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Attachments: NRCS-color v4.jpg; NRCS-USDA-color copy.jpg



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OFFICIAL NRCS LETTERHEAD AND LOGO USE

NRCS employees should use approved letterhead and logos when communicating with customers. Since the new agency strategic plan was unveiled, a new letterhead design is now available online that includes the mission statement, "Helping People Help the Land," at the bottom of the letterhead.

New letterhead templates are available on the NRCS Web site at <http://www.nrcs.usda.gov/about/logo/>. The address and contact information may be changed for field use by double clicking on it or by selecting Header and Footer under View in the MS Word menu commands. Save your letterhead as a template on your own computer.



The official agency logo is also available at this site in both color and black and white in either a GIF or TIFF format. If you need other versions of the logo (such as the accompanying sample), contact NRCS Public Affairs Specialist [Ron Francis](#). A couple of other versions have been attached for your use, if you wish to save them on your computer.

 Periodic news reports from NRCS Utah

To see blasts from the past go to [e-Blast archives](#)

Sylvia Gillen, State Conservationist, Natural Resources Conservation Service

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