



**Washington State
Department of Transportation**

ADMINISTRATIVE MANUAL

Correspondence Guidelines

M 3048.01

September 2009

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats for persons with disabilities by contacting the ADA Compliance Officer via telephone at 360-705-7097 or by e-mail to Shawn Murinko at murinks@wsdot.wa.gov.

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin and sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For Title VI complaint forms and advice, please contact OEO's Title VI Coordinator at 360-705-7098.

To get the latest information on WSDOT administrative and engineering manuals, sign up for e-mail updates for individual manuals at:

www.wsdot.wa.gov/publications/manuals/

Washington State Department of Transportation
Administrative and Engineering Publications
PO Box 47304
Olympia, WA 98504-7304

Phone: 360-705-7430

Fax: 360-705-6861

E-mail: engrpubs@wsdot.wa.gov

Internet: www.wsdot.wa.gov/publications/manuals/

Welcome to the department's *Correspondence Guidelines*. As the title suggests, these are guidelines.

All correspondence should be treated as valued links to our customers. In support of efforts to improve the public's perception and image of the Washington State Department of Transportation as an accountable agency, we encourage timely responses that are clear (plain talk), informative, and respectful, while maintaining a human element.

These guidelines are the result of a cooperative effort among the department's executive assistants and correspondence coordinators. Every organization had the opportunity to participate in the development and review of these guidelines.

We ask that all employees use these guidelines when corresponding with elected officials, community leaders, and businesses, thereby strengthening and supporting our commitment to the public.

Sincerely,

Paula J. Hammond
Secretary of Transportation

Contents

	<i>Page</i>
Foreword	i
<hr/>	
I. Introduction	1
A. Purpose	1
B. Supersession	1
C. What Has Changed	1
D. Who to Contact	1
<hr/>	
II. WSDOT Communications Office	1
<hr/>	
III. Letters	2
A. Format	2
B. Inside Address	2
C. Name	2
D. Street Address, P.O. Box, and Mail Stops	4
E. Zip Codes	4
F. State Abbreviations	5
G. Subject Line (Optional)	6
H. Salutation	6
I. Text of Letters	6
J. Signature Block	6
K. Subsequent Page Headings	7
L. Courtesy Copies	7
M. Making Copies	8
N. Signatures	8
<hr/>	
IV. Memorandum	9
A. Memo Format	9
B. Concurrence/Approval Line	10
C. External Memorandum	10
<hr/>	
V. E-mail Correspondence	10
A. Use a Clear and Specific Subject Line	10
B. Messages Should Be Understandable and Concise	10
C. When Responding to a Constituent	10
D. Use Sentence Case	10
E. Use a Signature Block at the End of Your Message	10
F. E-mail Is Not Private	11

VI. Correspondence	11
A. Deadlines	11
B. Secretary and Chief of Staff Correspondence	11
C. Governor’s Correspondence	12
D. Agency-Initiated Correspondence	13
E. Correspondence Addressed to the Governor	13
VII. Legislative and Tribal Correspondence	14
A. Legislative	14
B. Tribal	15
<hr/>	
VIII. Federal Registers	16
<hr/>	
IX. Federal Highway Administration Correspondence	16
<hr/>	
X. Transportation Commission Correspondence	16
A. Correspondence Addressed to the Commission	16
B. Preparation of Commission Agenda Item Materials	17
C. Commission Members	17

Correspondence Guidelines

I. Introduction

A. Purpose

Following are guidelines for all Washington State Department of Transportation (WSDOT) correspondence. Employees who draft and distribute correspondence are expected to follow these guidelines. If an employee is not clear what a specific guideline means, he or she may contact one of the sources listed below in Section D, Who to Contact, for clarification.

These guidelines are the result of a cooperative effort among the department's executive assistants. Every WSDOT organization had the opportunity to participate in the development, review, and approval process of these guidelines.

B. Supersession

This supersedes Chapter 2, Correspondence Standards, of the *Support Services Manual*, published in February 2003.

C. What Has Changed

Language is updated to reflect the current organizational structure. Changes reflect the Secretary's communication philosophy.

D. Who to Contact

The executive assistant for each region/division/office participated in developing these guidelines and is a good contact. **The Secretary's Office maintains oversight of these guidelines and can be reached at 360-705-7054.**

II. WSDOT Communications Office

The Communications Office has published the *WSDOT Communications Manual* to assist us with responding to the public. Chapter 3 of the manual, which includes a Correspondence Checklist, is dedicated to writing.

