Purpose
To ensure that correspondence is written, signed, and handled in an efficient process within the Utah Department of Transportation (Department).

Policy
It is the Department policy to devise and design methods to write, sign, and handle all correspondence.

Text messaging is not an acceptable medium for official correspondence.
Procedures
Authorization for Signatures

Responsibility: Executive Director or Deputy Director

Actions

1. Letters in the following classifications must be prepared for the signature of the Executive Director, the Deputy Director, or an authorized designee:
   a. Letters to the Governor’s Office and the Congressional Delegation. **ALL** letters addressed to members of the Congressional Delegation must be routed through the Executive Director’s Office. The Executive Director’s Office will then coordinate with the Governor’s Office before sending the correspondence to the Delegation.
   b. Policy letters committing the Department to a definite course of action.
   c. Letters regarding Human Resources policies such as terminations or actions.
   d. Letters to Federal Highway Administration (FHWA) in response to letters that were signed by their Division Administrator.
   e. All other letters where protocol would indicate the signature of the Executive Director.

2. Responses to correspondence received by the Executive Director or Deputy Director by e-mail may be made in turn by e-mail. Letters should be prepared in standard letterhead format, signed, and included as an electronic attachment to the e-mail when preparing policy letters or other official responses requiring a signature.

3. Official correspondence of the Executive Director or Deputy Director, including official e-mails, will be maintained indefinitely in the ProjectWise System and in hard copy (locally and in State Archives). Each Group and Region is responsible to appoint a representative to work directly with State Archives on its records retention both electronic and hard copy.

4. Employees should send copies (cc) of emails and official correspondence to appropriate staff members and their assistants to ensure proper internal communication has occurred and files are complete.
Responsibility: Senior Leaders or Authorized Designee

5. It is the responsibility of each Senior Leader to establish well-defined and observed lines of authority within his or her own Group or Region for writing or signing correspondence.

6. Senior Leaders may issue memorandums on routine matters within his or her own Group or Region.

7. Policy letters must be prepared for the signature of the Executive Director.

8. Senior Leaders are authorized to address correspondence relating to their Group or Region directly to Utah State Legislators and heads of federal, state, county, or city agencies with the understanding that copies of all such correspondence will be forwarded to the Executive Director’s Office.

9. Senior Leaders are also authorized to directly address correspondence relating to their Group or Region that affect personnel (not to include termination) or that affect operating procedures of the Department.

10. Official correspondence of Region or Group Directors, including official e-mails, will be maintained indefinitely in the ProjectWise System and in hard copy both locally and in State Archives. Each Group and Region is responsible to appoint a representative to work directly with State Archives on their records retention both electronic and hard copy.

11. Employees should send copies (cc) of e-mails and official correspondence to appropriate staff members and their assistants to ensure proper internal communication has occurred and files are complete.
Responsibility: All Department Employees

Actions

1. Use official Department letterhead for correspondence between the Department and outside individuals and agencies.

2. Meet all requested due dates. Extensions must be negotiated before the original due date requested. Indicate the date complete information will be mailed if an interim reply is necessary.

3. Subject/Reference Line. The subject line should be placed two lines below the salutation at the left margin.

4. Opening Sentence (first paragraph) for Correspondence. The first sentence of correspondence replying to a request should reference the original request, date, and any other previous correspondence relating to the subject. For example, “Thank you for your letter dated August 1, 2013.” If you have been asked to respond directly to a letter that was originally sent to the Executive Director, begin your letter by saying, “Carlos Braceras has asked me to review and respond to your letter dated August 1, 2013.”

5. Identification Line (reference initials). Names of the originator and the initials of the typist will be typed on the original letter or memorandum as well as all copies retained within the Department. They will be typed two lines below the signature block at the left margin.

   Example: CMB/BB/dej
   Name signed to the letter is not that of the dictator
   CMB/dej     Usual form

6. Enclosures or Attachments. Identify within the correspondence enclosures mailed with a letter or an attachment to a memorandum. Place the word “Enclosure” or “Attachment” two lines below the identification line at the left margin. Identify enclosures or attachments not mentioned in the body of the correspondence by listing them directly below the word Enclosure or Attachment.
Responsibility: All Department Employees

Actions

1. The copy (cc) designation will be placed two lines below the identification line or enclosure line, whichever appears last, at the left margin. Blind copies of letters written to outside organizations may be routed to staff members by typing “bcc” below “cc” line on copies only. Copies of letters for the Executive Director will include copies of all attachments.

2. The originator of the letter will ensure that adequate consideration is given to sending copies to the people with a need for a copy. Copies must always be sent to Region and Group Directors on matters involving their Regions or Groups.

