
Title: **Director's Office Procedures**

Policy Number:

WRD-D-002

Effective Date:

Revision Date:

Authority:

Page:

03/01/2018

Division Director

Page 1 of 4

Purpose:

The Director's Office Procedures are intended to provide guidance to WRD-HQ staff on various procedural requirements and expectations. This document provides information on scheduling meetings with the Director, HQ building policies, conference room use, afternoon office closure, and preparation of various correspondence and DNR Board materials.

Policy:

The point of entry and exit for the Director's Office (DO) is the DO Secretary (DO AOM in Secretary's absence or when the item is in response to a direct request from the AOM, such as budget issues). Give all responses, memos, reports, speeches, and anything for the Director or Assistant Director to the DO Secretary. Do not give anything directly to the Director or Assistant director. Any contracts, agreements, etc. requiring the Director's signature should include a cover memo from the Section Chief or Assistant Chief stating that document has been reviewed and ok for Director to sign.

A. Meetings

Any and all meetings involving the Director must be coordinated through the DO Secretary.

B. Headquarters Office Policies

There is a longstanding policy that the Section Chief, Assistant Chief, or one of the Program Operations Managers should be in the Headquarters Office each day. This policy has not been rigorously enforced, but should be adhered to as a matter of course and exceptions should be few and far between. During the Legislative Session, there should be no exceptions, since the ability to contact you and get specific information is often critical to our legislative success.

Dress code: no jeans of any color (except on Friday for charity); no spaghetti strap tank tops; no flip flops; no tennis shoes.

C. Conference Rooms

Ensure that the conference rooms are left like you found them; return easels/pad to their proper place and throw away any leftover handouts. Please turn off the TV after using. Any event/meeting planned for the HQ Conference Rooms must be noted on the Conference Room calendars, located at the Receptionist's desk. Please indicate what the meeting is so that the Receptionist will know when folks arrive for the meeting that they are in the appropriate place. If interviews are scheduled, please provide the Receptionist a schedule of appointments.

D. Building

If you are the last person to leave the building:

1. Check the coffee pots and make sure they are off.
2. Make sure kitchen door and both end doors are locked.
3. Check restrooms for persons still in building.
4. Make sure space heaters are off.
5. Turn off all lights not on a time.
6. Set the alarm.

E. Correspondence

The DO will assign letters to be drafted with a numbered memo and response date. The goal is to respond within 5 working days, with 10 days being the maximum. All correspondence from any source should be responded to within 15 days, whether it comes through this office or to you directly.

If you are drafting a letter that has not been assigned with a numbered memo, follow the same format directions below, save the file in the same folder, with the file name starting with the last name of the person receiving the letter, and put a draft copy (along with any backup information as to why the letter was generated) in the DO Secretary's inbox. See Attachment 1 with reminders regarding correspondence.

1. For Director's Signature:
 - a. Should be in the Times New Roman 12 font unless other instructions are given. We use the modified block style with indented, fully justified paragraphs for letters, with date and signature beginning at the center (tab over 6 times) and 1 inch left & right margins. Please make sure you use the Director's letterhead (saved in the Depot folder under the file name: letterhead-director).
 - b. Once letter is drafted, save in the G:\DEPOT folder, with the file name starting with the number assigned (ex: #83 Andy Miles Letter Chattahoochee Trout), or email to the DO Secretary. After the letter is saved in the DO file, it will be deleted from the Depot file. If you want an electronic copy, save your own. Put a printed copy and any attachments to the letter, in the DO Secretary's inbox.
 - c. DO file copies will be made, and the signed original will be returned to Sections to be mailed along with any cc's required.
2. For Commissioner's Signature:
 - a. Should be in Arial 12 font, modified block style with indented, fully justified paragraphs, with date and signature beginning at the center (tab over 6 times) and 1 inch left & right margins. Please make sure you use the

Commissioner's letterhead (saved in the Depot folder under the file name: letterhead-commissioner).

- b. When drafting a letter for the Commissioner's signature, in response to a letter addressed to the Commissioner, the letter should begin "Thank you for your letter dated _____ regarding _____."
- c. When drafting a letter for the Commissioner's signature, in response to a letter that was written to the Governor, the letter should always begin "Thank you for your letter to Governor _____ regarding _____. He has forwarded it to me for a response." The letter should have a cc: to Governor _____.
- d. Once letter is drafted, save in the G:\DEPOT folder, with the file name starting with the number assigned (ex: #83 Andy Miles Letter Chattahoochee Trout), or email to the DO Secretary. After the letter is saved in the DO file, it will be deleted from the Depot file. If you want an electronic copy, save your own. Put a printed copy and any attachments to the letter, in the DO Secretary's inbox.
- e. The final draft will be forwarded to the Commissioner's office. Once we get a signed copy back, a signed copy will be sent back to you.

F. Board

1. Memos to the Board for agenda items should be formatted as outlined in the example Memo to the Board (Attachment 2).
 - a. Arial font with 12 pitch, fully justified.
 - b. Date should be the same as the mail out date (list posted on kitchen bulletin board).
 - c. Subject line of the memo **must** read exactly the same as the title of your item on the agenda.
 - d. Number pages consecutively and separately for each agenda item. The letter of your item will be provided to you by the DO Secretary.
 - e. Once the memo has been prepared, give it to the DO Secretary for signature. They will return the signed copy for you to make copies: 30 copies, front & back, 3-hole punch, stapled in the upper left hand corner.
 - f. Return complete package (the original plus the 30 copies) to the DO Secretary for mailing.
2. Resolutions to the Board for agenda items should be formatted as followed in the example Resolution to the Board (Attachment 3).
 - a. Do not number resolutions.
 - b. Make sure the Chairman and Secretary are correct; they change each year.

