

INFORMATION AND INSTRUCTIONS

TRANSMITTAL LETTERS

Consecutively numbered transmittal letters are used to distribute staff manual materials. Each issuing organization has its own series of transmittal letters which are distinguished by the organization's initials prefixed to the transmittal letter number.

The number of transmittal series varies according to the variations in audience. Since the total (or General) audience is composed of three elements - HEADQUARTERS, REGIONAL Office, and other Field personnel -- the following transmittal series (one for each variation in audience may be necessary:

BASIC SERIES OF TRANSMITTAL LETTERS (maximum series from single source)	FIRST TN No.	DISTRIBUTION		
		Hdq.	Reg.	Fld.
General	1	xxx	xxx	xxx
Headquarters	h-1	xxx		
Regional (regional offices only).	r-1		xxx	
Field (outside regional offices).	f-1			xxx
Headquarters - Regional	hr-1	xxx	xxx	
Headquarters - Field	hf-1	xxx		xxx
Regional - Field	rf-1		xxx	xxx

No manual holder will normally receive more than four transmittal series for a given manual from a single source (see above DISTRIBUTION). He may receive transmittals from more than one source (e.g., HHS, PHS). He will receive all or none of the letters in each established series.

CHECK LISTS

The "CHECK LIST OF (unit initial) TRANSMITTAL LETTERS" is designed to show which transmittals have been added to your manual.

You should maintain in a separate check list for transmittals of each issuing organization (enter the initials of the issuing organization in the title of the check list, e.g., HHS, ACF, OR PHS). The four columns of the check list will accommodate the four series that you may receive from any one issuing organization (specify the series in the column heading when the first letter of a series is received, e.g., h, r, f, hr, hf, or rf).

MAINTAINING YOUR MANUAL

Whenever a transmittal letter is received, you should take the following steps promptly to complete your manual:

1. Check its number against the number of the last previous letter. If the number is not the next in sequence for that series, you should request the missing letter/s from the issuing office.
2. Bring your manual up-to-date by making the additions, deletions, or corrections specified in the transmittal letter.
3. Post (on the next line in the proper column of your check list) the number and date of the new letter and your initials.