



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

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Kay Ivey
Governor

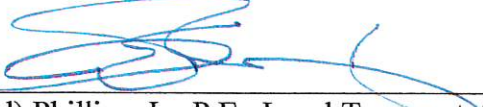
John R. Cooper
Transportation Director

October 16, 2017

LOCAL TRANSPORTATION BUREAU MEMORANDUM 2018-1

TO: Local Transportation Bureau Staff

FROM:


D.E. (Ed) Phillips, Jr., P.E., Local Transportation Bureau Chief

REFERENCE: Correspondence

Any official written correspondence originating from the Local Transportation Bureau pertaining to policy and/or procedure shall be issued in the form of a Local Transportation Bureau Memorandum, numbered by fiscal year, and shall be prepared for my signature. Bradley Lindsey, P.E., Local Transportation Deputy Bureau Chief is authorized to sign all documents as necessary in my absence.

All other written correspondence originating from the Local Transportation Bureau shall be routed through the various Assistant State Local Transportation Bureau Chiefs for their signature, unless permission is expressly and specifically granted.

No contact shall be made with the ALDOT Front Office except by the Deputy or Assistant Local Transportation Bureau Chiefs or myself, unless directly initiated by Front Office personnel.

This process should help ensure a consistent and unified message to all we come in contact with and those we serve. Please feel free to contact me should you have any questions or comments concerning this matter.

DEP/dep

C: Mr. John R. Cooper, Transportation Director
Mr. Don Arkle, P.E., Chief Engineer
Mr. Ed Austin, P.E., Assistant Chief Engineer, Policy & Planning