUMBER OF LEVELS** - option 1.
- f. Enter 3 for three levels.
- g. Accept the default formats and return to the document by pressing the *EXIT* key - *[F7]*.

2. Generate the table of contents:

- a. Press the *MARK TEXT* key - *Alt/[F5]*.
- b. Select **GENERATE** - option 6.
- c. Select **GENERATE TABLES, INDEXES, AUTOMATIC REFERENCES, ETC** - option 5.
- d. Enter *Y* to indicate that you wish to replace existing tables, lists, and indexes.

3. Save and preview the document.



Add a centered heading for the table of contents:

1. With the cursor positioned above the table of contents, create a new page by pressing *Ctrl/Enter*.
  2. Press the *CENTER* key - *Shift/[F6]*.
  3. Type *Table of Contents* then press *Enter* to end centering.
  4. Press *Enter* again if extra spacing is needed.
- 



Discontinue the footer:

1. Press the *FORMAT* key - *Shift, '[F8]*.
2. Select *PAGE* - option 2.
3. Select *FOOTERS* - option 4.
4. Select *A* - option 1.
5. Select *DISCONTINUE* - option 1.
6. Press the *EXIT* key - *[F7]* to return to the document.

## EXECUTIVE SUMMARY

An Executive Summary, as the name suggests, should be a relatively short and concise document, used in briefing the Director on particular matters of concern to the Office. As such, it should contain:

- a standard heading (ALT E);
- a background section that discusses OGE's involvement in the issue;
- a discussion section; and
- any recommendations or conclusions.

Each section of the document should be written using numbers and or bullets to highlight the important points of discussion. SEE ILLUSTRATION 10.

---

**EXECUTIVE SUMMARY**

---

[Subject:]

Prepared by:

[Division]

U.S. OFFICE OF GOVERNMENT ETHICS

[DATE: ]

**BACKGROUND**

On [Date], OGE's staff met with [ethics official], the Designated Agency Ethics Official (DAEO) of the [agency], to discuss [agency's] ethics program and [ethics official's] responsibilities as DAEO. The following two issues were deliberated:

1. the findings and recommendations contained in a report issued by OGE's Program Review Division on [Date], with which [ethics official] disagreed, in part, in his 60-day response to this Office; and
2. the steps [ethics official] will have to take to ensure that [agency's] ethics program is in compliance with the recommendations of the [Date] report, the new standards of conduct, and the financial disclosure and training regulations promulgated by our Office.

**RESULTS OF DISCUSSION**

1. In the [Date] report, OGE concluded that [agency] needed to improve the confidential financial disclosure system and enhance the ethics education and training provided by the DAEO. In his 60-day response, [ethics official] disagreed with two review findings dealing with the confidential financial disclosure system; one concerning who should file and the other, what filing form should be used.

- OGE informed [ethics official] that the first finding was based upon [agency's] own standards of conduct regulations found at [legal citation]. Further, if these regulations inappropriately assessed confidential reporting requirements on what are currently PAS and Schedule C positions, then the regulations should have been revoked or amended to reflect that change.

- OGE reiterated that [ethics official] should not use the SF-278 public financial disclosure form for confidential filers. [Ethics official] stated that he was unaware that a confidential financial reporting system or form existed prior to the publication of the new financial disclosure regulations. OGE records indicate, however, that OGE Desk Officers had instructed [ethics official] on the confidential disclosure system and had provided him with a form prior to OGE's review of [agency's] program.

2. OGE outlined the following steps [ethics official] will have to take in order to comply with OGE's review recommendations, and with the new ethics requirements:

- revoke part or all of existing [agency] standards of conduct regulations, as appropriate, particularly that section pertaining to financial disclosure requirements;
- establish a confidential financial disclosure system, and create a set of internal written procedures for its implementation;
- inform [agency] staff, in writing, of the extant [agency] requirement for approval of any outside employment/activity; and
- submit a training plan to OGE per the requirement found at 5 C.F.R. part 2638, subpart G.

[Ethics official] responded that he had an attorney reviewing the standards of conduct, he would implement the new confidential financial disclosure system based upon 5 C.F.R. part 2634, and that he had already submitted his training plan to OGE.

3. In discussing the steps [ethics official] must undertake in order to bring [agency's] ethics program in line with ethics requirements, [ethics official] expressed his view that:

- a full-time position, preferably staffed by an attorney, is required; and
- additional time is needed to enable him to familiarize himself fully with all the new ethics laws and regulations.

## CONCLUSION

From our examination of [agency's] ethics program and our discussion with [ethics official], we offer the following possible remedy:

- that the [agency head] be encouraged to assign additional staff, possibly an attorney, to the ethics program to assist [ethics official] in managing the program effectively, as discussed in this summary.



ILLUSTRATION 11. TESTIMONY HEADING  
AND TABLE OF CONTENTS  
FOR THE HOUSE

STATEMENT OF

STEPHEN D. POTTS  
DIRECTOR, OFFICE OF GOVERNMENT ETHICS

ON

XXXX

BEFORE THE

SUBCOMMITTEE ON XXXXX  
COMMITTEE ON XXXX  
UNITED STATES HOUSE OF REPRESENTATIVES

ON

XXXX

Mr. CHAIRMAN, AND MEMBERS OF THE SUBCOMMITTEE:

Thank you for the opportunity to appear today to discuss  
XX  
XX

This concludes my statement. I will be happy to respond to  
any questions you may have.

HEARING  
BEFORE THE

XXXXXX

XXXX

U.S. HOUSE OF REPRESENTATIVES

XXXX

XXXX

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ILLUSTRATION 12. TESTIMONY HEADING  
AND TABLE OF CONTENTS  
FOR THE SENATE

STATEMENT OF

STEPHEN D. POTTS  
DIRECTOR, OFFICE OF GOVERNMENT ETHICS

ON

XXXXXXX

BEFORE THE

SUBCOMMITTEE ON XXXXX  
COMMITTEE ON XXXXXXXX  
UNITED STATES SENATE

ON

XXXXXXX

Mr. CHAIRMAN, AND MEMBERS OF THE SUBCOMMITTEE:

Thank you for the opportunity to appear today to discuss  
XX  
XX

This concludes my statement. I will be happy to respond to  
any questions you may have.

