

Concurrence Packages

Guidelines

- All documents requiring the Director's or Deputy Director's signature, concurrence, or attention must be routed in a concurrence package unless otherwise directed to respond by E-mail.
- Each level of reviewer (DD, AD) should carefully review the correspondence and will be held accountable for such review - see Measures section below.
- Punctuation, spelling, format, etc., must be correct when it comes into the Director's office.
- The originating office is responsible for obtaining all concurrences prior to submitting package to the Director's office.
- E-mail concurrence is acceptable--write "E-mail" in the block on the concurrence sheet, print E-mail, and place under concurrence sheet as backup.

Package Preparation

- Complete document transmittal card and include on front of package with disk containing the most recent version of the document.
- Original document on right side under executive correspondence protector sheet.
- Place "sign here" tabs where necessary.
- Concurrence sheet (i.e., document printed using concurrence macro) is placed on the left side of package. Do not include the Director on the concurrence chain if she is to sign the document. Order of concurrences follows the organizational chain of command beginning with the Director's Office at the top of the concurrence chain, then Deputy Director, legal (when applicable), AD, DD, and so on (e.g., International or project manager) ending with the author.
- Green background sheet is placed on left side of package under the concurrence sheet. Include any background information behind the green background sheet. (Always provide sufficient background including DOTS action transmittals and incoming material.)
- Include document revisions/comments/markups on left side of package.
- The correspondence will be dated by the signing office; originating office distributes the correspondence and keeps the official record copy (file copy).

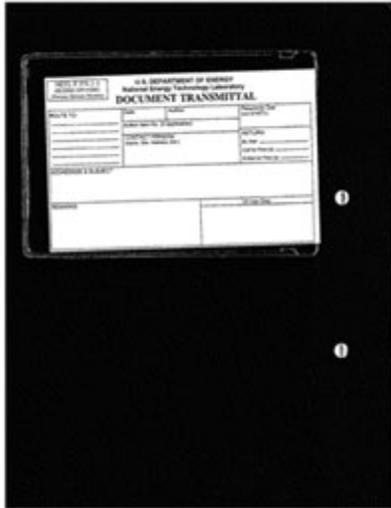
NOTE: Incomplete packages will be returned to originating office for correction.

Concurrence Folder – Document Transmittal Card

See information above for specific instructions for concurrence packages.

Place your completed document(s) in a black or brown concurrence folder. The concurrence package should include the following:

Concurrence folder



Front of folder:

A 3 ½ inch floppy disk with file(s) of your document(s) and your concurrence chain is placed in the clear plastic pocket.

In front of the disk, insert a completed NETL 570.1-1 Document Transmittal form. Forms can be obtain from Mike Neese (x4420 MGN) or at the copy center in PGH.

Left inside of folder:

- Concurrence table with memo
- Background tab divider (green) (if needed)
- Behind the divider should be any background information

Right inside of folder:

- Original memo
- Plastic protective sheet over original memo
- Signature tab where approval is required

Document Transmittal Form

Include all the names from document concurrence.

The form may be hand written.

Full view [sample](#).

If it's a rush to get the package out on time, write "RUSH" somewhere on the card.

NETL F 570.1-1 (02/2002) OPI – D101 (Previous Editions Obsolete)		U.S. DEPARTMENT OF ENERGY National Energy Technology Laboratory DOCUMENT TRANSMITTAL	
ROUTE TO: Essex, C. Loyal Cugin, S. Wilson, S.	Date: 05/05/2006	Author: Steve Wilson	Response Due (out of NETL)
	Action Item No. (if applicable):		RETURN: By Mail _____ Call for Pick-Up <input checked="" type="checkbox"/> _____ E-Mail for Pick-Up _____
	CONTACT PERSON: (Name, Site, Mailstop, Ext.) <i>Enter info requested</i>		
ADDRESSEE & SUBJECT <i>Invitation Travel - Invitations for Existing In-house Projects Next Review 5/2 - 5/5/2006</i>			
REMARKS		DI Use Only	

EDMS Actions (concurrency packages) :

**EDMS Concurrency
Packages**

- ES Control number (add copy of HQs action to left side of package)
- EDMS Action number
- Due Date (bottom left side of the concurrency page)