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Sorting and Routing Incoming Correspondence

I. Purpose:

To provide guidelines for sorting and routing incoming correspondence.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Sorting and Routing Incoming Faxes:

A. Identifying Faxes:

1. Before routing incoming faxes to the addressee, all faxes must be identified as official or non-official. Use the following guidelines to identify fax:

OFFICIAL FAXES...

- From anywhere outside of the USA
 - a) We commonly receive faxes from places such as PNG, Nauru, Australia, Kiribati and organizations such as IDI, Hastings Deering, SPREP, etc.
- From the observers at Manus or Nauru regarding operations, daily rounds, problems they are encountering, requests, etc.
- From LANL, DOE or TWPPO management

NON-OFFICIAL FAXES...

- Advertisements
- General Announcements

B. Routing Official Faxes

1. If the fax is identified as official, a copy of it must be filed for further reference. Use the following guidelines:
 - Make a copy of foreign fax and place the copy in the "incoming" box to be logged. Make copies for Bill Clements, Steff Coonley, and Larry Jones and hand-carry the copies to their office. Give the original fax to the addressee.

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- Make a copy of the fax from the observers and put it in the “incoming” box to be logged. Make copies, for Larry Jones, Steff Coonley, Bill Clements, and Clif Meyer. Hand-carry copies to their offices. If Larry Jones is working at ATOSS, fax the fax to him immediately. Give the original fax to the addressee.
- Make a copy any fax sent by managers (DOE officials, group leader, etc.) and put it in the “incoming” box to be logged. Make copies for Bill Clements, Steff Coonley and Larry Jones. Give the original fax to the addressee.
- When a fax comes for an individual working at home, on travel or at ATOSS, fax the fax to him/her as soon as possible.
- When delivering a fax to the addressee, always ask him/her who else should have a copy.

C. Routing Non-Official Documents

1. Advertisements and general announcements must be posted on the bulletin board for all to see.
2. Non-official faxes labeled “confidential” must be hand carried to the addressee immediately.
3. All other non-official faxes can be hand carried to the addressee or place in mailbox.

V. Sorting and Routing Mail

A. Regular Mail

1. Regular domestic mail must be placed in the addressee’s mailbox.
2. Advertisements, announcements and bulletins and announcements must be posted on the bulletin board for all to see.
3. Paychecks and travel checks should be hand carried to addressee immediately. If the person is not in the office, give the check to the office administrator to put in a safe place.

B. Foreign Mail

1. Mail from foreign countries must be placed in the addressee’s mail box. If he/she is not in the office, do the following:
 - Open the letter/package and give it to the next appropriate person to handle it.
 - If the contents of the letter/package is not urgent, place the correspondence in the addressee’s mailbox.

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VI. Sorting and Routing Email

A. Operational Related Email

1. Email regarding operations at Manus or Nauru must be printed and put in the “incoming” box to be logged. Operational related mail often comes from the following:
 - Instrument mentors
 - RESET team members
 - Technicians from the ARCS Integration Site

B. Foreign Email

1. Email from foreign countries must be printed and put in the “incoming” box to be logged.

C. Official Email

1. Official email received from DOE personnel or other managerial personnel must be printed and put in the “incoming” box to be logged.

VII. References:

None

VIII. Attachments:

None.