HEARING  
BEFORE THE

XXXXXX

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U.S. SENATE

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## LEGAL CITATIONS

### Quick Listing

5 U.S.C appendix (Ethics in Government Act of 1978), § 105

18 U.S.C. § 208

Ethics Reform Act of 1989, Pub. L. 101-194, § 202, 103 Stat. 1716, at 1724

Executive Order 12834 (E.O. 12834)

5 C.F.R. § 2635.103

57 Fed. Reg. 58399 (Dec. 10, 1992)

### Discussion

The Office of Government Ethics overall preference for legal citations is that of the work entitled A Uniform System of Citation (the "Bluebook"). The Bluebook, now in its Fifteenth Edition (1991), is the work of four prestigious law school reviews, the Columbia Law Review, Harvard Law Review Association, University of Pennsylvania Law Review and Yale Law Journal. It is a highly detailed, technical guide to all aspects of legal citation -- legislation, case law and administrative authorities, on the Federal, State and foreign governmental levels. A useful derivative work, primarily intended for the nonlawyer, is Citing & Typing the Law A Guide to Legal Citation and Style (the "Guide") (1992 by C. Edward Good). The Third Edition of the Guide (which also has a blue cover) is based on the recent Fifteenth Edition of the Bluebook. It usefully highlights the major areas of legal citation and points out differences between the current and prior Bluebook editions, as well as some options still left open. Each OGE office and division, as well as the library, has a copy of the Bluebook and the Guide; in addition, all OGE attorneys have been provided with a copy of the Fourteenth or Fifteenth Edition of the Bluebook.

The following set of model legal citations highlights the options that OGE has chosen for its own general correspondence (including ethics advisory letters and nominee transmittal letters), memoranda (including DAEOgrams) and other general use written documents (including audit reports). However, this OGE style supplement does not govern in the case of other, technical or legal documents that OGE prepares, such as legislative/budgetary materials, legal briefs, Federal Register documents and the Newsgram and other publications, to the extent that they have

different legal citation/style preferences/requirements. The Bluebook legal style would apply to such documents, unless other specific alternate style requirements are imposed by the appropriate governing authority, as is true for certain legal citations in the Federal Register.

As to some of these legal citation style preferences, as set forth here, OGE varies from the Bluebook (& Guide), based on OGE practice over the years which itself reflects certain Government-wide style practices. The examples below contain many of the most common kinds of legal citations that this Agency uses on a day-to-day basis. Any questions that cannot be resolved from this supplement and the Bluebook and Guide can be directed to your designated Division/Office support staffer and, if necessary, to Bill Gressman of the OGE Style Committee. Finally, other preferences and variations may be chosen at some future point; if so, E-mail or other appropriate notice will be given to the OGE staff. Any further choices will be incorporated into the periodic updates to this Style Manual.

Statutes, cases, Executive orders and regulations are usually to be cited as follows (with the internal spacing as shown, generally one space; note: the bolding used here is only for emphasis, do not bold cites in OGE documents):

**5 U.S.C. appendix (Ethics in Government Act of 1978), § 105** -- This indicates the OGE preference for citations to the Ethics in Government Act, in this case, section 105 of the Ethics Act as found in an appendix to title 5 of the United States Code. The first citation in a document normally should have the complete citation in the format set forth above, or alternatively, written out as in **section 105 of the Ethics in Government Act of 1978 (the "Ethics Act"), 5 United States Code appendix § 105** (note: appendix can be abbreviated as **app.**; also, after the first full citation, cites can simply be to **5 U.S.C. appendix** (or) **app. § 105** -- note that without the full citation, the comma before the section symbol is dropped). Further, the title or subject matter should also be indicated. However, a parenthetical indication at the end of the cite of the year of the U.S.C. edition or supplement, "(1988)" or "(Supp. II 1990)," is not normally required for OGE documents. After the first citation in a document, cites to the 5 U.S.C. appendix do not have to be given, for example, **section** (or **§**) **105 of the Ethics Act** would be sufficient. Please note that the words "section," "title," "appendix," are written with an initial lower case letter (unless they start a sentence, of course). Moreover, OGE style preference permits the writer to either write out the word **section** or use the section symbol **§**, called a "squiggle," which is formed on our computers by pressing the "Alt" and "S" keys

simultaneously. When beginning a sentence, the word **section** must be written out. For double section cites, either write out **sections** or use a double squiggle **§§**. Please note that two or more paragraphs of the same section are referred to in the single (per the Bluebook), thus: **section 105(b) and (c)** or **§ 105(b) and (c)**. Further, these subdivisions can alternatively be referred to as subsections 105(b) and 105(c) or as paragraphs (b) and (c) of section 105. In addition, note the use of **and**; an & (ampersand) can also be used in a citation or footnote, but not in the text of a sentence. These same style preferences also apply when citing sections in Executive orders and regulations, topics discussed below). Furthermore, OGE does not strictly insist on using the alternate unofficial, but more up-to-date citations to the **United States Code Annotated, U.S.C.A.** (which is stocked in OGE's library) or the **United States Code Service, U.S.C.S.** (which is not), even if the provision is not yet issued in the United States Code itself (i.e., U.S.C. cites can still be used). When U.S.C.A. or U.S.C.S. cites are employed, it is not necessary to indicate parenthetically the publisher and date, that is, "(West Supp. 1992)" or "(Law. Co-op. 1992)" is not required.

**18 U.S.C. § 205** -- This indicates the proper OGE style for citation to one of the conflict of interest laws, **section 208 as codified in title 18 of the United States Code** (all of which can also be written out at the option of the writer, particularly the first time the citation is given). Again, the U.S.C. edition/supplement year is not generally shown. The statutory section title or subject matter should preferably be given either in the accompanying text or in the citation itself the first time the statutory provision is cited. Thereafter, the OGE preference is to follow the bolded model, though subsequent references in the same document can simply be to **section 208** or **§ 208** (though only the former should be used at the start of a sentence). Two or more sections would be cited as **sections** or **§§ 203 and 205**.

