3-08/040.55 - Identification (Sign-Off) Initials

Identifying initials shall be used in the following order: The signer, the writer, and the typist. These initials will be typed on the copy and shall be placed two lines below the signature block. Initials of the signer and writer shall be in upper case letters with the initials of the typist in lower case letters. The name of the handling bureau/unit shall be placed immediately below the initials, enclosed in parenthesis. No identifying initials shall appear on any copies sent outside the Department.