

UL Fuller
OTM

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

All Employees Distribution Requirements



FROM:
AC/IMSS/OL

EXTENSION

NO.

OL 4101-87

DATE

13 July 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. RPD/DA
1112 Ames

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

MEMORANDUM FOR: Regulatory Policy Division, DDA
VIA: Printing and Photography/OL and
OL Registry (OC/OL-ISC)
FROM Acting Chief, Information and Management Support
Staff, OL
SUBJECT: All Employees Distribution Requirements

1. The Office of Logistics has revised its distribution of Agency Regulatory Issuances and determined that the present allocation of five hundred twenty (520) copies of all employee type issuances is insufficient to satisfy our needs. Therefore, OL recommends that your office instruct Printing and Photography Division (P&PD/OL) to print a total of eight hundred forty (840) copies of the All Employees distribution in the following manner:

STAT
OL [redacted] 240 Copies (To be distributed by OC/OL-ISC)
P&PD/OL 240 Copies (To be distributed by P&PD)
LOC/OL 180 Copies (To be forwarded via OL Registry)
FMD/OL 180 Copies (To be forwarded by P&PD direct
to FMD)
Total 840 Copies

2. This requirement has been coordinated with the Production Manager, P&PD/OL.

3. The All Employees 1-6 Distribution should correlate to the previous listing as follows:

STAT
OL [redacted] 40 Copies
P&PD/OL 40 Copies
LOC/OL 30 Copies
FMD/OL 30 Copies
Total 140 Copies

4. Thank you for your prompt attention to this requirement.

STAT
cc: P&PD/OL
OC/OL-ISC

[redacted]
OL-4101-87

MEMORANDUM FOR: Regulatory Policy Division, DDA

Distribution:

Orig - Addressee

1 - OL Files

1 - IMSS Official

1 - IMSS Chrono

1 - P&PD/OL

1 - OC/OL - ISC

STAT OL/IMSS/JS:bp (10 Jul 87)