



West Virginia Department of Transportation Policy: **Correspondence Routing Policy** *Issued by the Secretary of Transportation*

Policy No: DOT 3.39

Issue Date: 4/06/2022

Revised: 1/22/2024

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1.0 PURPOSE

This policy sets forth the requirements and procedures to establish uniform mechanisms for routing correspondence within an agency, specifically to the Secretary of the West Virginia Department of Transportation (WVDOT).

2.0 SCOPE

This policy applies to all employees of the WVDOT involved with creating and distributing correspondence, either hard copy or electronic. Procedures are prescribed to detail standard routing for all correspondence to those individuals primarily concerned with the correspondence subject matter for their review and approval or reference.

3.0 DEFINITIONS

- 3.1 **Agency Head:** The chief executive officer of an agency.
- 3.2 **Correspondence:** Any document that is routed through appropriate parties for reference or the ultimate review and approval by the Secretary.
- 3.3 **Director:** The director of a certain division or unit within the WVDOT.
- 3.4 **Effective Date:** The established date an action takes place.
- 3.5 **Secretary:** The Secretary of the West Virginia Department of Transportation.
- 3.6 **Upper Management:** The executive staff at the level above the Director and below the Agency Head.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Director to assure that the procedures outlined in this Policy are followed to ensure all appropriate parties have the opportunity to review and approve documents prior to them reaching the Agency Head and Secretary.
- 4.2 The originator of the correspondence is responsible for affixing a routing stamp identifying who should review and approve the document and in what order.
- 4.3 The Director is responsible for including the staff reporting directly to him or her, other Upper Management level that may be interested in or affected by the subject matter, and the Agency Head in the routing prior to correspondence reaching the Secretary for his or her review and approval or reference.

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- 4.4 If the correspondence is to be reviewed by a committee, it is the responsibility of the Director to include all members of the committee in the routing.
- 4.5 It is the responsibility of the agency's central record keeping office to scan and file correspondence, signed by the Secretary, for future reference.

5.0 POLICIES AND PROCEDURES

5.1 Routing

- A. After the correspondence has been reviewed and finalized, the originator shall affix a routing stamp, either physically with an ink stamp or electronically, identifying who should review and approve the document and in what order. In Exhibit A of this policy, you will find the designated routing that agencies, divisions, and districts shall follow. In addition, defined routing necessary for various types of documents is shown in Exhibit A.
- B. The correspondence routing should begin with the Director.
- C. For quality control, the correspondence shall be sent to the Agency Head's administrative staff by the Director for a cursory review. If errors are found, the document will be returned to the originator for corrections. Otherwise, the document will be routed to the next identified recipient.
- D. At any time, if a comment is made that needs to be addressed, the document will be sent back to the originator to address, then the routing process will begin all over again.
- E. If the Agency Head does not believe the correspondence has been routed through all appropriate parties it will be returned to the originator to add parties, then the document will be routed through those parties before going to the Agency Head.
- F. If the document is approved by the Secretary, it shall be sent to the agency's central record-keeping office to be scanned and filed appropriately.
- G. The signed document will be returned to the originator for distribution.

5.2 Routing Stamp

- A. An electronic template of a standardized routing stamp has been created and can be located at:
<https://sites.google.com/wv.gov/dot/highways/executive-information-resources>.
- B. The template can be downloaded and edited to identify who should review and approve the document, and in what order.

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Example:

PREPARED		
BY:		
DATE:		
ROUTE ORDER	OFFICE	OK

- C. Multiple templates can be created and saved by individuals for future use.
- D. When using Microsoft Word or Google Docs, the creator can utilize the Snip & Sketch tool or hold down the Window logo key + Shift + S to activate the function without opening it.
- E. The creator is to draw a box around the routing stamp, the area to “snip”.
- F. The “snip” image will be saved to the Snip & Sketch clipboard.
- G. To be able to affix the routing stamp to future documents, the creator can save the image, as a JPG file, from the clipboard to the desired location.
- H. To insert the routing stamp onto a Microsoft Word document, the creator will need to access the Insert function in Microsoft Word, select picture, and choose “this device” to insert photo from his or her computer.
 - 1. Go to the location where the JPG file was saved and select the routing stamp that is to be inserted.
 - 2. Insert the routing stamp into the document.
 - 3. Once inserted, with the mouse button depressed, select and drag the image to the upper right-hand corner of the document.
 - 4. Once moved to the desired location, right click the mouse button:
 - a. Select “Format AutoShape/Picture”
 - b. Go to the Layout Tab
 - c. Select “In Front of Text” for the wrapping style.
- I. To insert the routing stamp onto a Google Docs document, the creator will need to access the Insert function, select image and choose “upload from computer” to insert photo from his or her computer.
 - 1. Go to the location where the JPG file was saved and select the routing stamp that is to be inserted.
 - 2. Insert the routing stamp into the document.

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3. Select the routing stamp and click the “three circles” to display all image options.
 - a. Select “Text Wrapping” and choose “In front of text” option.
 - b. On the menu below the routing, select “Move with text” and then select “Fix position on page”.
 - c. Move the routing stamp to the upper right corner of the page.

5.3 PROCESS

- A. The designated routing that agencies, divisions, and districts should follow are shown in Exhibit A.
- B. Routing is based upon the mail code assigned to a respective agency, division, or district. The mail codes are identified on the approved organizational charts.
- C. For individuals that do not specifically appear on the organizational chart, they will be assigned the same mail code as their agency, division, or district. To distinguish these individuals from their manager, their initials should be placed in parentheses following the mail code.