Governor Gregoire's "Plain Talk" [Executive Order 05-03](#) requires all state agencies to use simple and clear language when communicating with citizens. Refer to the [Plain Talk Guidelines](#).

III. Letters

A. Format

All letters sent outside the department are to be printed on official WSDOT letterhead. Use the letter template at:

http://wwwi.wsdot.wa.gov/fasc/adminservices/forms/formfiles/Word_Templates/Ltrshell.dot

1. Times New Roman font, no smaller than 12 point if possible.
2. Top, bottom, and right margins may be adjusted slightly to fit letter onto one page.
3. Single space.
4. Signature in upper/lower case.
5. Subsequent page headings, see [page 7](#).

Exception: See [Sample 1](#) for an example of how to prepare project correspondence letters using a modified block style.

B. Inside Address

Avoid using more than five typed lines for an address. No line in the address is to extend beyond the middle of the page.

C. Name

1. Address Governors, Senators, Representatives, Mayors, and elected officials as “The Honorable” followed by their first and last name. The second line includes their title and the third line includes their mailing address. For example:

The Honorable Jim Pearman
Mayor, City of Mercer Island
9611 Southeast 36th Street
Mercer Island, WA 98040-3732

2. For other individuals, use Mr., Mrs., Ms., Dr., etc.
3. Type long company names on two lines, indent the second line slightly.



**Washington State
Department of Transportation**
Paula J. Hammond, P.E.
Secretary of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

Date

Mr. Donald Larsen
Public Works Director
Pacific County
P. O. Box 66
South Bend, WA 98586-0066

**Pacific County
Sandridge Road, MP 2.61-3.78
STPR-B256(006)
LA-6354, TA-3374
Administrative Review**

Dear Mr. Larsen:

The Highways & Local Programs Division has conducted an administrative review (see enclosure) of the reimbursement of federal funds to your agency for the subject project.

This final accounting constitutes settlement and closure of this agreement. Representatives of the State Auditor's Office, WSDOT and the federal government may perform a financial and/or procedural audit of the cost records pertaining to this agreement within a three-year period. If these activities occur and discrepancies are noted, this final settlement may require adjustment. **In accordance with Federal and State regulations, the agency shall retain such records and accounts on this project until at least December 2, 2011.**

The Highways & Local Programs Division is pleased to have assisted you in this project by facilitating the transfer of federal funds to your agency.

Sincerely,

Kathleen B. Davis
Director
Highways & Local Programs Division

KBD:el:ac
Enclosure

cc: Ken Hash, Southwest Region Local Programs Engineer
Project Support Services, MS 47420
Southwest Region Accountant
Agency Accounting

Sample 1 – Project Correspondence

D. Street Address, P.O. Box, and Mail Stops

1. For sending mail to private citizens, it is acceptable to use street addresses. If there is both a street address and a P.O. Box, the P.O. Box is preferred on envelopes.
2. Always use campus envelopes when sending to any government agency including the Governor's Office, Senators, and Representatives.
3. Abbreviate the direction when it appears at the end of the address.

Example: 123 Fir Street NW

4. Spell out direction when it appears before the street name.

Example: Northwest 123 Fir Street

5. WSDOT mail stops can be found at:

<http://wwwi.wsdot.wa.gov/fasc/AdminServices/MailCenter/DOTMailstops.pdf>

6. WSDOT HQ Mail Center Web site at:

<http://wwwi.wsdot.wa.gov/fasc/AdminServices/MailCenter/Default.htm>

E. Zip Codes

The four-digit number after the zip code is not required. If you choose to use the zip + 4, you can find the four-digit numbers on the Internet at:

<http://zip4.usps.com/zip4/welcome.jsp>

F. State Abbreviations

Use the two-letter, all caps abbreviations as shown when abbreviating state names in addresses.

AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AS	American Samoa	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FM	Federated States of Micronesia	MP	Northern Mariana Islands
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	PW	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
MH	Marshall Islands	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
		WY	Wyoming

G. Subject Line (Optional)

Subject (or reference) lines are used for reference purposes and to assist in filing for such things as contracts, consultant agreements, Memorandums of Understanding, etc. They are not used for correspondence which is general in nature. In a series of letters related to one another, it may be beneficial to use the same subject heading or the same identifying phrase as part of the subject heading.

