

Office of Administrative Hearings (OAH)	Transmittal Number: 93-4
Procedures Transmittal	Subject: Procedural Revisions
Distribution:	
ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate LDSS +-+ (Supervisors) +X+ SUP ALJs +-+ +-+	Date: December 27, 1993
NYC OAH Staff +-+ NYC ALJs/ +-+ NYC Agencies +-+ (Supervisors) +X+ SUP ALJs +-+ +-+	

This Transmittal format has been introduced to replace the memorandum format previously used to explain a new procedure. All transmittals that relate to your job may be maintained (perhaps in a folder or notebook) to ensure that you can reference them as needed since these transmittals will precede any changes to the procedures manuals.

* * * * *

In keeping with plans to have Supervisors more directly involved in procedural changes that affect their units, we are proposing that each individual Supervisor submit, on a biweekly basis, written procedures for any internal changes to the flow of work within their respective units. Terri Caouette will coordinate all submissions and utilize the actual updated instructions you provide for inclusion in the Office of Administrative Hearings Procedural Manual or the FHIS Manual as appropriate. If there have been no changes for a particular bi-weekly reporting period, this information should also be communicated to Terri.

Attached please find the section of the manual for your particular unit. Depending upon the section, it is not necessarily current but we are looking for your input as to where revision may be necessary and then we are asking that you take a cut at drafting the actual revisions. Please use a format consistent with the current manual format but certainly, feel free to make suggestions if you have ideas as to how the procedural manual can work most effectively for you and your staff. Terri is available to assist you at 518-474-5854 or via e-mail at LA0129.

As a first step please review your section of the manual and notify Terri by January 31, 1994 as to which areas of the procedures in your unit may need some revision. The first written revisions should be submitted to Terri by February 15, 1994 for inclusion in the appropriate manual with subsequent submissions to be made on the 15th and 30th of each month. Thanks for your help in this change in maintaining written procedures of our complex operation. With your assistance, we hope to keep as current as possible with the myriad changes to our operation that are a reality in this office.

ML

 Mark Lacivita, Director of Administration
 Office of Administrative Hearings

ML:df