

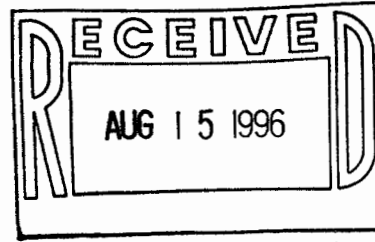


DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 377TH AIR BASE WING (AFMC)

August 13, 1996

377 ABW/EMR
2000 Wyoming Blvd SE
Kirtland AFB NM 87117-5659

Mr. Steve Pullen, DSMOA
Hazardous & Radioactive Materials Bureau
New Mexico Environment Department
PO Box 26110
Santa Fe NM 87502



Dear Mr. Pullen

We are attempting to streamline and improve our administrative processes, one of which involves addressing outgoing and incoming correspondence. To gain better control, we've initiated the following procedures:

- *Outgoing Correspondence to NMED:* When our correspondence affects, impacts, or has the potential to impact the RCRA Part B Permit, I will sign the forwarding letter.

- The only exception to this would be at those times I am unavailable (vacation, etc.) and have appointed one branch person as acting branch chief.

- *Incoming Correspondence:* **All** correspondence for EMR should be addressed to me, even if the correspondence is in response to a letter signed by another person in the Restoration Branch. This ensures I see the correspondence, document, etc., and stay informed of all goings-on. My administrative staff (o.k., Janet) will review everything, ensure the appropriate project manager receives a courtesy copy, and place original documents immediately into file.

As our primary point of contact at NMED, I would appreciate your assistance in ensuring that all bureaus in the NMED are aware of this procedural policy. Please contact Janet Riccobuano @846-2773 if you have any questions.

Sincerely

CHRISTOPHER B. DEWITT, R.P.G.
Chief, Restoration Branch
Environmental Management Division

cc:
EPA Region 6 (Ms. Morlock)

KAFB1801

