

# Design Standards Letter

**Letter Number: G-1968-53**

**Letter Date: 12/18/1968**

**Effective Date: 12/18/1968**

**Section/Plan No.: None**

**Subject: Letter Headings Advance Design Manual Revision**

## Body

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ALL DIVISION AND DISTRICT ENGINEERS AND CHIEF COUNSEL:

Section 3.3.2 of the Design Manual covers a format for Letter Headings to simplify filing and routing correspondence.

Recent improvements in our filing methods have necessitated a revision in format of these letter headings. Consequently, we are furnishing you an advance text of a Design Manual revision which should be placed in effect immediately. The revised text is as follows:

3.3.2 LETTER HEADINGS. To simplify filing and routing correspondence, letters are headed similar to the following example:

Surveys and Plans: Route 399, Shaw County (Line 1)  
Route A to Route Z (Line 2)  
Project F-399-2(3) (Line 3)  
Utilities (Line 4)  
Apex Power Company (Line 5)

Line one (1) is self-explanatory.

Line two (2) is used to identify the portion of the route referred to. The description used here is the same as, or an abbreviation of, the description of the improvement on the approved construction program.

Line three (3) is the project number.

Line four (4) is used to show the subject matter of the letter. A letter should not generally cover more than one subject. Other generally used subject headings are as follows:

Plans Railroads Strip Map

Computer Request for Prints Lighting, Signals, or Signing  
Right-of-Way Pavement Design Urban  
Federal Aid Interchange Layouts Photogrammetry  
Reconnaissance Standard Drawings Public Hearing  
Cost Accounting Hydraulics Engineering Services Contract  
Specifications Design Manual

Line five (5) is not generally applicable except for letters relating to Utilities,  
Railroads, or Engineering Services Contracts.

Leland D. Fletcher  
Division Engineer  
Surveys and Plans