

**NETL  
CORRESPONDENCE  
GUIDELINES**

*\*Currently being revised 8/12/09*

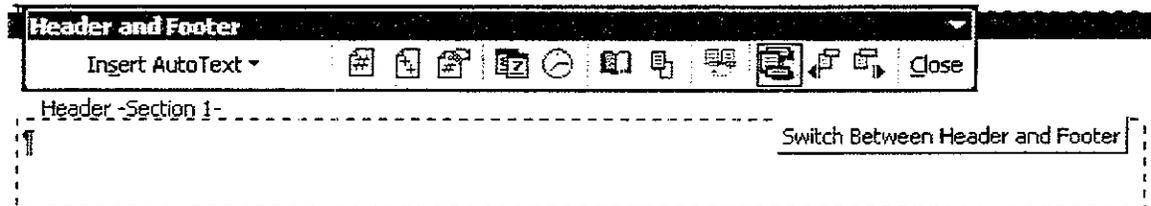
# **HINTS**

## HELPFUL HINTS

1. The new letterhead macro template for windows is "NETL\_Letterhead." The letterhead will be used for all memoranda and letters. The macro will prompt you to enter the appropriate data. The new concurrence macro template for windows is ConcurrenceTable.
2. Times Roman is the font NETL will be using to type all correspondence.
3. Do NOT type a signature block at the end of the memorandum. The person sending the memorandum will sign beside their name.
4. **Footers with document author or contact person information are mandatory on all NETL Memos and Letters. The only exception is correspondence being sent to Headquarters for signature.**
5. The information on the MEMORANDUM FOR, THROUGH, and FROM lines should be in all caps. The information on the SUBJECT line will be in upper and lower case.
6. The third line of the MEMORANDUM FOR, THROUGH, and FROM is indented two spaces (2.86" position). The SUBJECT's second line is not indented. It will stay flush with the first line.
7. There are two lines between the last lines of MEMORANDUM FOR and FROM. The text of the memorandum will begin on the third line down from the last line of the subject.
8. If a memorandum is being sent to three or more individuals, type DISTRIBUTION in the MEMORANDUM FOR prompt. Return two from the last line of the memorandum and type DISTRIBUTION:. Return and begin typing your list.
9. If a memorandum is addressed to two individuals, you will need to return twice from the last line of the MEMORANDUM FOR, indent four, and begin typing the second person's name.
10. The closing for all letters will always be "Sincerely."
11. The closing will begin two lines down from the last line of the letter. Tab to 4.25" position and type Sincerely. Return five, tab to 4.25" and begin your signature block.
12. Typist's initials will no longer be used.
13. If a date needs to be added to a memorandum or letter after you have completed the macro, you will have to arrow down two from the last line of the letterhead and the cursor will take you to the center prompt. Begin typing the date. Once a memorandum or letter has been signed/approved, you may use a date stamp or typewriter to date.
14. The words "w/attachment(s)" or "w/enclosure(s)" will no longer be used after a cc: list (i.e.,

cc w/o attachments). It will be assumed that the attachment(s) will be sent. The words "w/o attachment(s)" or "w/o enclosure(s)" will follow after the individual's name if they are NOT to receive a copy.

15. The cc: list will begin at the tab setting 1.31" position and bcc: list will begin at the tab setting 1.39" position.
16. Do not use Headquarters routing symbols (FE-1) or Forrestal/Germantown as part of the MEMORANDUM FOR address. Names and titles should be used instead.
17. REMEMBER to use spell-check on ALL documents.
18. Salutation
  - When it is not known if the addressee is a man or woman, use the name as given. For example: Dear R. C. Jones:
  - When the identify of the specific addressee is not known, use "Dear Sir or Madam:."
19. Instructions to change the footer information after exiting the letterhead macro:
  - Select View at the menu line.
  - Select Header and Footer. The header information will appear at the top of your screen.
  - Select the icon Switch Between Header and Footer. The footer information will appear at the bottom of your screen. Make your changes and close.



20. E-mail cc's and bcc's:

The electronic notation of signature (original signed by) must be added to a memorandum or letter before it is sent electronically to the cc: or bcc: list.

