

NATIONAL PARK SERVICE CONTROLLED CORRESPONDENCE UNIT
CHEAT SHEET

Style and Format:

Times New Roman, 12 font, 1-inch margins [can go down to .8 or up to 1.2], double spaces between sentences (despite the newer convention of single space between sentences), single space between lines.

Signature Blocks:

NPS and FWP signature blocks are flush with the left-side margin:

Margaret Everson
Counselor to the Secretary
Exercising the Delegated Authority of the Director, National Park Service

Shawn Bengel
Acting Deputy Director, Operations

Rob Wallace
Assistant Secretary
for Fish and Wildlife and Parks

John Tanner
Principal Deputy Assistant Secretary
for Fish and Wildlife and Parks

Signature Block (no name) for the Secretary of the Interior is halfway from the right margin and is listed as:

Secretary of the Interior

Titles to Use When Addressing Memos to NPS and FWP:

Counselor to the Secretary
Exercising the Delegated Authority of the Director (since this is on NPS letterhead, you do not need to use “National Park Service” after Director,)

Acting Deputy Director, Operations

Assistant Secretary for Fish and Wildlife and Parks (all one line)

Routing Sheets: This section is outdated

Please use color coded transmittal sheets attached to kelly green folders

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If you have a red transmittal sheet (time sensitive hot items), please specify details in the Comment Section of the red sheet regarding the deadline (when it is due and to whom), and reason for the time sensitivity (Did it just come up? Were follow-up questions asked that now render it time sensitive?, etc.). You may handwrite details in the Comment Section of the transmittal sheet.

Regional Director Info

Please use the following signature line and description in correspondence:

Regional Director
National Park Service
Interior Region [number]

For more information, please contact Mr. or Ms. Name of RD, Regional Director, NPS, Interior Region [number], at (area code) xxx-xxx or [email address].

White House Referrals:

Language to use in the first paragraph:

“Thank you for your letter dated [date], to President Donald J. Trump [or name of other official] regarding [topic]. The White House referred your letter to the Department of the Interior for review, and I am pleased to respond.”

White House Referrals must be responded to within 20 days, and an interim response is expected to be sent within 10 days if the 20-day deadline will be missed.

Reference Documents:

Please see DTS-27293 (Attachment) for Temporary Redlegation of Authority for Certain Vacant Non-Career Senate-Confirmed Position

Please see DTS-26905 for Secretarial Correspondence Handbook

Please see DTS-25519 for DTS TIPS and TRAINING FOR NPS DTS USERS

Please see DTS-25741 for template for WHR interim response

Please see DTS-26077 for Memorandum regarding Prioritizing Correspondence and Identifying Correspondence Points of Contact in Directorate and Regional Offices