

Subject: [Fwd: Changing to Word and other notes]
Resent-From: nws.executive.affairs@noaa.gov
Date: Mon, 01 Nov 2004 13:32:29 -0500
From: "Helen Halloway" <Helen.Halloway@noaa.gov>
To: _NWS HQ Executive Affairs <nws.executive.affairs@noaa.gov>,
Nicholas Leivers <Nicholas.Leivers@noaa.gov>

Hi all,
Exec Sec is converting to Word immediately. If you are using Word Perfect, please convert all documents into Word before entering them into Webcims. Be sure to check the conversion for format changes. We will only be accepting Word documents for this date forward. Everything sent to Ecorr must also be in Word.

A couple of other things to pass on:

- 1) If a document is a rush, or has a timeline to be met, it needs to be stated in the cover memo.
- 2) If an issue in an incoming correspondence is not addressed in the response, the reason must be explained in the cover memo.
- 3) Use the full name and title for the Admiral in all memos and correspondence:

Conrad C. Lautenbacher, Jr.
Vice Admiral, U.S. Navy (Ret.)
Under Secretary of Commerce for Oceans and Atmosphere

- 4) When referring to the United States in documents, "U.S." is used when it is an adjective and "United States" when it is used as a noun.
- 5) Extensions of due dates are not given for edits. Edits are to be completed and returned to Exec Sec by the due date.

Please make sure all new staff are provided with the guidance memos from Exec Sec and Jack Kelly issued last August and September. If you need a copy of the memos, let me know and I will send them to you.

Thanks,
Helen