For example, under the Business Manager is a Deputy Business Manager – Finance and Deputy Business Manager – Programming. If a document is being routed from the Programming Division or regarding the Statewide Transportation Improvement Program (STIP), this document needs to be routed through the Business Manager as well as the Deputy Business Manager – Programming. The mail code that would indicate the Business Manager would be CB and Deputy Business Manager – Programming would be CB (XX).

6.0 EXHIBITS

6.1 EXHIBIT A – ROUTING GUIDE

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EXHIBIT A - ROUTING GUIDE

AUDITING

PREPARED BY: initials			
DATE:			
ROUTE ORDER	OFFICE	OK	
1	CZ		
2	CC		
3	SEC		
4	HCC		

BRIDGE LOCATION & DESIGN APPROVALS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DD	
2	HD	
3	HDD	
4	CC	
5	SEC	
6	HCC	

BUDGET

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BB	
2	CB	
3	CC	
4	SEC	
5	HCC	

BUSINESS MANAGER

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CB	
2	CC	
3	SEC	
4	HCC	

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CHIEF

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	(CHIEF)	
2	CC	
3	SEC	
4	HCC	

CHIEF TECHNOLOGY
OFFICER

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CT	
2	CC	
3	SEC	
4	HCC	

CIVIL RIGHTS/EEO

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CI	
2	CS	
3	CC	
4	SEC	
5	HCC	

CONTRACT
ADMINISTRATION

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	FC	
2	HF	
3	CC	
4	SEC	
5	HCC	

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CONTRACTS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	(ORIGINATOR)	
2	CL	
3	(ORIGINATOR)	
4	(CHIEF)	
5	CC	
6	SEC	
7	HCC	

DISTRICTS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DE/DM	
2	HC	
3	CC	
4	SEC	
5	HCC	

DMTF

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CF	
2	CC	
3	SEC	
4	CF	

DMTF - AERONAUTICS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	AERO	
2	CF	
3	CC	
4	SEC	
5	CF	

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DMTF – PORT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	PPA	
2	CF	
3	CC	
4	SEC	
5	CF	

DMTF – PUBLIC TRANSIT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DPT	
2	CF	
3	CC	
4	SEC	
5	CF	

DMTF - RAIL

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	SRA	
2	CF	
3	CC	
4	SEC	
5	CF	

DMV

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DMV	
2	CC	
3	SEC	
4	HCC	

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ECONOMIC DEVELOPMENT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CD	
2	CC	
3	SEC	
4	CD	

ENGINEERING

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DD	
2	HD	
3	CC	
4	SEC	
5	HCC	

EQUIPMENT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	OE	
2	HO	
3	CC	
4	SEC	
5	HCC	

FINANCE

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BF	
2	CB	
3	CC	
4	SEC	
5	HCC	

GRIEVANCE

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	GRIEV	
2	CS	
3	CC	
4	SEC	

HUMAN RESOURCES

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CR	
2	(CHIEF)	
3	CC	
4	SEC	
5	HCC	

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INFORMATION TECHNOLOGY

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	TI	
2	CT	
3	CC	
4	SEC	
5	HCC	

LEGAL

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CL	
2	CG	
3	CC	
4	SEC	
5	HCC	

MATERIALS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	FM	
2	HF	
3	CC	
4	SEC	
5	HCC	

OFFICE SERVICES

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BZ	
2	CB	
3	CC	
4	SEC	
5	HCC	

OIL AND GAS AGREEMENTS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	OM	
2	HC	
3	HO	
4	CC	
5	SEC	
6	HCC	

OPERATIONS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	OM	
2	HO	
3	CC	
4	SEC	
5	HCC	

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OUT OF STATE TRAVEL

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	(ORIGINATOR)	
2	(CHIEF)	
3	CB	
4	CC	
5	SEC	
6	BF	

PARKWAYS AUTHORITY

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	PA	
3	CC	
4	SEC	
5	HCC	

PERFORMANCE MANAGEMENT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	TP	
2	CT	
3	CC	
4	SEC	
5	HCC	

PLANNING

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	PR	
2	HP	
3	CC	
4	SEC	
5	HCC	

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PROCUREMENT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BP	
2	CB	
3	CC	
4	SEC	
5	HCC	

PUBLIC RELATIONS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	CP	
2	CC	
3	SEC	
4	HCC	

PROGRAMMING

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BR	
2	CB (XX)	
3	CB	
4	CC	
5	SEC	
6	HCC	

PURCHASING

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	(ORIGINATOR)	
2	BP	
3	(CHIEF)	
4	CB	
5	CC	
6	SEC	
7	HCC	
8	(ORIGINATOR)	
9	BP	

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RIGHT OF WAY

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DR	
2	HD	
3	CC	
4	SEC	
5	HCC	

STIP

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	BR	
2	CB (XX)	
3	CB	
4	CC	
5	SEC	
6	HCC	

TAMP AGREEMENT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	OM	
2	HP	
3	HO	
4	CC	
5	SEC	
6	HCC	

TECHNICAL SUPPORT

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	DS	
2	HD	
3	CC	
4	SEC	
5	HCC	

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TITLE SHEETS

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	(ORIGINATOR)	
2	BR	
3	CB (XX)	
4	(CHIEF)	
5	SEC	
6	HCC	

TRAFFIC

PREPARED BY: initials		
DATE:		
ROUTE ORDER	OFFICE	OK
1	OS	
2	HO	
3	CC	
4	SEC	
5	HCC	

7.0 CHANGE LOG

January 22, 2024 –

- Technical clean up in section 3.
- Added subsection 5.3 to better explain the routing process.
- Added Exhibit A to define the proper routing agencies, divisions and districts are to follow.

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Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.

I acknowledge receipt of this policy.

Employee Name

Date