Begin typing at the left margin with RE: then line up additional lines with the first word of the subject.

H. Salutation

The name used in the salutation should agree with the name in the inside address. Whenever possible, please do not use an attention line. It is preferred that you address the letter directly to an individual in the organization by name and title, if known.

1. Examples for salutation when writing to one person (name known, gender unknown):

Dear Marion Parker:

Dear R. V. Moore:

2. Examples for salutation when writing to a company, name and gender unknown:

Dear Ladies and Gentlemen:

Dear Gentlemen and Ladies:

I. Text of Letters

If possible, limit length to one page. Provide additional information in the form of enclosures.

J. Signature Block

Leave one space between the body of the letter and the complimentary closing and three spaces between the complimentary closing and the signer's name. The signer's name should be upper/lower case.

K. Subsequent Page Headings

1. Ideally, letters are one page in length. Additional information can be included in attachments to the letter. If you need additional pages, space down one inch from the top of the second page and begin typing the heading at the left margin. Head each subsequent page with the name of the addressee, the date, and the page number. For example:

Ms. Mary E. Davis

Date

Page 2

2. Microsoft Word features a “Header and Footer” option under the View menu that makes formatting easy.
3. Leave two lines below the heading and resume typing the text of the letter at the left margin.

L. Courtesy Copies

1. Think about who needs a courtesy copy (cc) of the letter. If an individual is referenced in the text of the letter, the individual should receive a copy of the letter.
2. If there are cc’s listed on the original correspondence (especially legislators or the Governor), they should also be listed as cc’s in the response.
3. When listing cc’s, please observe the following order:

U.S. Senators

U.S. Representatives

Governors

State Senators

State Representatives

Mayors, City/County Council Officials, City/County Commissioners,
City/County Elected Officials

Agency Directors, Transportation Commissioners

Secretary of Transportation

Chief of Staff

Assistant Secretaries

Executives

Other Staff members

4. Copies may be transmitted by highlighting the addressee’s name and including the mail stop on the document. In the case of copies for recipients not named on the document, the name and mail stop can be written in the upper right corner of the first page, eliminating the unnecessary use of routing slips. Use routing slips only when it becomes necessary to include a brief message.

M. Making Copies

You are encouraged to make two-sided copies of correspondence, enclosures, attachments, etc.

N. Signatures

1. Secretary's Signature

E-mail correspondence for the Secretary's signature to the Secretary's Executive Assistant. The Secretary's Office will send you a copy of the signed correspondence.

The Secretary's signature typically appears on correspondence to:

- Members of the United States Congress
- Governor
- USDOT Secretary of Transportation
- State Legislators
- Mayors
- City and County Officials
- FHWA Administrator
- State Agency Directors
- Transportation Commission

If applicable, please indicate in the correspondence who will be the future contact person (e.g., Assistant Secretary, Regional Administrator, Director).

The Secretary should sign any correspondence involving policy, sensitive matters of a political or public relations nature, and any matters in which the Secretary has a personal interest. If in doubt, please phone the Secretary's Office.

The complimentary closing used for the Secretary is as follows:

Sincerely,

Paula J. Hammond, P.E. *(use upper/lower case)*
Secretary of Transportation

2. Chief of Staff Signature

Letters to be signed by the Chief of Staff include responses to questions concerning policy, facts, and operational matters pertaining to the organization. Copies of correspondence to state legislators and the state congressional delegation should be sent to the Secretary's Office and the Government Relations Office.

The complimentary closing used for the Chief of Staff is as follows:

Sincerely,

Steve T. Reinmuth (*use upper/lower case*)
Chief of Staff

IV. Memorandum

A. Memo Format

An internal memorandum is used for transmitting information within the department. It is not an appropriate format for writing correspondence outside the department, although copies may be sent to others outside the department. Use the memo template at:

http://wwwi.wsdot.wa.gov/fasc/adminservices/forms/formfiles/Word_Templates/Memo.dot

1. Times New Roman font, no smaller than 12 point if possible.
2. Top, bottom, and right margins may be adjusted slightly to fit letter onto one page.
3. Single space.
4. Phone numbers can be written with parentheses (), dashes (-), or dots (·). Please be consistent with the format you use.
5. Thru: On occasion, it is necessary to route correspondence through another person. This acknowledges that they have reviewed the correspondence and concur with its contents. An example of this would be correspondence routed to Secretary Hammond "thru" Chief of Staff Reinmuth. This is the only time "thru" is an accepted spelling.
6. To: When addressing correspondence **within** the agency, refer to the [Headquarter Roster](#) and the [Region Roster](#).