21. If there are more than two addresses, use a distribution list.
22. The NETL Director's signature block for letters:

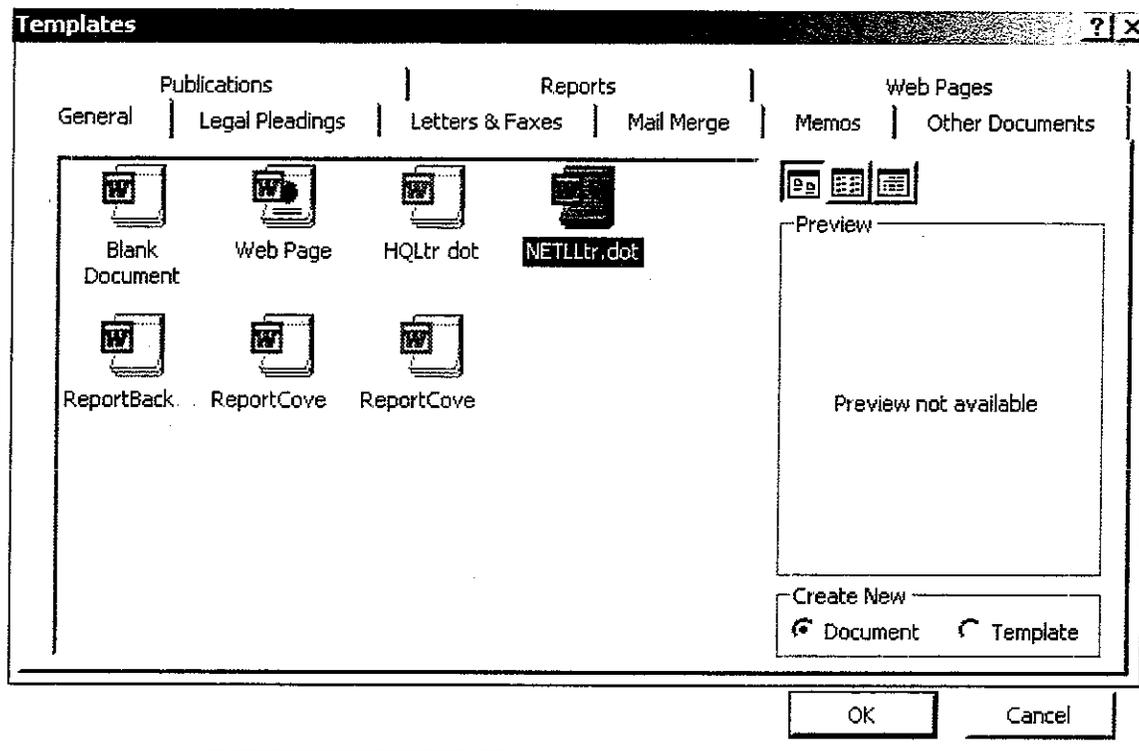
Carl O. Bauer  
Director

**MACRO**

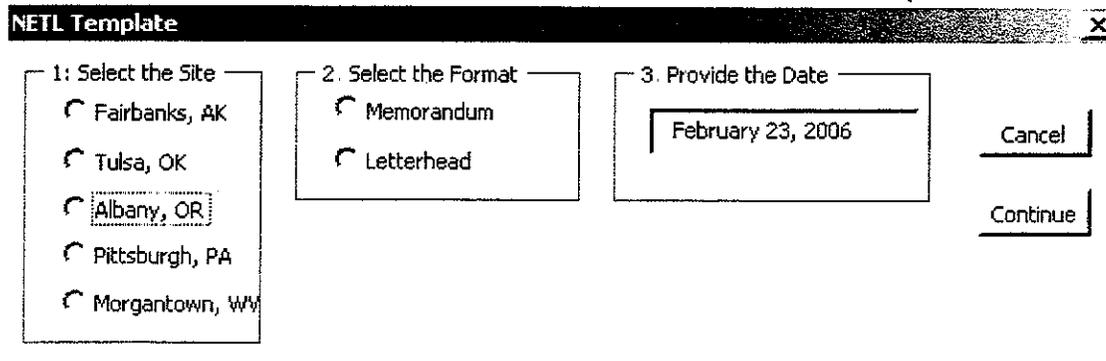
## NETL LETTERHEAD MACRO MS WORD

To access the NETL letterhead macro "NETL\_Letterhead," use MicroSoft Word 2002.

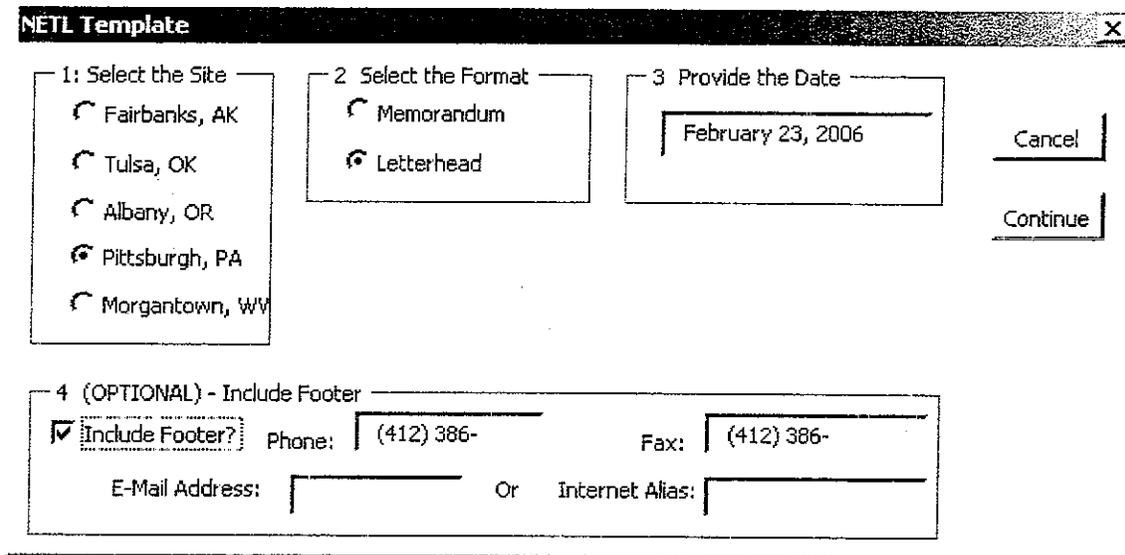
Go to FILE – NEW – General Templates – then the screen below will appear.



