CHAPTER h.22-20

SUGGESTED GUIDELINES FOR CONCURRENCE AND REVIEW OF OUTGOING CORRESPONDENCE PREPARED FOR SIGNATURE OF OFFICE OF THE SECRETARY OFFICIALS

h.22-20-00 PURPOSE

The purpose of this chapter is to suggest guidelines for concurrences and reviews of correspondence prepared for signature of officials in the Office of the Secretary.

h.22-20-10 PREPARING OFFICE

In securing concurrences the preparing office should be guided by the following:

A. Refer correspondence for concurrence to other offices only if the subject matter goes beyond the responsibility of the preparing office.

B. Forward information copies to offices who need such information. The need to be informed is not synonymous with the need to concur. Therefore, it is not necessary to send correspondence for concurrence to an office which needs merely to be informed.

C. Correspondence based on established policy or procedure should ordinarily be reviewed for concurrence by only one organizational level between the preparing office and the Office of the Secretary.

D. As a general rule, try to limit concurrences to one within a bureau level, exclusive of the preparing office. Normally, a total of four concurring initials should represent a maximum number of concurrences.

E. Responsibility for editorial and stenographic correctness should rest with the preparing office.

h.22-20-20 REVIEWING AND CONCURRING OFFICES

The reviewing and concurring office should be guided by the following:

A. As a general rule, do not route correspondence for additional concurrences beyond those originally indicated by the preparing office.

B. Make every effort to complete your review within four hours of the time of receipt of the correspondence. At times it may not be possible to meet this standard, but normally four hours should suffice.

C. Try to avoid having a letter rewritten for editorial reasons unless it is truly incorrect, unresponsive, or misleading.