

PREPARATION AND DISTRIBUTION OF ANR EXECUTIVE OFFICE CORRESPONDENCE

When preparing correspondence in **final form** for signature by the Vice President, the Associate Vice president, or the Assistant Vice President, the following procedures apply:

1. Prepare letter/memo using proper format (see samples of Correspondence Protocol). ***Important: Correspondence submitted for signature that does not follow the proper format will be returned to the originating office.***
2. Submit letter/memo to the Executive Administrative Analyst/Administrative Analyst in the Associate/Assistant Vice President's office with: 1) all enclosures/attachments (if any), or with a note explaining why they are not included; 2) mailing labels or envelopes and (3) electronic copy via diskette or e-mail attachment.
3. Following signature, the Executive Office will photocopy and mail/distribute the original and copies, except when:
 - a. A large mailing is involved (more than 10), or
 - b. The letters/memos are submitted for signature on a regular basis, e.g., routine correspondence concerning budget or other administrative matters.

In these cases, the Executive Office will make yellow (file, with attachments) and green (chron, without attachments) photocopies and return the original to the originating office for mailing/distribution.