Select NETLLtr.dot and click OK. Once you select OK the screen below will appear.



Using your mouse, select the appropriate site. Select Letterhead. The current date will be the default in the Date Box and will appear on the document. You may select to change the date, select not to enter a date, or keep the default date. If you elect to change the date, click after the year in the Date Box and use the delete key to remove the date and enter the appropriate date; if no date is required, delete the entire date, and if you elect to keep the default, click on Continue. Under the optional footer, check Include Footer. Footers containing the document author or contact person's information are required on all NETL memos and letters. The only case where it should not be used is in the preparation of documents for the signature of Headquarters personnel.



The image shows a dialog box titled "NETL Template" with a close button (X) in the top right corner. It is divided into four sections:

- 1: Select the Site**: A list of radio buttons for site selection: Fairbanks, AK; Tulsa, OK; Albany, OR; Pittsburgh, PA (selected); Morgantown, WV.
- 2: Select the Format**: A list of radio buttons for document format: Memorandum; Letterhead (selected).
- 3: Provide the Date**: A text box containing "February 23, 2006".
- 4 (OPTIONAL) - Include Footer**: A section with a checked checkbox "Include Footer?". Below it are input fields for "Phone:" (containing "(412) 386-"), "Fax:" (containing "(412) 386-"), "E-Mail Address:", and "Internet Alias:".

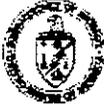
Buttons for "Cancel" and "Continue" are located to the right of the date field.

For footer information to appear at the bottom of a memorandum or letter, you must enter the appropriate information for the document author or contact person. Depending on which site was selected determines which area code and phone prefix will appear in the Footer boxes.

To type the sender's telephone and fax number, click with mouse after the dash and enter the four-digit extension. Hit Tab after your entry or click with mouse on the sender's user ID box or enter the sender's Internet Alias (user name). After the appropriate information is entered in the Footer box, click on Continue. You will be prompted to save the document. Enter a file location and document name and click on Save.

Notice that the following DOE/NETL letterhead format will appear on your screen.

The screenshot shows a Microsoft Word window titled "denise.doc - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, Help, and PDF Create! A search bar on the right says "Type a question for help". The toolbar contains various icons for file operations, editing, and formatting. The font settings are set to "Normal", "Times New Roman", size 12. The text in the document is as follows:

 *U.S. Department of Energy*

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*National Energy Technology Laboratory* **NETL**