**Ethics Reform Act of 1989, Pub. L. 101-194, § 202, 103 Stat. 1716, at 1724** -- This indicates the preferred cite for legislation not yet codified in the U.S.C. or U.S.C.A./U.S.C.S. (if the title of the legislation does not include the date, add it parenthetically after the "Stat." cite). Though the 1989 Ethics Reform Act is now codified, this citation is given for illustrative purposes. After the first citation, cites can be made to just **section 202** or **§ 202** (except at the beginning of a sentence) of the Ethics Reform Act (multiple sections are shown by **sections** or **§§**). Once again, the title or

subject matter of the section cited should also be noted in the document. "Pub. L." stands for the assigned public law number for the indicated legislation (the cited example was the 194th law of the 101st Congress). "Stat." stands for Statutes at Large, an official publication that OGE does not obtain. The preceding number stands for the volume, and the following number is the page citation. The page cite is to the first page only, though in the alternative all pages of the relevant law can be indicated. The page at which § 202 starts is listed as "at 1724." However, the Slip Law versions of laws that the legislative section of OGE's General Counsel's Office (OGC & LP) can help in getting, give Statutes at Large citations. Also, the unofficial publication **United States Code Congressional and Administrative News** (U.S. Code Cong. & Admin. News) also sets forth Statutes at Large text with page citations and can be used if the other sources are not yet available.

**Other legislative materials, including legislative history** -- follow part C of the Bluebook. As noted, this Agency carries the United States Code Congressional and Administrative News in the library, which also has selected legislative history materials. Our OGE Library has binders and hearing materials from the various pieces of Government ethics legislation as well as the official daily Congressional Record for the current session of Congress. In addition, OGC & LP's legislative section subscribes to the LEGISLATE computer service, which is another valuable resource.

**Court case and agency administrative decisions citations** -- follow part B of the Bluebook (i.e., underline case names, including the v., and prior and subsequent history explanatory phrases, etc.). Since OGE is not a primary litigating agency, many of our documents do not have any case cites. Further, OGE does not currently subscribe to the Federal case reporters for the U.S. Supreme Court, Circuit courts or District courts, nor to any agency administrative decision reporters (except for the bound opinions of the Office of Legal Counsel/Department of Justice (cite as **5 Opinions of Office of Legal Counsel 194 (1981)**) and decisions of the Comptroller General/GAO (cite as **68 Comp. Gen. 133 (1988)**); some unpublished decisions of the latter are also obtained). This Agency does have the unofficial **United States Law Week** (U.S.L.W.) looseleaf service in the Library which carries summaries of more significant lower court cases and the text of Supreme Court opinions (cite as **61 United States Law Week 4045**, or **61 U.S.L.W. 4045** thereafter). In these decision and case cites, the first number is that of the volume and the second is that of the first page of the



opinion (alternatively, all the pages of a cited decision or case can be shown). Furthermore, OGE subscribes to the JURIS and LEXIS computer-assisted legal research services (located in the Library; consult your Division/Office designated liaisons for help). This permits legal research and access to a wide variety of Federal and State cases as well as agency administrative decisions as set forth in electronic/computer format. For detailed case work, when needed, OGE also relies the libraries of other, larger Federal agencies, such as those of the Department of Justice and the Office of Personnel Management, which have extensive collections of legal materials.

**Executive Order 12834 (E.O. 12834)** -- For Executive orders (if a particular order is cited, initially capitalize both words; otherwise, only "Executive" has an initial capital letter), either the full written form or the abbreviated form indicated is acceptable, though the former should be used for the first citation and for starting a sentence. Note that OGE style is not to use a comma in the number and not to write in "No." or "Number." Further, in the first citation to a Presidential order, it is a good practice to give the date of the order and its title or subject matter (either in the accompanying text or in the citation itself). The 3 Code of Federal Regulations codification, with the appropriate annual compilation, should be indicated (if that is not yet available, the Federal Register citation should be given). Thus, a complete cite for the Executive order noted above would be **Executive Order 12834 of January 20, 1993 "Ethics Commitments by Executive Branch Appointees," 58 Fed. Reg. 5911 (Jan. 23, 1993)** (alternatively, all the pages in the Federal Register on which the order is published can be shown, i.e., "5911-5916"). For Executive Order 12674, which has been codified and modified, cite as **Executive Order 12674 of April 12, 1989 "Principles of Ethical Conduct for Government Officers and Employees," as modified by Executive Order 12731 of October 17, 1990, 3 C.F.R., 1990 Compilation, p. 306** (again, alternatively, all the pages of the order in the 1990 Compilation can be listed -- "pp. 306-311"). Note that in the cite to the 3 C.F.R. Compilation, the page number is preceded by the abbreviation "p.". A particular section or sections in an Executive order would be referred to as **section** or **sections**, or **§** or **§§** (except at the beginning of a sentence).

**5 C.F.R. § 2635.103** -- This is the OGE style for citations to sections of agency rules and regulations codified in the Code of Federal Regulations, which can

also be written out, particularly in the first reference in a document or if the cite is first to the section, then the C.F.R. as in **section 2635.105 of the Code of Federal Regulations** or **C.F.R.**). Normally, it is not necessary pursuant to OGE style preference to indicate parenthetically the edition date of the C.F.R., i.e., "(1993)," at the end of the citation. Of course, the section title or subject matter should normally also be stated; this is especially advisable in the first reference to a regulatory section in a document. In the text of a document, after the initial citation, **section 2635.103** or **§ 2635.103** can be used, except that the former is always used at the beginning of a sentence (for two or more sections, **sections 2635.103 and 2635.403(a)** or **§§ 2635.103 and 2635.403(a)**). Our Library has all 50 volumes of the Code of Federal Regulations.

**57 Fed. Reg. 58399 (Dec. 10, 1992)** -- This abbreviated citation is the preferred one for OGE documents referring to materials published in the Federal Register, which can also be written out, particularly in the first reference in a document. Note that the month, day and year are given and that the month is abbreviated, though alternatively it can be written out. The document being cited, a regulation, notice or policy statement, should always be identified. Notice that for multiple-page documents, the OGE style preference is to refer to the first page only or, in the alternative, all of the pages can be listed, in this case pages "58399-58400." To cite to a particular page, use the following format based on OGE's standards of ethical conduct final rule, **57 Fed. Reg. 35006, at 35035 (Aug. 7, 1992)**. The OGE Library contains the prior year's set of the official daily issues of the Federal Register.

For official agency names, abbreviations and acronyms, use the current edition of The United States Government Manual, published annually by the Office of the Federal Register, National Archives and Records Administration. This useful official volume lists agencies in all three branches of the Federal Government. For the executive branch, first departments, then the agencies are shown in alphabetical order. The official list of agency abbreviations and acronyms (including subunits) is found at appendix B of the Manual, which is duplicated in chapter 6 of this OGE Style Manual.

