5 FAH-1 H-120
PREPARING CORRESPONDENCE

(TL:CH-4; 07-31-2002)

5 FAH-1 H-121 GENERAL PROCEDURES

(TL:CH-4; 07-31-2002)

a.   Personnel may use correspondence to conduct official business in the Department, domestic field offices, Foreign Service posts, and U.S. missions. The nature of the business and the time frame involved will determine the most effective type of correspondence.

b.   Correspondence may be generated in the form of e-mail, telegrams, memorandums, letters, diplomatic notes, Department Notices, or invitations.

c.   Instructions on how to use captions with correspondence to expedite transmission and ensure accurate handling are found in 5 FAH-2 H-440*.*

d.   Instructions for corresponding with foreign governments, a list of the countries of the world, official designations, and country capitals to aid in preparing correspondence are contained in 5 FAH-1 H-1000, *Countries of the World.*

e.   Information regarding e-mail for official business is found in 5 FAH-1 H-900, *Electronic Messages*.

5 FAH-1 H-122 STYLE PRACTICES

(TL:CH-4; 07-31-2002)

The U.S. Government Printing Office (GPO) Style Manual (see http://www.access.gpo.gov/styleman/2000/browse-sm-00.html) may be used as a supplemental reference for preparing correspondence and other written documents in the Department of State. The *Secretariat Handbook*, maintained by S/ES, contains guidelines for preparing correspondence for the Secretary, other Department principals, and the President and Vice President.

5 FAH-1 H-123 WORD PROCESSING EQUIPMENT/SOFTWARE

(TL:CH-4; 07-31-2002)

a.   Word processing features available with automated equipment and software may be used to prepare correspondence, provided the results are in accordance with the guidelines in this handbook.

b.   Office supervisors responsible for a large volume of documents may suggest that preparers create a glossary (macro; template) to save time and increase efficiency.

5 FAH-1 H-124 PRINTER FONTS/TYPING ELEMENT AND PITCH

(TL:CH-4; 07-31-2002)

a.   When using typewriters or printer fonts, preparers should follow the instructions available with the equipment or software regarding spacing, element type, font type, and pitch (width) or point (height) size. The results for the number of lines and spaces will vary based on the type and style of font selected.

b.   Courier New 12 pitch is the Department's standard font and size.

5 FAH-1 H-125 THROUGH H-129 UNASSIGNED