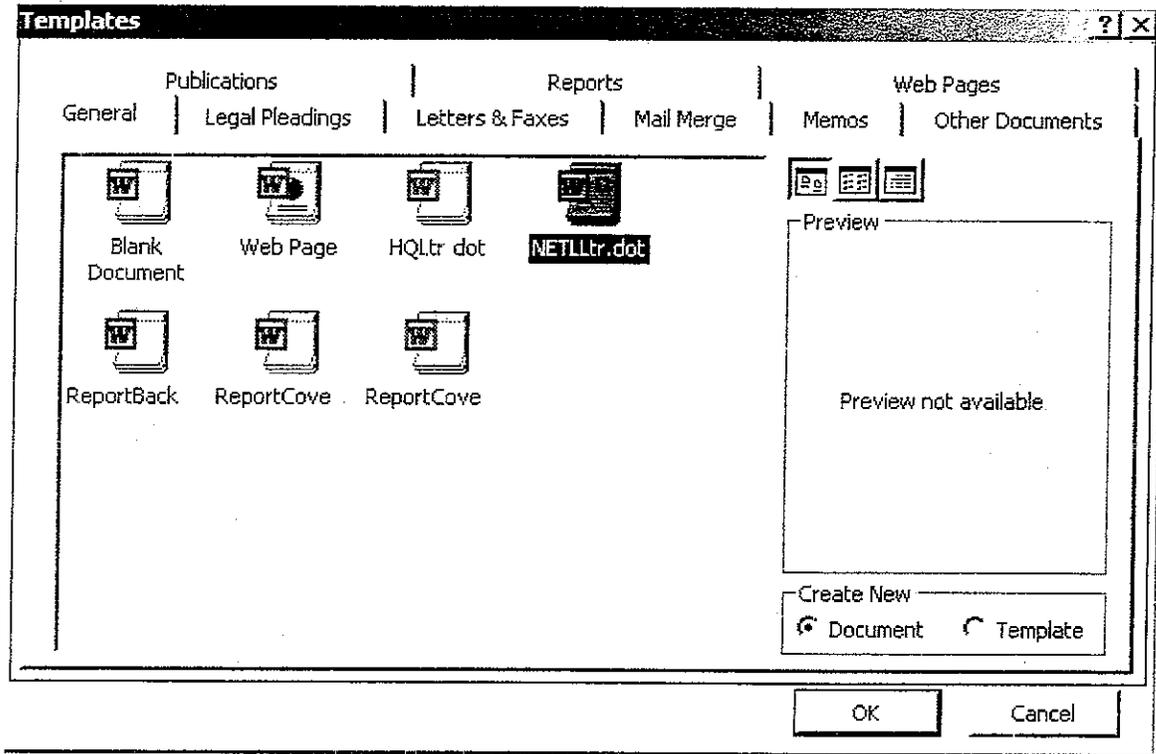
February 23, 2006

The status bar at the bottom shows "Page 1 Sec 3 1/1 At 2.3" Ln 6 Col 1 REC TRK EXT OVR". The taskbar at the very bottom shows the Start button and several open applications: "Novell Group...", "NETLletterh...", "untitled - Paint", and "denise.doc ...". The system clock shows "10:03 AM".

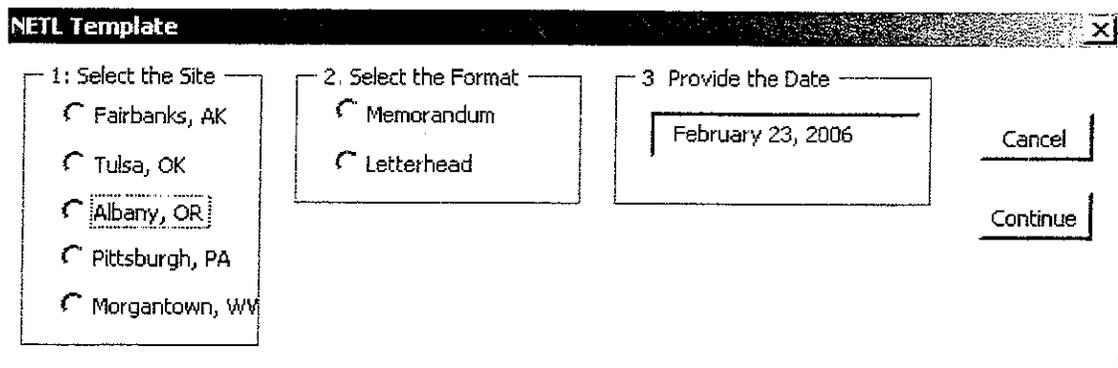
## NETL MEMORANDUM MACRO MS WORD

To access the NETL memorandum macro "NETL\_Letterhead," use MicroSoft Word 2002.

Go to FILE – NEW – General Templates – then the screen below will appear.



The following screen will appear.



Using your mouse, select the appropriate site. Select Memorandum. The current date will be the default in the Date Box and will appear on the document. You may select to change the date, select not to enter a date, or keep the default date. If you elect to change the date, click after the year in the Date box and use the delete key to remove the date and enter the appropriate date; if no date is required, delete the entire date, and if you elect to keep the default click on Continue.

Under the optional footer, check Include Footer.

Footers containing the document author or contact person's information are required on all NETL memos and letters. The only case where it should not be used is in the preparation of documents for the signature of Headquarters personnel.

Using your mouse, click on Memo For:, type name and title and fill in the rest of the information in the screen shown below. When you are finished, click Continue. You will be prompted to save the document. Enter a file location and document name and click on Save.

**NETL Template** [X]

<b>1: Select the Site</b> <input type="radio"/> Fairbanks, AK <input type="radio"/> Tulsa, OK <input type="radio"/> Albany, OR <input checked="" type="radio"/> Pittsburgh, PA <input type="radio"/> Morgantown, WV	<b>2 Select the Format</b> <input checked="" type="radio"/> Memorandum <input type="radio"/> Letterhead	<b>3. Provide the Date</b> February 23, 2006	Cancel
--	---	---	--------

**4. (OPTIONAL) - Include Footer**  
 Include Footer?

**5 Memo Information**

Memo For:	
Title:	
Thru:	
Title:	
From:	
Title:	
Subject:	

Notice that the following DOE/NETL memo format will appear on your screen.

The screenshot shows a Microsoft Word window titled "denise.doc - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, Help, and PDF Create!. The status bar at the bottom indicates "Page 1 Sec 2 1/1 At 1.5" Ln 2 Col 5 REC TRK EXT OVR". The taskbar shows the Start button and several open applications: Novell Gr..., untitled ~..., denise..., and NETLett... The system clock shows 10:26 AM.

