

Subject: External Correspondence Concurrence Signatures	Effective Date: August 4, 2017	Initiated by: Deputy Director, Operations
	Supersedes: P-078, R1 Dated Feb. 25, 2011	Approved: Director

- Management System (Primary):** 01.00 Strategy and Management
- Management System Owner:** Director and Deputy Directors
- Management Process:** 01.01 Governance
- Process Owner:** Director and Deputy Directors
- Sub-Process:** 01.01.01 Approval of PPPL external commitments
- Sub-Process Owner:** Director and Deputy Directors
- Subject Matter Experts (SMEs):** Director and Deputy Directors

It is PPPL policy that formal PPPL correspondence with the Department of Energy (DOE) and other external organizations shall be documented, approved, and transmitted by the responsible Department Head or designated manager by the specified date, if applicable. Written, formal correspondence is expected for all responses to documented DOE requests, legal commitments, and contract requirements.

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

- Commit the Laboratory to a financial responsibility;
- Provide or revise a corrective action plan to an externally generated issue;
- Contain an item with potential public relations implications (positive or negative); or
- Warrant a concurrence signature, in the view of the Department Head.

Routine correspondence involving status reports or in response to routine requests for information from the 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 do 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 approval

Environment, Safety & Health

- 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)
- National Environmental Policy Act (NEPA) Categorical Exclusion requests

Training

Director A. Target Audience: Laboratory Council, Department Heads
 Instructor: Director
 Training Method:
 Briefing

 Frequency:
 Once only
 Other: Upon revisions changes to this policy