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Requesting OMS Log Number

I. Purpose:

This document describes the steps for requesting an OMS log number for incoming/outgoing correspondence and records.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Decide if the correspondence is incoming or outgoing.
2. If the correspondence is incoming (memo, letter, e-mail, fax), identify required information listed below:
 - Receiver
 - Sender and affiliation
 - Subject
 - Date received
 - Key words
3. Indicate if the office personnel need to distribute the correspondence.
4. If the correspondence is outgoing and hard copy (memo, letter, e-mail, fax), identify required information listed below:
 - Sender
 - Receiver and affiliation
 - Subject
 - Date sent
 - key words
5. Identify if the office personnel need to distribute the correspondence.

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6. If the correspondence is electronic (e-mail) type required information on the first line in the body of the message:
 - Subject
 - Key Words
 - **OMS Action: Assign ID and File**
7. State on the correspondence whether the office personnel are to perform distribution.
8. Send email message to addressee(s).
9. If it is a document or record, identify required information listed below:
 - Type and category (Acronym List [REF(TWP)-004.000])
 - Title
 - Author
 - Purpose
 - Date
 - Status of document –“new” or “revision”
10. State on the document if the office personnel are to perform distribution.
11. Put document into the “top” file tray located in the front office.

V. References:

None.

VI. Attachments:

None.