The document content is a memo template for the U.S. Department of Energy, National Energy Technology Laboratory (NETL). It features the department's logo and the text "U.S. Department of Energy" and "National Energy Technology Laboratory". The memo format includes a "Section Break (Continuous)" followed by a "Date" field. The main body of the memo is a memorandum with the following fields:

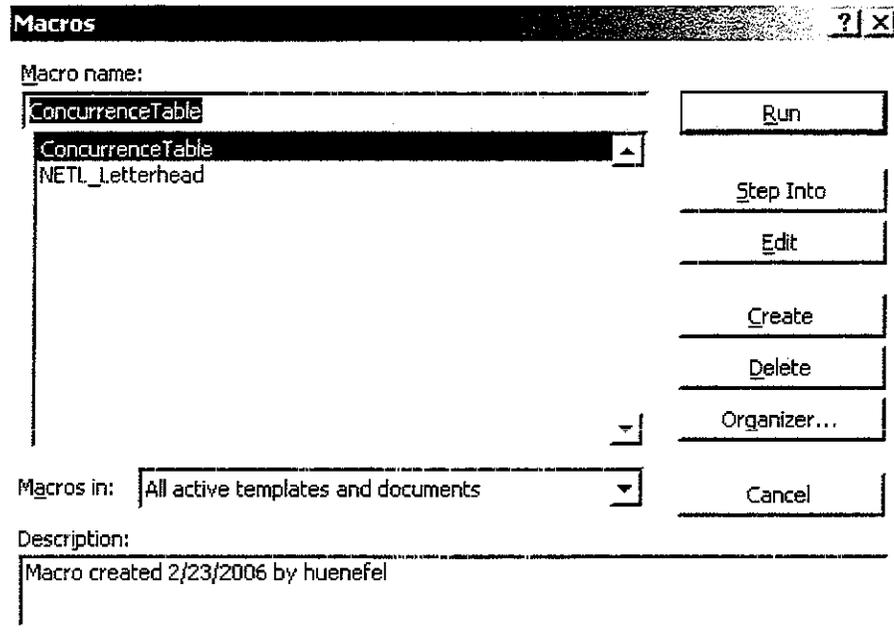
- MEMORANDUM FOR: PERSON'S NAME  
PERSON'S TITLE
- THROUGH: PERSON'S NAME  
PERSON'S TITLE
- FROM: PERSON'S NAME  
PERSON'S TITLE
- SUBJECT: Memorandum Setup

The document is flanked by two vertical black bars, likely representing redaction or a placeholder for a sidebar. The status bar at the bottom of the window shows "Page 1 Sec 2 1/1 At 1.5" Ln 2 Col 5 REC TRK EXT OVR".

## CONCURRENCE MACRO

To access the concurrence macro, "ConcurrenceTable," use MicroSoft Word 2002.

1. Select Tools at the menu line and use the mouse to click on Macro. Click Macros and the Macros dialogue box appears. Select ConcurrenceTable and then Run.



2. The Concurrence dialogue box will prompt you for the last names and the organization symbols for the individuals you wish to concur on the last document. When all the information has been entered, click continue.

The image shows the 'Concurrence' dialog box with the following details:

- Title:** Concurrence
- Text:** Enter LAST NAMES and ROUTING SYMBOLS for Concurrence
- Columns:** Last Names, Routing Symbol
- Input Fields:** Eight empty text boxes in each column.
- Buttons:** Cancel, Continue

3. Do a "SAVE AS." Save the concurrence copy under a different file name so as not to overwrite your original document. Example: If original file name is "admproc\_hbk.doc," the concurrence file could be saved as "admproc\_con.doc."

**Concurrence** [X]

Enter LAST NAMES and ROUTING SYMBOLS for Concurrence

Last Names	Routing Symbol
BAUER	100
CARABETTA	100
RUSSIAL	110
STRAKEY	310
KAWALKIN	310
NESTOR	310

Cancel

Continue

CONCURRENCES  
RTG SYMBOL  
**100**  
NAME  
**BAUER**  
INITIAL/DATE

RTG SYMBOL  
**100**  
NAME  
**CARABETTA**  
INITIAL/DATE

RTG SYMBOL  
**110**  
NAME  
**RUSSIAL**  
INITIAL/DATE

RTG SYMBOL  
**310**  
NAME  
**STRAKEY**  
INITIAL/DATE

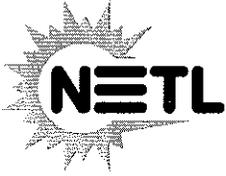
RTG SYMBOL  
**310**  
NAME  
**KAWALKIN**  
INITIAL/DATE

