

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

2610.3  
Revision 2

4/9/15

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## THE FOOD SAFETY AND INSPECTION SERVICE (FSIS) CORRESPONDENCE MANUAL

### I. PURPOSE

This directive issues The *Food Safety and Inspection Service Correspondence Manual*, which is a reference guide to help FSIS employees to prepare and process Department of Agriculture (USDA) and FSIS correspondence and memorandum.

### II. CANCELLATION

FSIS Directive 2610.3, Revision 1, Correspondence Management Program, 10/25/85

### III. THE FSIS CORRESPONDENCE MANUAL

A. The manual's specific purpose is to help employees produce correspondence that effectively represents the Agency and meets FSIS, Departmental, and Government standards, including those of the Plain Language Act. It provides information related to the FSIS Green Initiative; the handling of restricted information; use of letterhead and logos; and document development, excluding FSIS Directives, FSIS Notices, and Compliance Guidelines.

B. The FSIS manual is consistent with [DR 3060-001](#), *USDA Departmental Regulation for Correspondence Management*.

C. FSIS employees can access the manual at <http://www.fsis.usda.gov/wps/wcm/connect/7ede0f7c-79cc-4666-ad73-0fdf079b129d/FSIS-Correspondence-Manual.pdf?MOD=AJPERES>.

### IV. QUESTIONS

Refer questions regarding this notice to the FSIS Executive Correspondence and Issues Management Staff, Office of Public Affairs and Consumer Education by phone at: (202) 690-3881 or email at: [OPACE.EEOAC@fsis.usda.gov](mailto:OPACE.EEOAC@fsis.usda.gov).



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