B. Concurrence/Approval Line

If you are requesting agreement, the proper term is “concurrency.” If you are requesting actual approval, use the term “approval.” For example:

Concurrence:

Paula J. Hammond, P.E.
Secretary of Transportation

Date

Approval:

Paula J. Hammond, P.E.
Secretary of Transportation

Date

C. External Memorandum

Correspondence between state agencies is prepared in Memorandum format using official WSDOT letterhead.

V. E-mail Correspondence

A. Use a Clear and Specific Subject Line

B. Messages Should Be Understandable and Concise

Remember the [Plain Talk Guidelines](#).

C. When Responding to a Constituent

Only include their original e-mail with your response. If you forwarded the constituent’s e-mail to a staff person for input and that staff person responded to you, do not include the internal e-mail exchange in the final response to the constituent.

D. Use Sentence Case

USING ALL CAPITAL LETTERS LOOKS AS IF YOU’RE SHOUTING.
Use **bold** formatting to emphasize important words.

E. Use a Signature Block at the End of Your Message

Since the constituent may not know the responder, include your name, title, and contact information at the end of your message. Even if you introduce yourself at the beginning of your message, the signature block information allows the constituent to contact you if there are further questions or comments.

F. E-mail Is Not Private

An e-mail is like a postcard, anybody can read it. Also remember that e-mails can be forwarded, so unintended recipients may see what you have written. For more formal direction, see [WAC 292-110-010\(5\)](#), *Use of state resources*.

VI. Correspondence

A. Deadlines

Deadlines for responding to correspondence are based on the standards set by the Secretary's Office. There are three standards, depending on the format of the constituent's correspondence.

1. For letters, the deadline is **five (5) working days** after receiving the letter from the constituent or after HQ Customer Service assigns correspondence referral to the region/division/office correspondence coordinator.
2. For e-mails, the deadline is **five (5) working days** after receiving the e-mail from the constituent or after HQ Customer Service assigns correspondence referral to the region/division/office correspondence coordinator.
3. For telephone calls, the deadline is **three (3) working days** after receiving the telephone call from the constituent or after HQ Customer Service assigns correspondence referral to the region/division/office correspondence coordinator.

B. Secretary and Chief of Staff Correspondence

When the Secretary's Office requests a response to a constituent's letter, e-mail, or telephone call, the request is sent to the HQ Customer Service Office then e-mailed in the form of a WSDOT Referral to the appropriate region/division/office correspondence coordinator. The WSDOT Referral Slip cover sheet or e-mail contains all the pertinent information regarding the correspondence including instructions for responding and the **due date** for the response. The due date is very important and is necessary to keep turnaround times to a minimum. **If an extension is needed, please contact HQ Customer Service.**

When responding directly to a constituent who wrote to the Secretary, include at the beginning of the response, "Secretary Paula Hammond has asked me to respond to your mo/day/year letter/e-mail/phone call regarding..."

Do not include the WSDOT Referral number in your completed correspondence. It is a means of internal tracking only.

When responding to a constituent by e-mail, change the e-mail subject line to match the issue referenced in the constituent's original e-mail. Do not include the entire WSDOT Referral e-mail or the referral numbers. You may include the comments the constituent wrote to the Secretary.

Once responses are prepared, please have a second person review and proof for clarity and comprehension.

When a request is made to draft a response for the Secretary's signature, e-mail the draft response and original letter/WSDOT Referral to HQ Customer Service. Make sure the draft response is in final format with complete address, salutation and, if appropriate, courtesy copies and attachments. If the draft response is not in the final format, it will be sent back to the responding region/division/office for completion. HQ Customer Service will forward the draft response correspondence to the Secretary's Office for signature. The Secretary's Office will mail out the final response. Courtesy copies to the cc's will also be mailed, if addresses to the cc's are included with the draft response.

