



SEP 16 2003

TO: Area Directors

FROM: Director

SUBJECT: Updating Tribal Leader's Addresses-ACTION

Effective July 1, 2003, I established and implemented a new process for communicating with Tribal Leaders throughout the Nation. In recognition of and respect for the Government-to-Government relationship between the Indian Health Service and Tribal Governments, all future correspondence from the Director to Tribal Leaders will be addressed to each one individually.

The Headquarters Office of Tribal Programs (OTP) maintains a database that includes the names and addresses of Tribal Leaders to be used for personalizing the letters. It is extremely important that the OTP database be kept current at all times. Therefore, I am requesting your assistance in ensuring that changes (names, titles, organizations, addresses, phone and fax numbers, e-mail addresses, etc.) in Tribal Leaders, health directors, health boards, urban program directors, service unit directors, etc., are provided to the OTP as they occur. Changes should be sent by e-mail to Ms. Merry Elrod, OTP Database Project Manager, and Ms. Sharon Folgar, Program Analyst.

I am confident I have your support in this important endeavor to ensure that correspondence reaches the appropriate official in a timely and accurate manner. Please contact Mr. Douglas P. Black, Director, OTP, if you have any questions.

/Charles W. Grim, D.D.S., M.H.S.A./

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