## USEFUL INFORMATION

### CAPITALIZATION

When referring to the **3 branches of Government** do not capitalize:

judicial branch  
executive branch  
federal branch

When using the terms Federal and Administration, **Government**, capitalize them when referring to the United States or to a particular government in power.

Federal Government  
Clinton Administration  
The Administration

Reference to one's own office/organization, **office** and **agency** should be initial cap.

**FOR FURTHER GUIDANCE, SEE GSA U.S. GOVERNMENT CORRESPONDENCE MANUAL, Chapter 5, pgs. 63-66.**

### UNDERLINING

Underline all titles to books or treatises; all titles to periodical articles and all names of titles or topics within encyclopedias.

### NUMERALS

Spell out numbers at the beginning of a sentence. Numbers under 10 should be spelled out, except when they express time, money, or measurement; these are always typed as numerals.

**Compounds.** When two numbers comprise one item or unit, one of the numbers (usually the first) should be expressed in words, and the other (usually the second) should be expressed in figures; if, the second number is the shorter, it may be expressed in words instead.

Example: two 7-drawer files  
but also  
20 ten-drawer files

**Dates.** Figures are used to express days and years in business-letter date lines and in running texts; ordinal numbers should not be used, however, unless the word **the** precedes the date.

Example: January 1, 19--  
not  
January 1st, 19--  
but  
the 1st of January, 19--  
  
The Office expanded on  
January 1.  
not  
The Office expanded on  
January 1st.

**Series.** Figures are usually used to express a series of numbers in a sentence if one of the numbers is greater than ten, is a mixed fraction, or contains a decimal.

Example: We need 4 desks, 3 chairs, and 14 typewriters.

**FOR FURTHER GUIDANCE, SEE GSA U.S. GOVERNMENT CORRESPONDENCE MANUAL, pgs. 77-79.**

## **QUOTATIONS**

Quotations of forty-nine or fewer words should be enclosed in quotation marks, but not indented. As a general rule, quotations of fifty or more words should be indented right and left **WITHOUT QUOTATION MARKS**. The citation should follow immediately before or after the quotation. Always place commas and periods inside the quotation marks only if they are part of the matter quoted. When a letter must be changed from upper to lower case, or vice versa, enclose it in brackets. Indicate the omission of letters with empty brackets. Significant mistakes in the original should immediately be followed by [sic] but otherwise left as they appear in the original. Where language beginning an original sentence of a quote has been deleted, capitalize the first letter and place it in brackets. Use an ellipsis where language from the middle of a quoted sentence is omitted. End of a sentence/quote should be . . . ." If

language after the end of a quoted sentence is deleted and the sentence is followed by further quotation, retain the punctuation of the end of the sentence and insert 3 periods before the remainder of the quotation. The citation following the indented quoted material should not be indented, but should begin at the left margin and DOUBLE-LINED DOWN.

#### **HEADINGS AND SUBHEADINGS**

Extreme care should be taken to follow a uniform typing style when preparing the headings and subheadings throughout reports and memorandums. The format for topic divisions and subdivisions listed in outline style with numbers and letters should be used. SEE ILLUSTRATION 13.

#### **ACRONYMS**

Acronyms are used when you are repeatedly referencing to an office/agency throughout the material. REMINDER: When referencing office/agency only once in your material there is no need to use an acronym.

## **HELPFUL HINTS**

### **To use Spell-Check Feature\*:**

press Ctrl F2--you can now spell check a word, page, document, look-up a word, count the words in a document and also add to your supplemental dictionary.

**\*See pgs. 573-591 of WordPerfect for DOS Reference Guide for more information.**

### **To use Pull-Down Menu Feature:\*\***

press Alt+= and move the cursor to the menu of your choice using the Up/Down Arrow Keys and pressing Enter or you can select the letter associated with the menu

**\*\* See pg. 534 of the WordPerfect for DOS Reference Guide for more information.**

### **To print continued message for footnotes:**

press Control F7  
press 1 for footnote  
press 4 for options  
press 8 for continued message  
press Y for yes

### **To keep together words that should not be separated:**

press Home and Space Bar separately  
where the space should be

### **To block indent quoted material:**

press Shift F4 (this will indent the right and left margins)

### **To convert existing text to all uppercase or lowercase letters**

block the text  
press Shift F4  
select (1) Uppercase or (2) Lowercase

To search and replace a certain word or phrase that appears several times in a document:\*\*\*

press Alt F2, you are asked if you want to confirm each replacement, type Y to replace with confirmation, type what you want to replace, or type N to replace without it, press F2

press F2 without entering a replacement to delete every occurrence of the search string

\*\*\*It is helpful to be at the beginning of document. If not, you will be given the option to search forward or backward in your document while in this replace mode.

Instructions for viewing WP documents while in Print Screen:

press Shift F7  
press 6 for View Document (you can now have the document viewed at 100%, 200%, Full Page or Facing Pages).

Instructions for viewing E-Mail messages while in WordPerfect document:

press Ctrl F1  
press 1 to Go to DOS  
type mail  
type message number  
after viewing type exit at prompt (will bring you back to WP document--you must still view message in Higgins)

## **MACROS**

The Macro feature records keystrokes and plays them back just as they were recorded. The Style Committee has developed several macros which will aid in the creation of OGE WordPerfect documents. These macros are in addition to the ones that are already available on the LAN; a macro listing is attached.



## MACROS AVAILABLE ON THE LAN

### [ALT L] LETTERHEAD

This macro is used when material is to be printed on letterhead.

### [ALT P] HEADER

A header should be used on letters and memorandums that require continuation pages. A header should generally contain the same information as the first line of the inside address. However, if the first line does not have a courtesy title (i.e., Mr. Ms. because an organizational title was used, type the appropriate courtesy title, but not the organizational title, in your header). Also included in the Header is the page number indication.

### [ALT S] SECTION SYMBOL

This macro is used to create the section symbol (§).

### [ALT B] BULLET

This macro is used to create the bullet (●).

### [ALT M] MEMORANDUM

This macro is used for the memorandum format.

### [ALT D] SIGNATURE BLOCK

This macro is for the signature block for Mr. Potts, which contains the complimentary close and signature line.

### [ALT N] HEADER THAT COMPRISES 2 ADDRESSEE LINES

This macro is used to create documents requiring a continuation page which has more than one addressee.