RTG SYMBOL  
**310**  
NAME  
**NESTOR**  
INITIAL/DATE

RTG SYMBOL  
NAME  
INITIAL/DATE

RTG SYMBOL  
NAME  
INITIAL/DATE

# **MEMO SAMPLES**



**NATIONAL ENERGY TECHNOLOGY LABORATORY**

Albany, OR · Morgantown, WV · Pittsburgh, PA



August 12, 2009

MEMORANDUM FOR JAMES J. MARKOWSKY  
ASSISTANT SECRETARY, OFFICE OF FOSSIL ENERGY

FROM: CARL BAUER  
DIRECTOR, NATIONAL ENERGY TECHNOLOGY  
LABORATORY

SUBJECT: Example Memo with a Concurrence Ladder

CONCURRENCES  
RTG SYMBOL  
**100**  
NAME  
**BAUER**  
INITIAL/DATE

RTG SYMBOL  
**100**  
NAME  
**CARABETTA**  
INITIAL/DATE

RTG SYMBOL  
**100**  
NAME  
**TORKOS**  
INITIAL/DATE

RTG SYMBOL  
NAME  
INITIAL/DATE



*U.S. Department of Energy*

*National Energy Technology Laboratory*



*(date when signed)*

MEMORANDUM FOR PATRICIA THOMPSON  
DIRECTOR, ADMINISTRATIVE SUPPORT DIVISION

FROM: DENISE L. HUENEFELD  
OFFICE MANAGER, ADMINISTRATIVE SUPPORT DIVISION

SUBJECT: Example of Basic Memorandum

This is a sample of a basic memorandum using the new NETL letterhead macro template. The macro template will prompt you to enter the appropriate information. For Microsoft Word 2002, use the NETL template "NETLLtr.dot"

You will notice that the "MEMORANDUM FOR" and "FROM" information is in all caps and the "SUBJECT" information is upper and lower case.

Times Roman 12 point is the font NETL will be using to type all correspondence.

The person sending the memo will sign beside their name.



*U.S. Department of Energy*



*National Energy Technology Laboratory*

*(date when signed)*

MEMORANDUM FOR CARL O. BAUER  
DIRECTOR, NATIONAL ENERGY TECHNOLOGY LABORATORY

THROUGH: PATRICIA THOMPSON  
DIRECTOR, ADMINISTRATIVE SUPPORT DIVISION

FROM: MICHAEL NEESE  
OFFICE MANAGE, OFFICE OF THE DIRECTOR

SUBJECT: Example of a Basic Memorandum with Through Line



*U.S. Department of Energy*



*National Energy Technology Laboratory*

*(date when signed)*

MEMORANDUM FOR PATRICIA THOMPSON  
DIRECTOR, ADMINISTRATIVE SUPPORT DIVISION

FROM: DINA RYAN  
OFFICE MANAGER, OFFICE OF PETROLEUM

SUBJECT: Example of Multiple Subject Line  
This example also shows that the subject's second line is not intended.  
It will stay flush with the first line.



*U.S. Department of Energy*

*National Energy Technology Laboratory*



*(date when signed)*

MEMORANDUM FOR CARL O. BAUER  
DIRECTOR, NATIONAL ENERGY TECHNOLOGY LABORATORY

RALPH A. CARABETTA  
DEPUTY DIRECTOR, NATIONAL ENERGY TECHNOLOGY  
LABORATORY

FROM: BRENT SHEETS  
ARTIC ENERGY OFFICE

SUBJECT: Example of Memorandum Addresses to Two Individuals

This is a sample memorandum addressed to two individuals. The macro template will not prompt you to type the second individual's name. Once you have entered the information into the "NETL Letterhead" dialogue box and it is displayed on your screen, you will need to return twice from the last line of the "MEMORANDUM FOR" and begin typing the second person's name. Return and begin typing the title and office. If the title and office are more than one line, the second line will be flush with the first line. There should be two lines between the last line of the "MEMORANDUM FOR" and "FROM." Memorandums addressed to more than two individuals should be done using the distribution format (see example on the next page).



*U.S. Department of Energy*



*National Energy Technology Laboratory*

*(date when signed)*

MEMORANDUM FOR PATRICIA THOMPSON  
DIRECTOR, ADMINISTRATIVE SUPPORT DIVISION

FROM: DENISE L. HUENEFELD  
OFFICE MANAGER, OFFICE OF THE DIRECTOR

SUBJECT: Sample Memo with Attachments and cc: and bcc: (or E-mail bcc:) Lists

This is an example of a memo showing the format for cc: and bcc:. Return twice from the last line of the memo and type Attachment. After Attachment, return twice and type cc:. After the colon, tab to begin the cc: list. It is assumed that the person on the cc: list will receive all attachments; therefore, there is no "w/attachment" after the name. If a person is not to receive a copy of the attachments, the words "w/o attachments" will follow their name in parentheses. If there is a bcc: list (to be placed on a separate page), tab after the colon to 1.39" position and begin the list. If there is an individual on the cc: list from Headquarters, place FE/HQ after their name.

*REMEMBER, DO NOT USE BCC: ON CORRESPONDENCE GOING TO HQ*

6 Attachments

cc: M. A. Smith, FE/HQ

bcc: K. E. Markel (w/o attachments)  
J. P. Strakey (w/o attachments)



*U.S. Department of Energy*

*National Energy Technology Laboratory*



*(date when signed)*

MEMORANDUM FOR ALL NATIONAL ENERGY TECHNOLOGY LABORATORY (NETL)  
EMPLOYEES

FROM: CARL O. BAUER  
DIRECTOR

SUBJECT: This is an example of a Memorandum to All Employees

Text to begin here.



