Preparing Letters and Memoranda

I. Purpose:

To provided instructions for preparing letters and memoranda.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Prepare the correspondence.
2. Obtain the letter or memo letterhead.
   - Hard copies are in the hanging wall file in the front office
   - Electronic copies are on the server in the TWPPO file
3. Request an OMS log number from the office.
   - *Refer to PRO(TWPPO)-006.000, Processing Outgoing Correspondence Needing An OMS Log Number*
4. If correspondence is electronic, send to addressee and office personnel for logging and filing and distribution.
5. If correspondence is hard copy, print, sign, and give to office personnel for logging and filing and distribution.

V. References:

None.

VI. Attachments:

None.