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Page 4 of 4

Attachments

Attachment 1 – Reminders regarding correspondence

Attachment 2 – Example of Memo to the Board

Attachment 3 – Example of Resolution to the Board

Reminders Regarding Correspondence

1. Please proofread letters carefully.
2. A letter can be reduced to 11 pitch to make it fit on one page.
3. Addressing State Congress:
4. Use “Honorable _____” in the address field; “Dear Senator/Representative _____” for the salutation. During the session, use their Atlanta address.
5. When addressing US Congress: Use “The Honorable _____” in the address field; “Dear Senator/Congressman _____” for the salutation.
6. Everything that you are forwarding to the Director/Assistant Director needs to go in the DO Secretary’s inbox, especially things that need signature (letters, forms, contracts, leave, activity reports, etc.). **No exceptions.**
7. Letters going to a Georgia General Assembly Member should be sent to their Atlanta address during the legislative session, and their home address the rest of the year.
8. Never start a letter with “I”.
9. Spell out inside address abbreviations.
 - a. **Examples:**
 - i. 123 Bay St. *should read* 123 Bay Street
 - ii. PO Box 123 *should read* Post Office Box 123
 - iii. Social Circle, GA 30025 *should read* Social Circle, Georgia 30025
10. Always use a colon after the salutation.
11. There’s no need to put “Commissioner” or “Director” under Commissioner’s/Director’s name at the end of the letter. Their titles are referenced in the letterhead. If you are doing a letter for Assistant Director’s signature, “Assistant Director” would be appropriate, since he isn’t listed in the letterhead.



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

WILDLIFE RESOURCES DIVISION

MARK WILLIAMS
COMMISSIONER

DAN FORSTER
DIRECTOR

January 11, 2013 ← Mail-out Date

MEMORANDUM

TO: Members, Board of Natural Resources

FROM: Dan Forster

SUBJECT: **Action on Proposed Amendments to General Regulations, Chapter 391-4-6.06, Pertaining to Sapelo Island Access and Transportation Rules**

Enclosed for your review is the proposed rule for Sapelo Island Access and Transportation, Chapter 391-4-6-.06, pertaining to ferry fees. This proposal was discussed in detail at the December meeting prior to publicizing the proposed rule change.

The purpose of the proposed rule is to mitigate increased operational costs and maintain fiduciary responsibilities while meeting essential services and public use objectives. The proposed rule increases the round trip ferry fee from \$2 to \$5 for individual guests (e.g., private tour participants, overnight guests, day-use visitors, and private contractors) and increases the round trip ferry fee for department guests (e.g., SINERR tours, Reynolds Mansion guests, WMA quota hunt participants, Cabretta campground guests) is proposed to increase from \$10 to \$15 (children from \$6 to \$10).

Comments received from the public on the proposed rule were supportive and are summarized on page A-6 of the enclosure. We plan to make a brief presentation at the Board meeting on January 23, 2013 and will request Board adoption at that time.

Please do not hesitate to contact me if you have questions or need more information about any of the changes in advance of our meeting. Thank you.

DF/jwb

Attachment

A-1 ← Letter provided by DO Secretary

RESOLUTION HONORING
THE LATE CARL W. KNOBLOCH, JR.

WHEREAS, Carl Knobloch, Jr. served the people of the State of Georgia through his personal dedication to diverse and critical areas of need including the 1996 Atlanta Paralympics, Shepherd Spinal Center, and the Georgia Girl Scouts Council; and

WHEREAS, Carl Knobloch, Jr. distinguished himself through his political service, including serving as Chairman of the Republican Party of Georgia and Reagan's election committee in Georgia; and

WHEREAS, Carl Knobloch, Jr.'s intense love of the outdoors led him to form the Knobloch Family Foundation, which is dedicated solely to preserving land and wild spaces for animals and to valuing our natural resources; and

WHEREAS, through the Foundation, Carl Knobloch, Jr. was instrumental in securing acquisitions most notably for the Alapaha River Wildlife Management Area (WMA), Sansavilla WMA, Altamaha WMA, Fall Line Sandhills WMA, Sprewell Bluff WMA, Flat Tub WMA, and Alligator Creek; and

WHEREAS, Carl Knobloch, Jr. loved Georgia's coast and was a strong supporter of the Department's conservation efforts along the lower Altamaha River; and

WHEREAS, Carl Knobloch, Jr. understood the importance of getting ahead of something before it becomes an issue, and as such led the way on conservation of the gopher tortoise with the goal of avoiding the need to see it federally listed under the Endangered Species Act; and

WHEREAS, Carl Knobloch, Jr. loved Georgia's mountains and was a strong supporter of conservation within this region of the State; and

WHEREAS, Carl W. Knobloch, Jr. was a gentle man who led behind the scenes through his actions and words;

NOW, THEREFORE, BE IT RESOLVED THAT the Georgia Board of Natural Resources commends Carl W. Knobloch, Jr. for his dedication and support of Georgia's natural resources; for his leadership and passion for conservation; and wishes to honor his life's work to preserve Georgia's natural resources for the next generation of Georgians.

Adopted this 27th day of January 2017.

William A. Bagwell, Jr., Chairman

ATTEST:

Jeff Bodine Sinyard, Secretary