### [ALT E] EXECUTIVE SUMMARY

This macro is used for the heading of an Executive Summary.

## CONGRESSIONAL TESTIMONY

Two macros have been created for Congressional Testimonies (House and Senate). Type **ALT F10**, at macro prompt, type **House** for House testimony. Included in this macro is the Testimony heading and standard closing. Also a Table of Contents is included which is used for the testimony briefing books. For the Senate testimony, type **Senate** at the macro prompt. This macro also includes the above-mentioned material.

ILLUSTRATION 13. OUTLINE FORMAT FOR  
HEADINGS AND SUBHEADINGS

OUTLINE FORMAT FOR HEADINGS AND SUBHEADINGS

- I. The first heading at this level . . .
  - A. The first subdivision at this level . . .
    - 1. The next subdivision at this level . . .
      - a. The next subdivision at this level . . .
        - (1) The next subdivision at this level . . .
          - (a) The next subdivision at this  
level . . .
            - (i) The next subdivision at this  
level . . .

# STATE ABBREVIATIONS

Alabama .....AL  
 Alaska.....AK  
 Arizona.....AZ  
 Arkansas.....AR  
 California..CA  
 Colorado....CO  
 Connecticut.CT  
 Delaware....DE  
 District of  
 Columbia....DC  
 Florida.....FL  
 Georgia.....GA  
 Guam.....GU  
 Hawaii.....HI  
 Idaho.....ID  
 Illinois....IL  
 Indiana.....IN  
 Iowa.....IA  
 Kansas.....KS

Kentucky... ..KY  
 Louisiana... ..LA  
 Maine .....ME  
 Maryland.....MD  
 Massachusetts..MA  
 Michigan.....MI  
 Minnesota.....MN  
 Mississippi....MS  
 Missouri.....MO  
 Montana.....MT  
 Nebraska.....NE  
 Nevada.....NV  
 New Hampshire..NH  
 New Jersey.....NJ  
 New Mexico.....NM  
 New York.....NY  
 North Carolina.NC  
 North Dakota...ND






























Ohio.....OH  
 Oklahoma.....OK  
 Oregon.....OR  
 Pennsylvania...PA  
 Puerto Rico....PR  
 Rhode Island...RI  
 South Carolina.SC  
 South Dakota...SD  
 Tennessee.....TN  
 Texas.....TX  
 Utah.....UT  
 Vermont.....VT  
 Virginia.....VA  
 Virgin Islands.VI  
 Washington.....WA  
 West Virginia..WV  
 Wisconsin.....WI  
 Wyoming.....WY

# Tips on Proofreading

When proofreading material that has been typeset, it is mutually beneficial to both you and the typesetter to use the standard proofreaders' marks shown below. It is much easier, for example, to use the comma symbol than to write "a comma should be put here" or other lengthy instructions on your proof. This happens... frequently! We have listed a few tips which will save you time and money:

- Mark legibly
- Indicate with a caret or vertical line in the text matter where the correction is to be made, and indicate the correction in the margin, not between lines (see example on reverse)
- Read the proof with another person holding the copy, if possible
- Mark corrections with a blue pencil; mark author's alterations with a red pencil
- Return your manuscript copy with the proof

## Standard Proofreaders' Marks

|   |  |  |  |
|---|--|--|--|
|    | Delete   |    | Wrong font; character(s) of wrong type face or size            |
| <i>OSC</i>  | Out, see copy; use to indicate omitted copy; circle omission on original copy  |   | Boldface type  |
| <i>stet</i>   | Use to cancel previous mark  |  | Lightface type   |
|  | Circling of word or figure indicates change: figures to spelling, spelling to figures, abbreviation to full spelling or vice versa | <i>Rom</i>   | Roman type   |
|  |  | <i>Ital</i>  | Italic type  |
|  |  |  | Paragraph  |
|  | Superior or inferior letter or figure  |  | Close up   |
|  | Period   |  | Move to right  |
|  | Comma  |  | Move to left   |
|  | Hyphen   |  | Move up or down  |
|  | Apostrophe   |  | Center   |
|  | Quotation marks  |  | Transpose: change position of letters, words, paragraphs, etc. |
|  | Dash   |  | Space  |
|  | Lower case   |  | Align horizontally or vertically                               |
|  | Capitals   |  | Delete space   |
|  | Capitals and lower case  |  | Indent number of ems shown                                     |
|   |  |  | Divide line  |

## Example of Proper Proof Marking

### ] The Postal Academy Story [

□ In the words of a former student at  
one of the early ~~street~~ schools, Edu-  
cation is mor<sup>e</sup> than simply learning  
from the books you read and study. It  
is<sup>is</sup> rather, an attitude, an approach to  
living, a life-style of awareness about  
yourself and your world. It is a search  
through experience—for understand-  
ing."

In addition to the 180 students  
studying for High School Equivalency  
Certific<sup>es</sup>, each academy will provide  
forty places for underemployed postal  
employees seeking off the clock in-  
struction. Preparation for this Exam  
will involve daily 2-hour classes for a  
four-month term.