*U.S. Department of Energy*

*National Energy Technology Laboratory*



*(dated when signed)*

Mr. John Doe  
General Electric  
P.O. Box 544  
Schenectady, NY 12345

Dear Mr. Doe:

This is a sample of a letter using the NETL macro template "NETLLtr dot". The macro template will prompt you for the date. There should be four spaces between the date line and the inside address. Double space after the inside address and begin typing the greeting, which is followed by a colon. Double space to begin typing the text, which is single spaced. Double spacing is required between paragraphs. After the text, double space and tab to 4.25" position to begin typing the closing. The closing will always be "Sincerely." Return five times to begin the signature block.

Sincerely,

Carl O. Bauer  
Director

**SIGNATURE BLOCK**

## LETTERS

### BASIC LETTER WITH ENCLOSURES

Sincerely,	
<b>Return 5 and begin signature block</b>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<b>If only 1, then just type the word "Enclosure"</b>

### BASIC LETTER WITH E-MAIL CC:

Sincerely,	
<b>Return 5 and begin signature block</b>	
John Doe Project Manager Name of Your Division	
E-mail cc: I. I. Amos N. P. Jones	

### BASIC LETTER WITH ENCLOSURES AND CC: WITH ENCLOSURES

Sincerely,	
<b>Return 5 and begin signature block</b>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<b>If only 1, then just type the word "Enclosure"</b>
cc: I. I. Amos N. P. Jones	

## LETTERS

### BASIC LETTER WITH ENCLOSURES AND CC: WITHOUT ENCLOSURES

Sincerely,	
<b>Return 5 and begin signature block</b>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<b>If only 1, then just type the word "Enclosure"</b>
cc: I. I. Amos N. P. Jones (w/o enclosures)	

### BASIC LETTER WITH E-MAIL CC: AND BCC:

Sincerely,	
<b>Return 5 and begin signature block</b>	
John Doe Project Manager Name of Your Division	
E-mail cc: I. I. Amos N. P. Jones	<b>bcc: should be on a separate page</b>
E-mail bcc: J. H. Doe M. S. Smith	

**LETTERS**

**BASIC LETTER WITH ENCLOSURES AND CC: AND BCC: WITH ENCLOSURES**

Sincerely,

**Return 5 and begin signature block**

John Doe  
Project Manager  
Name of Your Division

2 Enclosures **If only 1, then just type the word "Enclosure"**

cc: I. I. Amos  
N. P. Jones

bcc: J. H. Doe  
M. S. Smith **bcc: should be on a separate page**

**BASIC LETTER WITH ENCLOSURES AND E-MAIL CC: AND BCC: WITHOUT ENCLOSURES**

Sincerely,

**Return 5 and begin signature block**

John Doe  
Project Manager  
Name of Your Division

2 Enclosures **If only 1, then just type the word "Enclosure"**

E-mail cc: N. P. Jones (w/o enclosures)

E-mail bcc: J. H. Doe (w/o enclosures)  
M. S. Smith **bcc: should be on a separate page**

MEMORANDUMS

BASIC MEMORANDUM WITH ATTACHMENTS

<p>No closing</p>	
2 Attachments	<p>If only 1, then just type the word "Attachment"</p>

BASIC MEMORANDUM WITH E-MAIL CC:

<p>No closing</p>	
E-mail cc: I. I. Amos N. P. Jones	

BASIC MEMORANDUM WITH ATTACHMENTS AND CC: WITH ATTACHMENTS

<p>No closing</p>	
2 Attachments	<p>If only 1, then just type the word "Attachment"</p>
cc: I. I. Amos N. P. Jones	

## MEMORANDUMS

### BASIC MEMORANDUM WITH ATTACHMENTS AND CC: WITHOUT ATTACHMENTS

<b>No closing</b>	
2 Attachments	<b>If only 1, then just type the word "Attachment"</b>
cc: I. I. Amos N. P. Jones (w/o attachments)	

### BASIC MEMORANDUM WITH E-MAIL CC: AND BCC:

<b>No closing</b>	
E-mail cc: I. I. Amos N. P. Jones	
E-mail bcc: J. H. Doe M. S. Smith	<b>bcc: should be on a separate page</b>

E-mail cc:/bcc:

Whenever possible, cc:s or bcc:s should be sent via e-mail.

E-mail cc:s should be noted on file copy of document and should be included on the subject line of the transmittal e-mail message.

Note: Even though they will accept e-mail cc:, Headquarters still requires a signed original to follow by mail.

**MEMORANDUMS**

**BASIC MEMORANDUM WITH ATTACHMENTS AND CC: AND BCC: WITH ATTACHMENTS**

<b>No closing</b>	
2 Attachments	<b>If only 1, then just type the word "Attachment"</b>
cc: I. I. Amos N. P. Jones	
bcc: J. H. Doe M. S. Smith	<b>bcc: should be on a separate page</b>

**BASIC MEMORANDUM WITH ATTACHMENTS AND E-MAIL CC: AND BCC: WITHOUT ATTACHMENTS**

<b>No closing</b>	
2 Attachments	<b>If only 1, then just type the word "Attachment"</b>
E-mail cc: I. I. Amos (w/o attachments) N. P. Jones (w/o attachments)	
E-mail bcc: J. H. Doe (w/o attachments) M. S. Smith (w/o attachments)	<b>bcc: should be on a separate page</b>

