DRAFT 10-4-82

DRAFT

TO: EE Staff

FROM: PE Bramson

SUBJECT: Review of Correspondence and Required Signature Levels

At a recent department staff meeting, we discussed the need to assure that correspondence receives appropriate review and is signed by the right authority level. This was further reviewed with the Environmental Evaluations staff at our staff meeting on September 22. This note is to clarify and provide you with a ready reference for these requirements.

External Correspondence

- Management Guide 10.4 requires that all correspondence provided to persons outside PNL should be reviewed by the author's supervisor. The guide further suggests that most external correspondence should have department-level approval. Department level approval is required for certain specific topics listed in M.G. 10.4.
- Action items which flow down from the Director, which result in preparation of a written response, are to be prepared for the Director's signature and reviewed by all line management levels. This applies especially to responses to DOE-RL.

Internal or External Correspondence

- Correspondence, which relates to policy or programs such as response to audits, changing or meeting of a milestone or a goal, and manual or procedure changes should be reviewed by program, section and the department managers, (manuals/procedures only when MA numbered).

Internal Correspondence

- Correspondence relative to our environmental programs should be reviewed by the program managers before transmittal. However, the program managers are at liberty to review, or not, at their discretion.

The above-stated guidelines are not intended to make life more difficult, but are to assure that correspondence receives appropriate review and signature authority and to provide informational communication to program and line managers.