

TWP PROCEDURE: Author: TWPO	PROCESSING OUTGOING CORRESPONDENCE NEEDING OMS LOG NUMBER	PRO(TWPP0)-006.001 18 August 2004 Page 1 of 1
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Processing Outgoing Correspondence Needing OMS Log Number

I. Purpose:

To provide instructions for processing correspondences needing an OMS log number.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Receive outgoing correspondence and attachment(s), if any, electronically or hard copy from originator.
2. Put correspondence on appropriate letterhead.
3. Retrieve the next outgoing log number from OMS. Refer to *PRO(TWPP0)-029, Logging Outgoing Correspondence in OMS*.
4. Put number on correspondence.
5. Get originator to sign correspondence.
6. Get outside signature if necessary. Refer to PRO(TWPP0)-009, Processing correspondence requesting an outside signature.
7. Print copies.
 - Distribute copies as needed.
 - Put in "Outgoing" box to be logged.
8. Prepare envelope.
9. Put envelope in "Outgoing" mail box.

V. References:

None.

VI. Attachments:

None.