

December 1, 1999

MEMORANDUM FOR: CCEHBR Staff  
FROM: Sylvia B. Galloway  
SUBJECT: Official Correspondence/Reports Policy

CCEHBR Center Policy requires that each letter, memo, report, etc. which leaves the Center on letterhead must be approved by your Supervisor, Branch Chief and the Center Director. A Central File copy which is maintained in the files for future reference is routed for sign-off along with the original correspondence/report. A Reading File copy is kept in the office of the Center Director's Secretary. It is of utmost importance that all staff follow proper procedures in preparation of "Official Correspondence/Reports" leaving the Center. The appropriate format for each copy is attached (Attachments A-C).

In addition any form of correspondence that involves a financial transaction, requires the NCCOS Director's signature. Thus a cover memo from the Center Director to the NCCOS Director explaining the relevance and importance of the transaction to CCEHBR should be included (see Attachment D).

If you have any questions concerning policy or procedures, please see Jan Carson.

Attachments: A,B,C,D