C. Governor's Correspondence

When the Governor's Office requests a response to a constituent's letter, e-mail, or telephone call, the request is sent to the HQ Customer Service Office then e-mailed in the form of a WSDOT Referral to the appropriate region/division/office correspondence coordinator. The WSDOT Referral Slip cover sheet or e-mail contains all the pertinent information regarding the correspondence including instructions for responding, the constituent's comments to the Governor, and the **due date** for the response. The due date is very important and necessary to keep turnaround times to a minimum.

If an extension is needed, please contact HQ Customer Service.

When responding directly to a constituent who wrote to the Governor, include at the beginning of the response, "I have been asked to respond to your mo/day/year letter/e-mail/phone call to Governor Gregoire regarding..."

Do not include the Governor's Referral number in your completed correspondence. It is a means of internal tracking only.

When responding to a constituent by e-mail, change the e-mail subject line to match the issue referenced in the constituent's original e-mail. Do not include the entire Governor's referral e-mail or the referral numbers. You may include the comments the constituent wrote to the Governor.

Once responses are prepared, please have a second person review and proof for clarity and comprehension.

If our agency has been directed to draft a response for the Governor's signature, we will be given five (5) working days to draft the response, unless otherwise indicated. E-mail the draft response and original letter/ WSDOT Referral to HQ Customer Service. HQ Customer Service will forward the draft response to the Secretary's Office for approval. If approved, HQ Customer Service will forward the draft response to the Governor's Office. If not approved, the draft response will be returned to the responding region/division/office for revisions.

Please Note: Do not send a copy of your response directly to the Governor's Office. HQ Customer Service will send a copy of the response to the Governor's Office, which will close out the Governor's Referral.

D. Agency-Initiated Correspondence

When our agency initiates correspondence for the Governor's signature, send an e-mail to the Transportation Secretary's Executive Assistant with the subject "Governor's Correspondence Agency Initiated." Attach the following to the e-mail:

1. Draft letter in Microsoft Word format for the Governor's signature.
2. Draft memo from the Secretary of Transportation to the Governor's Chief of Staff explaining the need for the requested letter.

The Governor's Office requires at least two weeks for agency-initiated letters and documents for the Governor's signature. In the event that a letter is needed sooner, label it "RUSH" in the e-mail subject line and include an explanation for the letter's RUSH nature in the memo to the Governor's Chief of Staff, signed by the Secretary of Transportation.

The complimentary closing used for the Governor is as follows:

Sincerely,

Christine O. Gregoire (*use upper/lower case*)
Governor

E. Correspondence Addressed to the Governor

The proper way to address correspondence to the Governor is:

The Honorable Christine O. Gregoire
Governor, State of Washington
Legislative Building
P.O. Box 40002
Olympia, WA 98504-0002

Dear Governor Gregoire:

VII. Legislative and Tribal Correspondence

A. Legislative

When corresponding to state and federal legislators, always provide a courtesy copy (cc) for the Secretary of Transportation unless it is for her signature, and provide an informational copy for each of the following:

Chief of Staff (MS: 47316)

Governmental Relations Office (MS: 47318)

Correspondence to legislators pertaining to department policy or proposed legislation should be routed **through** the Chief of Staff.

Most state legislators have staff in their Olympia offices year-round.

Correspondence should always be addressed and sent to the legislators' Olympia offices. When the legislature is not in session, a copy may also be sent to their home address. Legislative addresses are available from the Governmental Relations Office and at:

<http://apps.leg.wa.gov/rosters/Members.aspx>

The address for state senators is P.O. Box 404+**two-digit** district number, Olympia, WA 98504-04+**two-digit** district number. For example, Senator Randi Becker is from Legislative District 2. Her address would be P.O. Box 404**02**, Olympia, WA 98504-04**02**. Senator Don Benton is from Legislative District 17. His address would be P.O. Box 404**17**, Olympia, WA 98504-04**17**.

The address for state representatives is PO Box 40600, Olympia, WA 98504-0600.

Following is an example of how campus envelopes should be addressed:

Senator First/Last Name
MS: 40402

Representative First/Last Name
MS: 40600

Following are examples of how to address correspondence to state legislators:

The Honorable First/Last Name
Washington State Senator
PO Box 40402
Olympia, WA 98504-0402

The Honorable First/Last Name
Washington State Representative
PO Box 40600
Olympia, WA 98504-0600

Dear Senator or Representative Last Name:

When addressing letters to multiple legislators, format the addressees as in the example above, with a limit of two addresses side by side and a total of four for the address block. List additional legislators in the cc list.

