

ENCLOSURE 4

WHITE HOUSE CORRESPONDENCE MANAGEMENT

1. GENERAL PROCESSING INFORMATION

a. OSD receives correspondence from the President, Vice President, Assistant to the President for National Security Affairs, and senior White House staff involving national security issues and inter-DoD affairs. WHMO forwards communications from the Office of the President concerning routine administrative, logistical, transportation, military personnel, and emergency action matters not involving national security policy to the DoD ExecSec through CMD, and conversely. The WHMO tasking sheet indicates what action the Department of Defense shall take in response to White House correspondence.

b. Communications from the President or White House staff sent directly to the OSD and DoD Components shall be referred to the ExecSec.

c. Signing officials shall be determined by the correspondence level.

(1) The SecDef or DepSecDef shall sign DoD correspondence to the President, the Vice President, the Chief of Staff to the President, and the Assistant to the President for National Security Affairs.

(2) The ExecSec shall sign cover memorandums forwarding routine staff-to-staff written communications to offices within the White House and to the Deputy Assistant to the President, the Director of WHMO, the Executive Secretary of the National Security Staff, and the Assistant to the President for National Security Affairs.

(3) The Heads of the OSD and DoD Components shall designate appropriate level staff to sign responses to individuals who write to the President or other White House officials when the correspondence is sent to the Department of Defense for RD.

2. ASSIGNING SUSPENSES FOR WHITE HOUSE CORRESPONDENCE

a. Incoming White House correspondence for which CMD assigns suspenses and processes replies falls into three categories.

(1) Special. Correspondence from the President, Vice President, Assistant to the President for National Security Affairs, and senior White House staff. Correspondence in this category normally involves national security issues and inter-DoD affairs. CMD shall normally task the suspense deadlines as:

(a) Correspondence from the President, Vice President, or White House Chief of Staff: 24 hours.

(b) Replies to Cabinet Heads, U.S. Governors, or senior White House staff: 4 workdays.

(2) Referrals. Correspondence containing DoD-related subject matter from Members of Congress, corporate executives, former Government officials, or foreign officials, or correspondence involving special interest items addressed to the President or Vice President or brought to the attention of the White House staff. CMD shall normally task referrals with a 6-workday suspense.

(3) White House Bulk. All other routine correspondence from private citizens addressed to the President or White House staff and forwarded to the Department of Defense for reply. The White House Agency Liaison designates two categories of constituent mail, for which CMD shall task the suspense deadlines as:

(a) Hardship Cases. Communications involving personal problems and/or requests for assistance: 15 workdays.

(b) Bulk Mail. Includes constituent correspondence expressing desires, opinions, or comments on issues or legislation: 30 workdays.

b. Upon receipt of White House correspondence, CMD shall:

(1) Forward the correspondence to the responsible OSD or DoD Component digitally or provide a paper copy.

(2) Hold the original special and referral correspondence until the completed signature package is submitted.

3. REPLYING TO WHITE HOUSE CORRESPONDENCE. Responsible CMOs shall prepare replies for White House correspondence according to directions in the action assignment. Typical requirements include preparing a draft reply for the President's signature; preparing a fact sheet upon which a reply may be based; and providing a copy of the RD response to CMD. These shall be prepared according to these specifications:

a. Draft Reply. Draft replies shall be:

(1) Prepared on plain bond paper with 1-inch margins and double-spaced paragraphs.

(2) Submitted as a signature package to the ExecSec through CMD (original plus one copy) for forwarding to WHMO. The package shall contain a:

(a) Memorandum to the ExecSec briefly explaining the case.

(b) Memorandum on OSD letterhead, to WHMO for ExecSec signature, that provides the draft reply as an enclosure.

b. Fact Sheet. Fact sheets shall be:

(1) Prepared on plain bond paper with 1-inch margins, a subject line in upper case, and double-spaced bullet items that briefly present the facts of the case.

(2) Submitted as a signature package to the ExecSec through CMD (original plus one copy) for forwarding to WHMO. The package shall contain a:

(a) Memorandum to the ExecSec briefly explaining the case.

(b) Memorandum on OSD letterhead, to WHMO for ExecSec signature, that provides the fact sheet as an enclosure.

c. RD Tasking. All White House referrals that are not routed as information and retention require a written reply. CMOs shall answer the correspondence and provide copies of the incoming correspondence and the reply to CMD to close the suspense, and shall maintain a record copy of the incoming correspondence and the reply.

d. Interim Reply. When a CMO is unable to provide a final reply within the designated suspense, an interim reply to the author of the incoming correspondence shall be prepared stating the:

(1) Reason for the delay.

(2) Steps being taken to obtain the necessary information.

(3) Date the author may expect a final reply.

#### 4. PREPARING DoD-ORIGINATED WHITE HOUSE CORRESPONDENCE

a. CMOs shall prepare materials originating within the Department of Defense for White House officials for SecDef or DepSecDef signature using the appropriate letterhead in accordance with Enclosure 10, and shall forward them using an Action Memorandum. They shall prepare the Action Memorandum according to section 3 of Enclosure 7 and the letter according to Enclosure 8.

b. Correspondence to the President is privileged and information copies of the signed correspondence are not provided. However, CMD will provide responsible offices a copy of the approved Action Memorandum.

5. FORMS OF ADDRESS

a. The addresses, salutations, and complimentary closings in Tables 3 and 4 shall be used when corresponding with the President and Vice President.

b. The appropriate agency, building, and room number shall be clearly marked on all correspondence and envelopes addressed to the White House to ensure appropriate delivery.

c. Contact the White House Liaison Section within CMD at 703-695-6152 or 703-695-3133 for assistance with White House correspondence.

Table 3. Addressing the President

LETTER		
Address on Letter and Envelope		Salutation and Complimentary Close
The President (Full Name) The White House 1600 Pennsylvania Avenue, NW Washington, DC 20500		Dear Mr./Madam President:  Respectfully yours,
MEMORANDUM		
Address on Memorandum	Address on Envelope	Salutation and Complimentary Close
MEMORANDUM FOR THE PRESIDENT	The President (Full Name) The White House 1600 Pennsylvania Avenue, NW Washington, DC 20500	None

Table 4. Addressing the Vice President

LETTER		
Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
The Vice President	The Vice President 276 Eisenhower Executive Office Building Washington, DC 20501	Dear Mr./Madam Vice President:  Sincerely,
The Vice President as President of the Senate	The Honorable (Full Name) President of the Senate S-212 Capitol Building Washington, DC 20510-0012	Dear Mr. President:  Sincerely,
MEMORANDUM		
Address on Memorandum	Address on Envelope	Salutation and Complimentary Close
MEMORANDUM FOR THE VICE PRESIDENT	The Vice President 276 Eisenhower Executive Office Building Washington, DC 20501	None