

CHAPTER 6. ELECTRONIC TRANSMISSION OF CORRESPONDENCE

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1. What is the electronic transmission of correspondence?
2. What are the types of electronic transmission?

1. **What is the electronic transmission of correspondence?**

- a. **Transmitting correspondence electronically.** This chapter addresses the various options and means of transmitting memorandums, letters, and other types of correspondence electronically. It is the policy of DOT and FHWA that all official correspondence be sent by the most efficient and cost-effective means available.
- b. **Formatting and records retention policies.** The policies governing the formatting of official correspondence will differ slightly when the information is electronically transmitted. However, the official version is the signed and dated original of the correspondence, with appropriate concurrences if required, which must be retained for the length of time specified in the Records Disposition Schedules (Contact the Federal Records Officer (HAIM-12) for your office's retention schedule).
- c. **Recipients of electronic correspondence.** Whatever electronic transmission you decide to use, do not send a backup hardcopy, fax, or telephone message. Recipients of electronic correspondence should not delay action in anticipation of a backup copy, paper or otherwise. To eliminate unnecessary hard copies being prepared, the originating office should note on the grid which offices will receive an electronic copy.
- d. **Signature levels.** The signature levels (see Chapter 2, Figure 2.3-1 - 2.3-3) for both the paper and electronic versions of official FHWA correspondence are the same. All electronic correspondence from the Washington Headquarters requiring action by the FHWA field offices must first be signed by the appropriate official before it is transmitted to the field offices. When sending correspondence (letters and memorandums) via email, scan in the document with the original signature and attach the scanned document to the email indicating that the signed document is attached.

2. **What are the types of electronic transmission?**

- a. **Electronic mail (email).** Sending mail electronically is the quickest method of transmitting formal and informal correspondence. Electronic files such as documents and spreadsheets can be attached to email messages. Also, distributing correspondence by email enables the recipient to easily forward

action and information copies electronically to the appropriate personnel without having to make paper copies. To facilitate reading email messages on the computer screen, use font sizes and margins that will enable the recipient to see each line completely on their screen without having the lines extend beyond the screen width or wrap automatically to the next line.

- b. **Guidelines for sending email.** The guidelines for sending electronic mail are posted on StaffNet at: <http://staffnet/computer/emailgde.htm>
- c. **Guidelines for sending email to all employees.** Messages addressed to the combination of FHWA-#ALLHQStaff and FHWA-#ALLFIELD Staff or FHWA-#ALLStaff require the approval of the FHWA Executive Director in advance.
- d. **Field offices distributions.** To avoid duplicative receipt of transmissions at a location, an official mailbox has been established for Associate Administrators, Directors of Field Services, Director of Technical Services, Division Administrators, and Federal Lands Highway Division Engineers. The National Mail Groups are:

NAME	MEMBERS
FHWA-#Leadership Team-Official Mailbox	Administrator, Deputy Administrator, Executive Director, Associate Administrators, Directors of Field Services, Director of Technical Services, DA Council Representatives, HOA Special Assistants, and the Exec Sec
FHWA-#ALLHQUNITS-Official Mailbox	Administrator, Deputy Administrator, Executive Director, Associate Administrators, and Exec Sec
FHWA-#ALLDFS-Personal	Directors of Field Services personal mailboxes
FHWA-#ALLFLH-Official Mailbox	Eastern, Central, Western Federal Lands Highway Division Engineers, and FLH Associate Administrator
FHWA-#ALLDA-Official Mailbox	Division Administrators, Directors of Field Services
FHWA-#ALLField-Official Mailbox	All Division official mailboxes, DFS personal mailboxes, Director of Technical Services, Resource Center, FLH Divisions official mailboxes, and HQ organizations outside the DC HQ : PMI Team, AAST, LAST, and HRD/TFHRC
FHWA #ALLHQStaff	All headquarters Federal Employees
FHWA-#ALLFIELDStaff	All field office Federal employees
FHWA-#ALLStaff	All FHWA Staff in Headquarters and Field

- e. **Facsimile.** Facsimile (fax) is the transmission of an exact copy of a document, graphic material, charts, and correspondence through use of special equipment in connection with telephone lines. Fax numbers for HQ and Field Offices are available on StaffNet at <http://staffnet/phonedir>