

## **SECTION 4: WHITE HOUSE CORRESPONDENCE MANAGEMENT**

### **4.1. GENERAL PROCESSING INFORMATION.**

a. OSD receives correspondence from the President, Vice President, Assistant to the President for National Security Affairs, and senior White House staff involving national security issues and inter-DoD affairs. The White House Military Office (WHMO) forwards communications from the Office of the President concerning routine administrative, logistical, transportation, military personnel, and emergency action matters not involving national security policy to the DoD ExecSec through CMD. DoD responses to the Office of the President will be sent to the WHMO.

b. Communications from the President or White House staff sent directly to the OSD and DoD Components will be referred to the ExecSec.

c. Signing officials will be determined by the correspondence level.

(1) The SecDef or the DepSecDef will sign DoD correspondence to the President, the Vice President, the Chief of Staff to the President, and the Assistant to the President for National Security Affairs.

(2) The ExecSec will sign conveyance memoranda, forwarding routine staff-to-staff written communications to offices within the White House and to the Deputy Assistant to the President, the Director of WHMO, the Executive Secretary of the National Security Agency, and the Assistant to the President for National Security Affairs.

(3) The OSD and DoD Component heads will designate appropriate level staff to sign responses to individuals who write to the President or other White House officials when the correspondence is sent to the DoD for reply.

### **4.2. ASSIGNING SUSPENSE DATES FOR WHITE HOUSE CORRESPONDENCE.**

a. Incoming White House correspondence for which CMD assigns suspense dates and processes replies falls into three categories and is tasked in accordance with Paragraph 3.2.

#### **(1) Special.**

Correspondence from the President, Vice President, Assistant to the President for National Security Affairs, and senior White House staff. Correspondence in this category normally involves national security issues and inter-DoD affairs.

#### **(2) Referrals.**

Correspondence containing DoD-related subject matter from members of Congress, corporate executives, former U.S. Government officials, or foreign officials, or correspondence

involving special interest items addressed to the President or the Vice President or brought to the attention of the White House staff.

**(3) White House Bulk.**

All other routine correspondence from private citizens addressed to the President or White House staff and forwarded to the DoD for reply.

b. Upon receipt of White House correspondence, CMD will:

(1) Task the correspondence to the responsible OPR via CATMS or, depending on topic, provide a paper copy for distribution only.

(2) Monitor the correspondence on the open tasks list until completion.

**4.3. REPLYING TO WHITE HOUSE CORRESPONDENCE.**

Responsible CCMOs must prepare replies for White House correspondence according to directions in the action assignment.

**a. Draft Reply.**

Draft replies must be:

(1) Prepared on plain bond paper with 1-inch margins and a space between each paragraph.

(2) Submitted as a signature package to the ExecSec through CMD (original, plus one copy) for forwarding to WHMO. The package must contain a:

(a) Memorandum to the ExecSec briefly explaining the case.

(b) Memorandum on OSD letterhead, to WHMO for ExecSec signature, that provides the draft reply as an attachment.

**b. Interim Reply.**

When a CCMO is unable to provide a final reply by the designated suspense date, an interim reply to the writer of the incoming correspondence must be prepared stating the:

(1) Reason for the delay.

(2) Steps being taken to obtain the necessary information.

(3) Date the writer may expect a final reply.

**c. Final Reply.**

Submit final reply with Standard Form 391, “Secretary of Defense Correspondence Action Report” for closure to CMD. CMD will close the action and respond to the White House. Copies of replies to DoD Hotline cases are not required to be submitted to CMD; however, the Office of the Inspector General will submit a SD Form 391 to CMD stating the action is complete.

**4.4. PREPARING DOD-ORIGINATED WHITE HOUSE CORRESPONDENCE.**

a. For DoD correspondence signed by the SecDef or the DepSecDef and sent to White House officials, CCMOs will prepare materials using the appropriate letterhead in accordance with Section 12. Such correspondence must also be forwarded using an action memorandum. CCMOs will prepare the action memorandum in accordance with Paragraph 7.3., memorandum in accordance with Paragraph 7.2, and the letter in accordance with Section 8.

b. Correspondence addressed to the President is privileged. Information copies of the signed correspondence are not immediately available. However, CMD will provide OPRs a copy of the approved action memorandum.

**4.5. FORMS OF ADDRESS.**

a. The addresses, salutations, and complimentary closings in Tables 4 and 5 must be used when corresponding with the President and the Vice President.

b. The appropriate agency, building, and room number must be clearly marked on all correspondence and envelopes addressed to the White House to ensure appropriate delivery.

**Table 4. Addressing the President**

<b>Letter</b>		
Address on Letter and Envelope		Salutation and Complimentary Close
President (Full Name) The White House 1600 Pennsylvania Avenue, NW Washington, DC 20500		Dear Mr./Madam President:  Respectfully yours,
<b>Memorandum</b>		
Address on Memorandum	Address on Envelope	Salutation and Complimentary Close
MEMORANDUM FOR THE PRESIDENT	President (Full Name) The White House 1600 Pennsylvania Avenue, NW Washington, DC 20500	None

**Table 5. Addressing the Vice President**

<b>Letter</b>		
<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation and Complimentary Close</b>
Vice President	Vice President 276 Eisenhower Executive Office Building Washington, DC 20501	Dear Mr./Madam Vice President:  Sincerely,
Vice President as President of the Senate	The Honorable (Full Name) President of the Senate S-212 Capitol Building Washington, DC 20510-0012	Dear Mr./Madam President:  Sincerely,
<b>Memorandum</b>		
<b>Address on Memorandum</b>	<b>Address on Envelope</b>	<b>Salutation and Complimentary Close</b>
MEMORANDUM FOR THE VICE PRESIDENT	Vice President 276 Eisenhower Executive Office Building Washington, DC 20501	None