

<b>Subject:</b>  <b>External Correspondence Concurrence Signatures</b>	<b>Effective Date:</b>  February 25, 2011	<b>Initiated by:</b>  Deputy Director
	<b>Supersedes:</b>  <b>P-078, R0 Dated Feb. 8, 1999</b>	<b>Approved:</b>  Director

It is PPPL policy that formal PPPL correspondence with the Department of Energy and other external organizations shall be documented, approved, and transmitted by the responsible Department Head in a timely manner. Formal correspondence is expected for all responses to formal DOE requests, legal commitments, and contract requirements.

Concurrence signatures of the PPPL Director and responsible Deputy Director are required for correspondence that:

- Commits the Laboratory to a financial responsibility;
- Provides estimates of cost or financial liability, where the cost or liability is material;
- Provides or revises a corrective action plan to an externally generated issue;
- Contains an item with potential public relations implications (positive or negative);
- Warrants a concurrence signature, in the view of the Department Head.

Routine correspondence involving status reports or in response to routine requests for information from DOE do not require concurrence or copying of the Director and Deputy Directors. All other formal correspondence from PPPL to DOE and external organizations will be copied to the PPPL Director and Deputy Directors. The following are examples of correspondence that does not require concurrence signatures:

Business Operations

- Outlay Estimates
- Advance Notifications - Routine Procurement Matters
- Service Contract Act Wage Determination Requests
- Requests for Audit Assistance
- Transmittal of Construction Statement and Acknowledgment Forms from Subcontracts
- Quarterly Accounts Receivable Reports
- Construction Close-out Reports
- Quarterly Report of Transportation Charges
- Notification of Physical Inventory Accounting Adjustments
- Year-end Accounting Reports
- Payroll Reports
- Routine Cost and Other Financial Analyses

Human Resources

- DOE Contractors Report on Employment
- Salary Wage Increase Expenditure Report (annual)
- Report of Compensation (semi-annual)
- Individual Salary Actions that require DOE-PG approval

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- Fee payments to external agencies for routine operations (e.g., a permit)
- Renewals of existing permits
- Routine status reports (e.g., groundwater, surface water, Quarterly Accident Statistics, Emergency Readiness Assurance Plan)
- Routine Notifications of plans to start planned work activities (e.g., Soil Conservation District, Asbestos abatement notifications)
- NEPA Categorical Exclusion requests