



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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SECRETARY

MEMORANDUM TO: Project Engineers
Project Design Engineers
FROM: W. J. Rogers, P.E.
State Bridge Design Engineer
DATE: August 26, 1998
SUBJECT: WRITTEN CORRESPONDANCE PROCEDURES

Due to the Unit wide availability of computers, the Front Office staff has been confronted with a wide range of requests for typing correspondance. Some people prefer the hand-written method, while others opt for the electronic method.

All official written correspondence must be routed through the Front Office staff. It is your responsibility to give the Front Office staff adequate time to process the request. Be sure to include the following information: the writers initials, the list of persons to receive copies (cc's), and whether enclosures or attachments will accompany the correspondance.

The procedure for the hand-written correspondance, including form letters, remains intact. Documents shall be written neatly and concisely and placed in the "To Be Typed" box in the Front Office. When completed, the Front Office will return the original and hard copy to the applicable Project Engineer's box. The hard copy shall be reviewed for accuracy, noting corrections in red, and returned to the "To Be Typed" box.

For those employing the electronic method, the following procedure is effective immediately:

- All documents must be typed in Microsoft Word
- Do not use the NCDOT Letterhead template - the document will be printed on the current NCDOT Letterhead
- Use margins of 1" for the bottom and sides, 2 1/2" for the top of the first page and 1" for the top of the remaining pages. As an alternate to the 2 1/2" top margin on the first page, begin text on line 9 of the document.
- Use Times New Roman font, 12 point
- The Front Office will only format correspondance submittd electronically: they will not be responsible for spelling or grammatical errors, cc's, or enclosures/attachments.
- The typed document shall be emailed as an attachment to the Office Assistant III with a request that it be formatted on letterhead. At this time the email address is tsaha@doh.dot.state.nc.us.
- A hard copy of the formatted document will be returned to the applicable Project Engineer's box.
- The formatted document will be saved on disk by the Front Office.
- The hard copy shall be reviewed for accuracy, noting corrections in red, and returned to the "To Be Typed" box. Do not resubmit a revised electronic file. WJR/LES/ts



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Last Updated: 11/18/98 by: Steven Rackley

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