MEMORANDUM

TO: ALL DOT Employees

FROM: Jimmy D. Wriston, P.E.
Secretary of Transportation/Commissioner of Highways

THRU: Rita Pauley
Assistant Commissioner

Alanna J. Keller, P.E.
Chief Transportation Engineer

SUBJECT: DOT 3.39 Correspondence Routing Policy

A new Correspondence Routing Policy has been created to provide standard procedures that are to be followed when correspondence are routed throughout the West Virginia Department of Transportation or within an agency for review and approval or reference.

Please carefully review this information; all DOT employees are affected by the new policy.

A copy of the policy can be found at -
https://sites.google.com/wv.gov/dot/policies/volume-iii-payrollpersonnel

If you have any questions, please contact Ms. Kathryn Hill, Personnel Division, at (304) 414-6824 or via email at Kathryn.L.Hill@wv.gov.
1.0 PURPOSE

This policy sets forth the requirements and procedures to establish uniform mechanisms for routing correspondence within an agency, specifically to the Secretary of the West Virginia Department of Transportation (WVDOT).

2.0 SCOPE

This policy applies to all employees of the WVDOT involved with creating and distributing correspondence, either hard copy or electronic. Procedures are prescribed to detail standard routing for all correspondence to those individuals primarily concerned with the correspondence subject matter for their review and approval or reference.

3.0 DEFINITIONS

3.1 **Agency Head:** The chief executive officer of an agency.

3.2 **Correspondence:** Any document that is routed through appropriate parties for reference or the ultimate review and approval by the Secretary.

3.3 **Director:** The director of a certain division or unit within the Department of Transportation, or designee.

3.4 **Effective Date:** The established date an action takes place.

3.5 **Secretary:** The Secretary of the West Virginia Department of Transportation.

3.6 **Upper Management:** The executive staff at the level above the Director and below the Agency Head.

4.0 RESPONSIBILITIES

4.1 It is the responsibility of the Director to assure that the procedures outlined in this Policy are followed to ensure all appropriate parties have the opportunity to review and approve documents prior to them reaching the Agency Head and Secretary.

4.2 The originator of the correspondence is responsible for affixing a routing stamp identifying who should review and approve the document and in what order.

4.3 The Director is responsible for including the staff reporting directly to him or her, other Upper Management level that may be interested in or affected by the subject matter, and the Agency Head in the routing prior to correspondence reaching the Secretary for his or her review and approval or reference.
4.4 If the correspondence is to be reviewed by a committee, it is the responsibility of the Director to include all members of the committee in the routing.

4.5 It is the responsibility of the agency’s central record keeping office to scan and file correspondence, signed by the Secretary, for future reference.

5.0 POLICIES AND PROCEDURES

5.1 Routing

A. After the correspondence has been reviewed and finalized, the originator shall affix a routing stamp, either physically with an ink stamp or electronically, identifying who should review and approve the document and in what order.

B. The correspondence routing should begin with the Director.

C. For quality control, the correspondence shall be sent to the Agency Head’s administrative staff by the Director for a cursory review. If errors are found, the document will be returned to the originator for corrections. Otherwise, the document will be routed to the next identified recipient.

D. At any time, if a comment is made that needs to be addressed, the document will be sent back to the originator to address, then the routing process will begin all over again.

E. If the Agency Head does not believe the correspondence has been routed through all appropriate parties it will be returned to the originator to add parties, then the document will be routed through those parties before going to the Agency Head.

F. If document is approved by the Secretary, it shall be sent to the central record keeping office to be scanned and filed appropriately.

G. The signed document will be returned to the originator for distribution.

5.2 Routing Stamp

A. An electronic template of a standardized routing stamp has been created and can be located at:

B. The template can be downloaded and edited to identify who should review and approve the document, and in what order.
Example:

C. Multiple templates can be created and saved by individuals for future use.

D. When using Microsoft Word, the creator can utilize the Snip & Sketch tool or hold down the Window logo key + Shift + S to activate the function without opening it.

E. The creator is to draw a box around the routing stamp, the area to “snip”.

F. The “snip” image will be saved to the Snip & Sketch clipboard.

G. To be able to affix the routing stamp to future documents, the creator can save the image, as a JPG file, from the clipboard to the desired location.

H. To insert the routing stamp onto a Microsoft Word document, the creator will need to access the Insert function in Microsoft Word, select picture, and choose “this devise” to insert photo from this computer.

I. Go to the location where the JPG file was saved and select the routing stamp that is to be inserted.

J. Insert the routing stamp into the document.

K. Once inserted, with the mouse button depressed, select and drag the image to the upper right-hand corner of the document.

L. Once moved to the desired location, right click the mouse button:

1. Select “Format AutoShape/Picture”

2. Go to the Layout Tab

3. Select “In Front of Text” for the wrapping style

6.0 CHANGE LOG
Effective Date of Policy: 04/06/2022

Approved by:

Jimmy D. Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

Date 4/6/22