Following is an example of how to address legislative committee chairs:

The Honorable First/Last Name
Legislative Transportation Committee Chairman/Chairwoman
PO Box 40937
Olympia, WA 98504-0037

Dear Chairman/Chairwoman Last Name:

For the header on the second page of a letter, use “The Honorable.”
For example:

The Honorable First/Last Name
Date
Page 2

If you are listing a combination of senators and representatives, **the senators are always listed first.**

Congressional correspondence should be prepared for the Secretary’s signature and routed **through** the Governmental Relations Office. Following are examples of how to address correspondence to Congressional delegates:

The Honorable First/Last Name United States Senate 730 Hart Senate Office Building Washington, DC 20510-0001	The Honorable First/Last Name United States House of Representatives 432 Cannon House Office Building Washington, DC 20510-0001
---	--

Dear Senator Last Name:

Dear Congressman/woman Last Name:

Informational copies addressed to state, federal, and tribal officials should be sent to the Governmental Relations Office (MS: 47318).

B. Tribal

Tribes are each unique in Washington state and should always be checked for accuracy. Here are some examples of how Washington state tribe names differ:

Chehalis Confederated Tribes
Hoh Tribe
Lummi Nation
Marietta Band of Nooksack Tribe
Tulalip Tribes (actually five tribes operating as one Nation)

Washington State tribes are listed at:

<http://www.goia.wa.gov/Tribal-Directory/TribalDirectory.pdf>

Information changes frequently, so use this directory as a general guide and check with the tribe to make sure the information you are using is correct if it is not easily discerned from the original correspondence.

Following is an example of how to address correspondence to tribal leaders:

The Honorable First/Last Name
Chairman/Chairwoman
Tribe Name
Tribe Address

Dear Chairman/Chairwoman Last Name:

If you have any questions regarding legislative or tribal correspondence, please contact the Governmental Relations Office at 360-705-7024.

VIII. Federal Registers

On occasion, you may be asked to prepare correspondence in response to a Federal Register. All Federal Register responses are to be prepared for the Chief of Staff's signature.

A copy of the response should be sent to Mr. John Horsley, Executive Director, American Association of State Highway and Transportation Officials (AASHTO), 444 North Capitol Street, Suite 249, Washington, DC 20001-1512. AASHTO finds it helpful to know what other state transportation departments are saying in response to published dockets.

A courtesy copy should also be sent to the Secretary of Transportation and the Government Relations Director.

IX. Federal Highway Administration Correspondence

All correspondence to FHWA is to be on department letterhead. The Governmental Relations Office is always listed as a copy recipient. Also include any necessary courtesy copies required by your office.

Send correspondence through campus mail to the FHWA Division Office, Mail Stop 40943.

X. Transportation Commission Correspondence

A. Correspondence Addressed to the Commission

Correspondence to Commission members should be prepared in letter format on department letterhead. Address Commissioners in the following order:

- Chair
- Vice Chair
- Commission members in alphabetical order

The Chair and Vice Chair are elected each year. If you are unsure who the current Chair and Vice Chair are, check with the Commission Office at 360-705-7070.

The Office of the Secretary should be informed of your communications to the Commission Office.

All information, meeting notices, etc., for the Transportation Commissioners should be sent to the Commission Office at Mail Stop 47308 for distribution to the Commissioners.

A list of the Transportation Commissioners is included below.

B. Preparation of Commission Agenda Item Materials

Materials for the Transportation Commission may include agenda items, briefing papers, proposed rulemaking, resolutions, and other presentations. Please contact the Commission Office directly at 360-705-7070 for the latest information on preparing these materials.

C. Commission Members

Following is an example of how to address correspondence to the Commissioners:

The Honorable First/Last Name
Washington State Transportation Commission
PO Box 47308
Olympia, Washington 98504-7308

Dear Commissioner Last Name:

Member	Year Appointed
Carol Moser Chair (Benton)	2006
Bob Distler Vice Chair (San Juan)	2005
Elmira Forner (Chelan)	2006
Richard Ford (King)	2007
Latisha Hill (Spokane)	2008
Dan O’Neal (Mason)	2003
Philip Parker (Clark)	2007