3. Courtesy copies may be furnished to those people requesting them.

Examples: Attached is Exhibit A, representing an example of the procedures to follow as prescribed above.

4. Region Procedure. Region Offices should follow procedures similar to these for correspondence within their Region.

5. Project Identification for Filing Purposes. The project identification number (PIN), title of the project, and the contract number are absolutely necessary for proper record keeping procedures and must be shown when applicable on memorandums and outgoing correspondence.
Responsibility: All Department Employees

Actions

1. Draft letters for the Governor’s signature should contain no more specialized knowledge than the Governor could plausibly furnish himself. Occasionally this may mean drafting a brief Governor’s letter stating merely that the matter has been referred to this Department and a second, more detailed response from a member of the staff for the Executive Director’s signature.

2. The format for letters requiring the Governor’s signature is dictated from that office and should adhere to the example shown in Exhibit E. ALL letters for the Governor’s signature must be routed through the Executive Director’s Office.
Memorandums

UDOT 01-05.5

Responsibility: All Department Employees

Actions

1. Memorandums are used for correspondence within and between state agencies and may also be used for correspondence between the Department and the FHWA.

2. Memorandums to the Governor's Office, FHWA, or other state agencies must be printed on Department letterhead. See Exhibit C and D.

3. Interoffice memorandums may only be used for correspondence within the Department. They are printed either on white office paper by using a properly formatted template or on Department memorandum stationery. See Exhibit B.

4. Email is an acceptable form of correspondence for interoffice communication within the Department in place of memorandums. Use a hard-copy memorandum or a printout of the email when a correspondence file needs to be maintained long term.

5. An e-mail will be sent by those approving the changes to all Department employees notifying them of changes to websites, changes in how documents are handled such as travel, and other procedural items within the Department.

6. All e-mail intended for Department-wide distribution must be routed through the Executive Director’s Office.
Correct Use of Organizational Nomenclature  UDOT 01-05.6

Responsibility:  All Department Employees

Actions

1. The word “Department” will be used in writing or speaking only when talking about the Utah Department of Transportation as a whole and not in referring to a Region or Group or any other organizational subdivision.
Exhibits

Exhibit A:

- DEPARTMENT LETTERHEAD -

August 1, 2013

Mr. J. E. Smith
White, Brown & Smith Company
P.O. Box 576
Richfield, UT 84118-6773

Dear Mr. Smith:

SUBJECT: Project S-0402(1), 2nd Contract, Hilltop to Indian Junction

This letter is to certify that the work covered by your contract in connection with the construction of the above project has been completed in a satisfactory manner in accordance with the terms of the contract.

A copy of the final estimate, approved for payment on June 2, 2011, is enclosed.

Sincerely,

Carlos M. Braceras, P.E.
Executive Director

CMB/RW/dej

Enclosure

cc: James Christian, FHWA Division Administrator
Exhibit B:

- INTEROFFICE MEMORANDUM -

MEMORANDUM     UTAH DEPARTMENT OF TRANSPORTATION

DATE: August 1, 2013

TO:

FROM:

SUBJECT:
MEMORANDUM

TO: James Christian, Division Administrator
    Federal Highway Administration

FROM: Carlos M. Braceras, Executive Director
      Utah Department of Transportation

SUBJECT: Revisions to Portland Cement Concrete
        Pavement Special Provisions

        The revisions we agreed to make are included in the attached Special
        Provisions. Please review the attachment and give us your comments and/or approval.
        Thank you.

        CMB/dej

Attachment

cc: Jason Davis
    Diane Josie
MEMORANDUM

TO: Kristen Cox, Executive Director
   Office of Management and Budget

FROM: Carlos M. Braceras, Executive Director
      Utah Department of Transportation

SUBJECT: Executive Fee Study

I have attached our response to the request by the Office of the Legislative Fiscal Analyst to review Senate Bill 190, User Fees. Point of contact for the Utah Department of Transportation is Becky Bradshaw, Comptroller, 965-4358, P.O. Box 141510, Salt Lake City, Utah 84114.

CMB/dej

Attachment

cc: Becky Bradshaw
Mr. Robert P. Kelleher, Division Administrator  
Federal Motor Carrier Safety Administration  
2520 West 4700 South, Suite 9B  
Salt Lake City, UT  84118  

Dear Mr. Kelleher:  

SUBJECT:  Size and Weight Certification  

I designate the Executive Director of the Utah Department of Transportation, Carlos M. Braceras, as my agent to certify vehicle size and weights, as required by published Federal Rules and Regulations.  

Sincerely,  

Gary R. Herbert  
Governor of Utah