

**PENTAGON RENOVATION (PENREN) PROGRAM  
EXECUTIVE CORRESPONDENCE POLICY**

**15 MAY 2003  
PMP 01-01b**

**OPR: Administrative Management Support Group**

**1.0 REFERENCE.** Department of Defense (DoD), Director of Administration and Management, Manual for Written Material, dated March 1996.

**2.0 APPLICABILITY.** This policy is applicable to all DoD employees assigned within the PENREN, other Government Agencies, and contractors sponsored by PENREN.

**3.0 POLICY.** This policy establishes the guidelines for all executive correspondence requiring approval and signature(s) from the Program Manager (PM) and/or the Deputy Program Manager (DPM) signed on behalf of the Program.

**4.0 RESPONSIBILITIES.** All PENREN personnel will ensure that all executive correspondence complies with the aforementioned reference and PENREN procedures.

**5.0 PROCEDURES.**

- a.** All incoming correspondence that requires a signed response from PENREN's Program Manager (PM) or Deputy Program Manager (DPM) must be routed electronically through the Correspondence Point of Contact (CPOC) for proper logging and tracking measures, prior to coordination with any other staff members. See attached "How to Guide" for specific instructions.
- b.** All incoming and outgoing correspondence that requires a response and signature from anyone (to include Group, Project and Team Leaders) other than the PM and DPM and have a political impact, risk, cost estimate, scheduling, acquisition, and other projects deemed appropriate must be photocopied and submitted to the CPOC for entry into the Monthly Read File that is provided to the PM and DPM.

**6.0 EFFECTIVE DATE.** This policy is effective immediately.



Michael R. Sullivan  
Program Manager

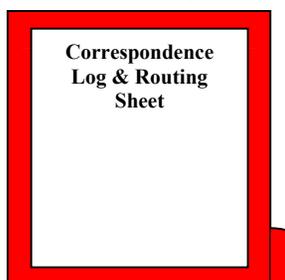
Enclosure a/s

## **Incoming Executive Correspondence “How to Guide”**

Any incoming letter requiring the PM or DPM’s response should be routed through the following procedures:

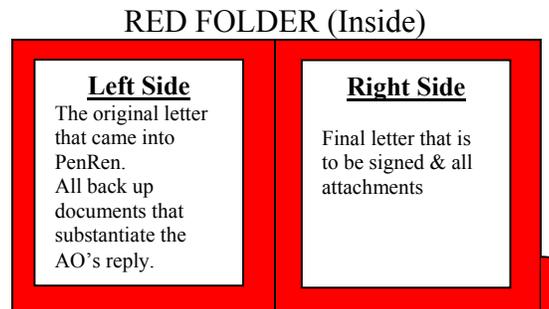
- 1) When a letter arrives at PENREN and requires an Official PENREN response from the Program Manager (PM) or Deputy Program Manager (DPM), it is routed to the Management & Support Services Correspondence Point of Contact (CPOC), located in room D-102.
- 2) The CPOC logs the letter into the Correspondence Log. After this is done the CPOC puts together the “basic package.” This package consists of:
  - a) A Red Folder containing:
    - i) the “Correspondence Log & Routing sheet” attached to the front of the folder
    - ii) the original letter that generated the need for a response, placed on the inside left portion of the folder.

RED FOLDER (Outside)



- 3) The CPOC delivers the basic package to the PM. The PM then assigns an Action Officer (AO) and a suspense date. *[The Action Officer is the person designated by the PM who possesses appropriate program knowledge to draft the initial response. The suspense date is the date that the FINAL response is due back in his office.]* The package is then returned to the CPOC so the PM’s information can be entered into her records.
- 4) The CPOC then delivers the “basic package” to the AO, who prepares the draft response. If the letter is to be written on letterhead, the letterhead template can be found on the *G:\PenRen Templates\PenRen Letterhead new*. The font should be Times New Roman, 12 point. An exception is required for those documents being drafted for signature by the SECDEF or DEPSECDEF, who require a 13-point font and a document limit of one page. Things that should be included with the draft response are:
  - a) Any attachments that are to be included.
  - b) Appropriate “Sign Here” tabs.
  - c) If applicable, an addressed envelope.

- 5) Once the response has been completed, the package is then referred to as a “complete package,” and should be set up as follows:
  - a) The left side will contain the history and all back up that was utilized in substantiating the reply, to include:
    - i) Copies of all coordination documentation.
    - ii) Copies of all backup documentation.
    - iii) Any documents that are referenced in the reply.
  - b) The right side will contain the actual letter to be “signed out”.



- 6) After the AO finishes the complete package, they return the red folder to the CPOC, and provide the CPOC with an electronic version of the file via email. The CPOC will then forward both items to the Executive Administrative Assistant (EAA) for review of content and composition. Upon completing the review, the EAA will then route the package for coordination signatures as shown on the Correspondence Log & Routing sheet.
- 7) Upon completion of the coordination signatures, the final coordinating party will return the complete package to the EAA for submission to the PM. At this time:
  - a) The document is signed by the PM; or
  - b) The PM makes modifications to the document and returns it to the EAA for revision.
- 8) After it has been revised, the PM signs off on the final document. The EAA then returns the package to the CPOC, who then scans the letter and any attachments for archives. The original and any required copies are sent out.

*Helpful Hints:*

*1 – Please make sure to “QC” your document or have someone “QA” it.*

*2 – If you have questions, always follow attached flowchart.*

*3 – Follow the correct routing procedures. **DO NOT remove “Red Folder” packages from the EAA’s outbox unless instructed to do so by the EAA.***

## Incoming Correspondence Flow Chart

All Correspondence requiring signature from the PM or DPM is routed through the Management & Support Services Group. It should be sent to the Correspondence POC located in room D-102