## APPENDIX B: Commonly Used Abbreviations and Acronyms

|        |   |          |   |
|--------|---|----------|---|
| ABMC   | American Battle Monuments Commission                      | AFSC     | Armed Forces Staff College                                    |
| ACDA   | United States Arms Control and Disarmament Agency         | AGRICOLA | Agricultural OnLine Access                                    |
| ACUS   | Administrative Conference of the United States            | AID      | Agency for International Development                          |
| ACYF   | Administration for Children, Youth, and Families          | AIDS     | Acquired Immune Deficiency Syndrome                           |
| ADA    | Americans with Disabilities Act of 1990                   | AMS      | Agricultural Marketing Service                                |
| ADAMHA | Alcohol, Drug Abuse, and Mental Health Administration     | Amtrak   | National Railroad Passenger Corporation                       |
| ADB    | Asian Development Bank                                    | ANA      | Administration for Native Americans                           |
| ADD    | Administration on Developmental Disabilities              | AOA      | Administration on Aging                                       |
| AEDS   | Atomic Energy Detection System                            | APHIS    | Animal and Plant Health Inspection Service                    |
| AFAA   | Air Force Audit Agency                                    | ARC      | Appalachian Regional Commission                               |
| AFBCMR | Air Force Review Board for Correction of Military Records | ARS      | Agricultural Research Service                                 |
| AFCARA | Air Force Civilian Appellate Review Agency                | ASCS     | Agricultural Stabilization and Conservation Service           |
| AFPEO  | Air Force Program Executive Offices                       | ATSDR    | Agency for Toxic Substances and Disease Registry              |
| AFDB   | African Development Bank                                  | BEA      | Bureau of Economic Analysis                                   |
| AFDC   | Aid to Families with Dependent Children                   | BIA      | Bureau of Indian Affairs                                      |
| AFDF   | African Development Fund                                  | BIB      | Board for International Broadcasting                          |
| AFIS   | American Forces Information Service                       | BJA      | Bureau of Justice Assistance                                  |
| AFPC   | Armed Forces Policy Council                               | BJS      | Bureau of Justice Statistics                                  |
| AFPPS  | American Forces Press and Publications Service            | BLM      | Bureau of Land Management                                     |
| AFRRI  | Armed Forces Radiobiology Research Institute              | BLMRCP   | Bureau of Labor-Management Relations and Cooperative Programs |
| AFRTS  | Armed Forces Radio and Television Service                 | BLS      | Bureau of Labor Statistics                                    |
|        |   | BPA      | Bonneville Power Administration                               |
|        |   | BSC's    | Business Service Centers                                      |
|        |   | BVA      | Board of Veterans Appeals                                     |

# U.S. GOVERNMENT MANUAL

|                  |   |         |   |
|------------------|---|---------|---|
| C <sup>4</sup>   | Command, Control, Communication, and Computer Systems                                 | CSRS    | Cooperative State Research Service  |
| CALS/CE          | Computer-Aided Acquisition and Logistic Support/Concurrent Engineering Program I73CBO | CUFT    | Center for the Utilization of Federal Technology                          |
|                  | Congressional Budget Office   | DA      | Department of the Army  |
| CCC              | Commodity Credit Corporation; Customs Cooperation Council                             | DARPA   | Defense Advanced Research Projects Agency                                 |
| CCEA             | Cabinet Council on Economic Affairs   | DCAA    | Defense Contract Audit Agency   |
| CCR              | Commission on Civil Rights  | DCASR's | Defense Contract Administration Services Regions                          |
| CDBG             | Community Development Block Grants  | DCS     | Defense Communications System   |
| CDC              | Centers for Disease Control   | DEA     | Drug Enforcement Administration   |
| CEA              | Council of Economic Advisers  | DIA     | Defense Intelligence Agency   |
| CEQ              | Council on Environmental Quality  | DINFOS  | Defense Information School  |
| CFA              | Commission of Fine Arts   | DIPEC   | Defense Industrial Plant Equipment Center                                 |
| CFR              | <i>Code of Federal Regulations</i>  | DIS     | Defense Investigative Service   |
| CFTC             | Commodity Futures Trading Commission  | DISA    | Defense Information Services Activity; Defense Information Systems Agency |
| CG               | Commanding General  | DISAM   | Defense Institute of Security Assistance Management                       |
| CHAMPVA          | Civilian Health and Medical Program of the Veterans Administration                    | DLA     | Defense Logistics Agency  |
| CIDS             | Computer Information Delivery Service   | DLSA    | Defense Legal Services Agency   |
| C <sup>3</sup> I | Command, Control, Communications, and Intelligence                                    | DMA     | Defense Mapping Agency  |
| C <sup>4</sup> I | Communication, Command, Control, Computer, and Intelligence                           | DMFO    | Defense Medical Facilities Office   |
| CIA              | Central Intelligence Agency   | DMS     | Defense Mapping School  |
| CIC              | Consumer Information Center   | DMSA    | Defense Medical Support Activity  |
| CNO              | Chief of Naval Operations   | DMSSC   | Defense Medical Systems Support Center                                    |
| Conrail          | Consolidated Rail Corporation   | DNA     | Defense Nuclear Agency  |
| CPSC             | Consumer Product Safety Commission  | DOC     | Department of Commerce  |
| CRS              | Congressional Research Service; Community Relations Service                           | DOD     | Department of Defense   |
| CSA              | Community Services Administration   | DODDS   | Department of Defense Dependents Schools                                  |
|                  |   | DOE     | Department of Energy  |
|                  |   | DOL     | Department of Labor   |
|                  |   | DOT     | Department of Transportation  |
|                  |   | DSAA    | Defense Security Assistance Agency  |
|                  |   | DTSA    | Defense Technology Security Administration                                |

# APPENDIX B

|            |  |       |  |
|------------|--|-------|--|
| EDA        | Economic Development Administration          | FHFB  | Federal Housing Finance Board                  |
| EEOC       | Equal Employment Opportunity Commission      | FHWA  | Federal Highway Administration                 |
| EIA        | Energy Information Administration            | FIA   | Federal Insurance Administration               |
| EO         | Executive order                              | FIC   | Federal Information Centers                    |
| EOUSA      | Executive Office for United States Attorneys | FIRS  | Federal Information Relay Service              |
| EPA        | Environmental Protection Agency              | FICO  | Financing Corporation                          |
| ERA        | Economic Regulatory Administration           | FLETC | Federal Law Enforcement Training Center        |
| ERS        | Economic Research Service                    | FLRA  | Federal Labor Relations Authority              |
| ES         | Extension Service                            | FMC   | Federal Maritime Commission                    |
| ESA        | Employment Standards Administration          | FMCS  | Federal Mediation and Conciliation Service     |
| ETA        | Employment and Training Administration       | FmHA  | Farmers Home Administration                    |
| Eximbank   | Export-Import Bank of the United States      | FMS   | Financial Management Service                   |
| FAA        | Federal Aviation Administration              | FNMA  | Federal National Mortgage Association          |
| Farmer Mac | Federal Agricultural Mortgage Corporation    | FNS   | Food and Nutrition Service                     |
| FAS        | Foreign Agricultural Service                 | FOIA  | Freedom of Information Act                     |
| FBI        | Federal Bureau of Investigation              | FOMC  | Federal Open Market Committee                  |
| FCA        | Farm Credit Administration                   | FPRS  | Federal Property Resources Service             |
| FCC        | Federal Communications Commission            | FR    | <i>Federal Register</i>                        |
| FCIA       | Foreign Credit Insurance Association         | FRA   | Federal Railroad Administration                |
| FCIC       | Federal Crop Insurance Corporation           | FRS   | Federal Reserve System                         |
| FDA        | Food and Drug Administration                 | FSIS  | Food Safety and Inspection Service             |
| FDIC       | Federal Deposit Insurance Corporation        | FSLIC | Federal Savings and Loan Insurance Corporation |
| FEB's      | Federal Executive Boards                     | FSS   | Federal Supply Service                         |
| FEC        | Federal Election Commission                  | FSTS  | Federal Secure Telephone Service               |
| FEDRIP     | Federal Research in Progress Database        | FTC   | Federal Trade Commission                       |
| FEMA       | Federal Emergency Management Agency          | FTS   | Federal Telecommunications System              |
| FERC       | Federal Energy Regulatory Commission         | FWS   | Fish and Wildlife Service                      |
| FFB        | Federal Financing Bank                       | GAO   | General Accounting Office                      |
| FGIS       | Federal Grain Inspection Service             | GATT  | General Agreement on Tariffs and Trade         |
| FHA        | Federal Housing Administration               | GNMA  | Government National Mortgage Association       |



