



Use of Electronic Letterhead

To standardize the appearance and use of OIG letterhead, to be more cost effective and for convenience, we are moving to the use of electronic letterhead. Many other agencies have reaped these benefits by implementing electronic letterhead. To be most cost-effective and convenient, you will now be able to print standard OIG letterhead in black and white on the nearest laser printer or copier.

What will using the electronic letterhead involve?

A sample is attached. You can type on it and print to any laser printer. Please use the electronic version for all OIG correspondence, **except those signed by the IG (see below)**.

For correspondence, what types of letterhead do you use?

1. **For IG-signed correspondence:** Use "Inspector General" letterhead (paper version only, with the standard green ink).
2. **All other correspondence:** Please use the attached electronic letterhead version. However, you may choose to use the old "Office of Inspector General" bond letterhead until your stock runs out.

Can I reorder paper OIG letterhead when my stock is gone?

No.

Can the field offices use their own OIG letterhead with their local address for correspondence?

No. The OIG, including the field offices, is one office. Using consistent letterhead reinforces this notion. You can reference your field address in the body of your letter.

Where can I get the electronic letterhead?

It is posted in the public folder called "All OIG Policy and Procedures." See the document called, "FORM 505-03, Electronic Letterhead".

If I have a question about this policy directive, whom can I contact?

Please contact the Office of Management by phone at (202) 927-5200 or email at OIG-OM@oig.treas.gov.



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

OFFICE OF
INSPECTOR GENERAL

<Date>

MEMORANDUM FOR