

CHAPTER 7. STATIONERY

Par.

1. What is the definition of stationery?
 2. What is OST stationery?
 3. What is FHWA stationery?
 4. Where do I find Electronic Letterhead Templates?
 5. How do I order stationery?
-
1. **What is the definition of stationery?** Stationery includes letterhead paper, memorandum letterhead plain bond paper, and envelopes. The following items are forms:
 - a. FHWA-121 Memorandums
 - b. FHWA-1139 Postal Cards
 - c. FHWA-146 Mailing Labels
 2. **What is OST stationery?**
 - a. The DOT Secretary, Deputy Secretary, and General Counsel have special letterhead stationery. Check with HOAES when preparing letters for other OST offices about special letterhead stationery.
 - b. All other letters for OST signature use OST stationery with the DOT seal.
 3. **What is FHWA stationery?**
 - a. **Office of the Federal Highway Administrator letterhead.** Letters for signature in the Office of the Federal Highway Administrator are on blue letterhead that reads: U.S. Department of Transportation, Federal Highway Administration, Office of the Administrator.
 - b. **Other Washington Headquarters letterhead.** All other Washington Headquarters organizational elements use blue letterhead that reads: U.S. Department of Transportation, Federal Highway Administration.
 - c. **Field offices letterhead.** The field offices use black letterhead with the DOT seal that reads: U.S. Department of Transportation, Federal Highway Administration.
 4. **Where do I find electronic letterhead templates?** Word templates with the current logo are accessible on StaffNet at <http://staffnet/informs/tn0002.htm>

- a. arra_admin_09 – Letterhead for the Administrator, Deputy Administrator and the Executive Director.
 - b. arra_HQ_09 – Letterhead for all other Headquarters offices.
 - c. arra_memo_09 – Memorandum letterhead for all FHWA offices.
 - d. arra_dualadmin_09 – Letterhead when more than one DOT modal administrator is signing.
 - e. arra_field_09 – Letterhead for the field offices.
5. **How do I order stationery?** The items listed in paragraph 1 may be obtained from the OST Utilization and Storage Section (M-443.2) by submitting a written request.
- a. **OST letterhead.** Contact the FHWA Executive Secretariat for OST letterhead.
 - b. **Office of the Administrator letterhead.** Each office is responsible for ordering its supply of Office of the Administrator letterhead.