# U.S. GOVERNMENT MANUAL

|       |   |                   |  |
|-------|---|-------------------|--|
| GPO   | Government Printing Office  | IMS               | Institute of Museum Services                               |
| GSA   | General Services Administration                                       | INF               | Intermediate-range nuclear forces                          |
| HCFA  | Health Care Financing Administration                                  | INS               | Immigration and Naturalization Service                     |
| HDS   | Office of Human Development Services                                  | INTERPOL          | International Criminal Police Organization                 |
| HHS   | Department of Health and Human Services                               | IOM               | International Organization for Migration                   |
| HIV   | Human Immunodeficiency Virus  | IRMS              | Information Resources Management Service                   |
| HNIS  | Human Nutrition Information Service                                   | IRS               | Internal Revenue Service                                   |
| HRA   | Health Resources Administration                                       | ITA               | International Trade Administration                         |
| HUD   | Department of Housing and Urban Development                           | ITAR              | International Traffic in Arms Regulations                  |
| IAEA  | International Atomic Energy Agency                                    | ITU               | International Telecommunication Union                      |
| IAF   | Inter-American Foundation   | IVHS              | Intelligent Vehicle-Highway System                         |
| IBRD  | International Bank for Reconstruction and Development                 | JAG               | Judge Advocate General                                     |
| ICAF  | Industrial College of the Armed Forces                                | JCEWS             | Joint Command, Control, and Electronic Warfare School      |
| ICAO  | International Civil Aviation Organization                             | JCS               | Joint Chiefs of Staff                                      |
| IDB   | Inter-American Development Bank                                       | JCSOS             | Joint and Combined Staff Officer School                    |
| ICC   | Interstate Commerce Commission  | JICST             | Japan International Center of Science and Technology       |
| ICO   | International Coffee Organization                                     | JTC <sup>3A</sup> | Joint Tactical Command, Control, and Communications Agency |
| IDA   | International Development Association; Institute for Defense Analyses | MA                | Maritime Administration                                    |
| IDCA  | United States International Development Cooperation Agency            | MBDA              | Minority Business Development Agency                       |
| IEVS  | Income Eligibility Verification Systems                               | MBFR              | Mutual and balanced force reduction                        |
| IFAD  | International Fund for Agricultural Development                       | MED               | Office of Medical Services (State)                         |
| IFC   | International Finance Corporation                                     | MHSS              | Military Health Services System                            |
| IGDOD | Inspector General, Department of Defense                              | MMS               | Minerals Management Service                                |
| IHA's | Indian Housing Authorities  | MSHA              | Mine Safety and Health Administration                      |
| IHS   | Indian Health Service   | MSPB              | Merit Systems Protection Board                             |
| ILO   | International Labor Organization                                      | MSSD              | Model Secondary School for the Deaf                        |
| IMF   | International Monetary Fund   | MTB               | Materials Transportation Bureau                            |
|       |   | NARA              | National Archives and Records Administration               |

# APPENDIX B

|       |   |          |   |
|-------|---|----------|---|
| NASA  | National Aeronautics and Space Administration           | NRC      | Nuclear Regulatory Commission   |
| NASS  | National Agricultural Statistics Service                | NSA      | National Security Agency  |
| NATO  | North Atlantic Treaty Organization                      | NSC      | National Security Council   |
| NBS   | National Bureau of Standards                            | NSF      | National Science Foundation   |
| NCC   | National Coordinating Committee                         | NSTL     | National Space Technology Laboratories  |
| NCI   | National Cancer Institute                               | NTIA     | National Telecommunications and Information Administration                      |
| NCIC  | National Cartographic Information Center                | NTID     | National Technical Institute for the Deaf                                       |
| NCJRS | National Criminal Justice Reference Service             | NTIS     | National Technical Information Service (Commerce)                               |
| NCPC  | National Capital Planning Commission                    | NTSB     | National Transportation Safety Board  |
| NCS   | National Cemetery System                                | NWC      | National War College  |
| NCUA  | National Credit Union Administration                    | OA       | Office of Administration  |
| NDU   | National Defense University                             | OAS      | Organization of American States   |
| NEH   | National Endowment for the Humanities                   | OASTP    | Office of the Assistant Secretary for Technology Policy                         |
| NEL   | National Engineering Laboratory                         | OCHAMPUS | Office of Civilian Health and Medical Program of the Uniformed Services         |
| NHPRC | National Historical Publications and Records Commission | OCS      | Office of Community Services; Officer Candidate School; Outer Continental Shelf |
| NHTSA | National Highway Traffic Safety Administration          | OCSE     | Office of Child Support Enforcement   |
| NIC   | National Institute of Corrections                       | OECD     | Organization for Economic Cooperation and Development                           |
| NIE   | National Institute of Education                         | OES      | Office of Employment Security   |
| NIH   | National Institutes of Health                           | OFCC     | Office of Federal Contract Compliance   |
| NIJ   | National Institute of Justice                           | OFM      | Office of Financial Management  |
| NIS   | Naval Investigative Service                             | OFPP     | Office of Federal Procurement Policy  |
| NIST  | National Institute of Standards and Technology          | OFR      | Office of the Federal Register  |
| NLM   | National Library of Medicine                            | OGE      | Office of Government Ethics   |
| NLRB  | National Labor Relations Board                          | OGPS     | Office of Grants and Program Systems  |
| NMCS  | National Military Command System                        | OICD     | Office of International Cooperation and Development                             |
| NML   | National Measurement Laboratory                         | OJJDP    | Office of Juvenile Justice and Delinquency Prevention                           |
| NOAA  | National Oceanic and Atmospheric Administration         |          |   |
| NOS   | National Ocean Survey                                   |          |   |