**DOCUMENT  
TRANSMITTAL**

NETL F 570.1-1  
(02/2000) OPI=DI01  
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY  
National Energy Technology Laboratory  
**DOCUMENT TRANSMITTAL**

ROUTE TO: Carabetta Russial Augustine Leister	Date: 03/29/06	Author: Leister	Response Due (out of NETL) 04/04/06
	Action Item No. (if applicable): 06-492		RETURN: By Mail _____ Call for Pick-Up <input checked="" type="checkbox"/> E-Mail for Pick-Up _____
CONTACT PERSON: (Name Site Mailstop Ext.) Denise Huenefeld 922/M212			
ADDRESSEE & SUBJECT Letter to Senator			
REMARKS <b>RUSH</b>		DI Use Only	

**EXCEPTIONS TO  
GPO STYLE GUIDE**

## **NETL Style Guidelines**

(Contact: Patricia Thompson Px4694)

April 18, 2003

In general, NETL will follow the GPO Style Guide with the following exceptions. This list is being placed on the NETL Intranet for all employees' use and includes a link to the [GPO Style Manual](#). If an employee has a question or an issue, please e-mail Nancy Andres or Georganne St. Clair. The issue will be reviewed and a response will be provided.

### **Compounding**

- by-product\*
- coalbed
- cofiring
- cogeneration
- coprocessing
- cosponsor
- decision making
- e-mail
- homepage
- in-house
- midmorning
- offsite
- ongoing
- onsite
- power plant\*
- preaward
- scale up as a verb/scaleup as a noun
- subsystem
- superclean
- ultraclean
- underway
- unmineable
- website\*

### **Other Issues**

- use DOE instead of "the DOE"
- use NETL instead of "the NETL"
- Spell out United States when used as a noun;  
use U.S. as an adjective
- When abbreviating the name of a State use postal two-letter abbreviations
- Always use comma before "and" in a list of three or more items
- Always use two spaces after a period
- Always use two spaces after a colon

### **Capitalization**

- Congressional
- Congress
- cooperative agreement
- Department (capitalize if referring to a name or a Federal unit)
- Federal Government
- financial assistance
- Headquarters
- Internet
- Intranet (when referring to NETL Intranet)
- Nation (synonym for United

- States)
- nation (general)
  - national laboratories (generic)
  - State
  - the Laboratory (synonym for NETL)
  - Product Managers/product managers (lower case generically; upper case in apposition with a name)
  - Project Managers/project managers (lower case generically; upper case in apposition with a name)
  - Gasification Technologies program

\* Designates an exception to the GPO Style Manual

**ENVELOPES**

## *Addressing Envelopes*

*(Contact: Pat Kelly, Px4969; Vicki Gillespie, Mx4584)*

NETL complies with the U.S. Postal Service's standards for addressing envelopes. This will enhance the processing and delivery of mail; these guidelines also meet the requirements of the Postal Service optical character reader readability.

If you have a dual address with PO BX and Street Address, the PO BX line goes directly above the City-St-Zip and the ST address goes above the PO BX line.

The Postal OCR automated reader starts at the bottom and reads upward. Mail goes to the City-State-Zip+4, then to the PO BX or ST address, then to the company, then to the person with M/S.

- All lines of the address have a uniform left margin.
- PPERCASE LETTERS are preferred on all lines.
- No punctuation is used (except for the hyphen in the ZIP + 4 code).
- Abbreviate suffixes, directionals, streets, states (see example below).
- Use ZIP + 4 code (when available).
- Address should be contained in an imaginary rectangle that extends from 5/8" to 2-3/4" from the bottom of the envelope, with 1" margins on each side.
- led out on the bottom line alone beneath the rest of the address.

### Example

**MR JOHN DOE  
COMPANY NAME  
567 MAGNOLIA ST  
PO BOX 1234  
HEMPSTEAD NY 11550-1234**

### **International**

When doing a bulk mailing, YOU must separate in above categories for our Mail Center to process automatically due to different postal rates. It is easier to set up your label file in this order initially so labels print out in these categories.

This rule is for under 1-pound mail items. For bulk mailings over 1 pound each, the DOMESTIC items must be broken down further into postal zones as rates are different in each U.S. postal zone. (See Mail Center for zones.)

To facilitate return of any undeliverable mail from the NETL mailroom, senders should add their names and mailstops above the NETL return address; this information may be typed or handwritten.

**US DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
1450 QUEEN AVENUE SW  
ALBANY, OR 97321-2198**

**US DEPARTMENT OF ENERGY  
ARCTIC ENERGY OFFICE  
2175 UNIVERSITY AVENUE SOUTH  
SUITE 201  
FAIRBANKS, AK 99709**

**US DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
3610 COLLINS FERRY ROAD  
PO BOX 880, MS \_\_\_\_\_  
MORGANTOWN, WV 26507-0880**

**US DEPARTMENT OF ENERGY  
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626 COCHRANS MILL ROAD  
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PITTSBURGH, PA 15236-0940**

**US DEPARTMENT OF ENERGY  
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TULSA, OK 74103-3519**