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|       |  |         |  |
|-------|--|---------|--|
| OJP   | Office of Justice Programs                             | PCC     | Panama Canal Commission                            |
| OLMS  | Office of Labor-Management Standards                   | PHA's   | Public Housing Agencies                            |
| OMB   | Office of Management and Budget                        | PHS     | Public Health Service                              |
| OMIS  | Office of Management and Information Systems           | PLBB    | Patent Licensing Bulletin Board                    |
| OPD   | Office of Policy Development                           | PRC     | Postal Rate Commission                             |
| OPFI  | Office of Program and Fiscal Integrity                 | PTO     | Patent and Trademark Office                        |
| OPIC  | Overseas Private Investment Corporation                | PWBA    | Pension and Welfare Benefits Administration        |
| OPM   | Office of Personnel Management                         | RDA     | Rural Development Administration                   |
| ORM   | Office of Regional Management                          | REA     | Rural Electrification Administration               |
| ORR   | Office of Refugee Relief                               | REFCORP | Resolution Funding Corporation                     |
| OSC   | Office of Special Counsel                              | RETRF   | Rural Electrification and Telephone Revolving Fund |
| OSCE  | Office of Child Support Enforcement                    | RFE     | Radio Free Europe                                  |
| OSDBU | Office of Small and Disadvantaged Business Utilization | RICO    | Racketeer Influenced and Corrupt Organizations     |
| OSF   | Office of Space Flight                                 | RIT     | Rochester Institute of Technology                  |
| OSHA  | Occupational Safety and Health Administration          | RL      | Radio Liberty                                      |
| OSHRC | Occupational Safety and Health Review Commission       | ROTC    | Reserve Officer Training Corps                     |
| OSM   | Office of Surface Mining Reclamation and Enforcement   | RRB     | Railroad Retirement Board                          |
| OSTP  | Office of Science and Technology Policy                | RSA     | Rehabilitation Services Administration             |
| OT    | Office of Transportation                               | RSPA    | Research and Special Programs Administration       |
| OTA   | Office of Technology Assessment                        | RTB     | Rural Telephone Bank                               |
| OTAA  | Office of Trade Adjustment Assistance                  | RTC     | Resolution Trust Corporation                       |
| OTS   | Office of Thrift Supervision                           | SAIF    | Savings Association Insurance Fund                 |
| OVC   | Office for Victims of Crime                            | SAO     | Smithsonian Astrophysical Observatory              |
| OVI   | Office of Voluntarism Initiatives                      | SAVE    | Systematic Alien Verification for Entitlement      |
| OWBO  | Office of Women's Business Ownership                   | SBA     | Small Business Administration                      |
| PADC  | Pennsylvania Avenue Development Corporation            | SCS     | Soil Conservation Service                          |
| PAHO  | Pan American Health Organization                       | SDIO    | Strategic Defense Initiative Organization          |
| PBGC  | Pension Benefit Guaranty Corporation                   | SEC     | Securities and Exchange Commission                 |
| PBS   | Public Buildings Service                               | SERC    | Smithsonian Environmental Research Center          |
|       |  | SGLI    | Servicemen's Group Life Insurance                  |

# APPENDIX B

|        |  |        |  |
|--------|--|--------|--|
| SIDS   | Sudden Infant Death Syndrome   | USCG   | United States Coast Guard  |
| SITES  | Smithsonian Institution Traveling Exhibition Service   | USDA   | United States Department of Agriculture                            |
| SLS    | Saint Lawrence Seaway Development Corporation  | USES   | United States Employment Service                                   |
| SPC    | South Pacific Commission   | USIA   | United States Information Agency                                   |
| SSA    | Social Security Administration   | USITC  | United States International Trade Commission                       |
| SSI    | Supplemental Security Income Program   | USMC   | United States Marine Corps   |
| SSS    | Selective Service System   | USN    | United States Navy   |
| START  | Strategic arms reduction talks   | USNCB  | United States National Central Bureau                              |
| Stat.  | United States Statutes at Large  | USRA   | United States Railway Association                                  |
| TDP    | Trade and Development Program  | USTTA  | United States Travel and Tourism Administration                    |
| TFCS   | Treasury Financial Communication System  | VA     | Department of Veterans Affairs                                     |
| TSI    | Transportation Safety Institute  | VETS   | Veterans' Employment and Training Service                          |
| TVA    | Tennessee Valley Authority   | VGLI   | Veterans Group Life Insurance                                      |
| UDAG   | Urban Development Action Grants  | VISTA  | Volunteers in Service to America                                   |
| UIS    | Unemployment Insurance Service   | VNTSC  | Volpe National Transportation Systems Center                       |
| U.N.   | United Nations <sup>1</sup>  | VOA    | Voice of America   |
| UNESCO | United Nations Educational, Scientific and Cultural Organization                                 | WAPA   | Western Area Power Administration                                  |
| UNICEF | United Nations Children's Fund (formerly United Nations International Children's Emergency Fund) | WHO    | World Health Organization  |
| UNICOR | Federal Prison Industries, Inc.  | WHS    | Washington Headquarters Services                                   |
| UPU    | Universal Postal Union   | WIC    | Special supplemental food program for Women, Infants, and Children |
| USA    | United States Army   | WIN    | Work Incentive program   |
| USAF   | United States Air Force  | WMO    | World Meteorological Organization                                  |
| U.S.C. | United States Code   | WTO    | World Tourism Organization   |
|        |  | WWMCCS | Worldwide Military Command and Control System                      |
|        |  | YCC    | Youth Conservation Corps   |

<sup>1</sup> Acronyms for other U.N. agencies can be found under Selected Multilateral Organizations, beginning on page 809.

The following additional reference materials should be consulted, if need be, as supplements to the materials in this OGE Style Manual binder. For your convenience, the support staff in each division have been provided with a set of these works (except for the unabridged Webster's dictionary which is located in the OGE Library).

#### ADDITIONAL REFERENCE MATERIALS

##### **Reference Works**

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