

State of California

MEMORANDUM

Date: October 25, 1991

Reference Code: 91-70

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

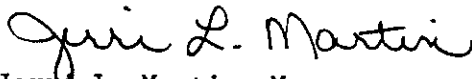
From: Department of Personnel Administration  
Personnel Services Branch

Subject: Departmental SROA Contact

The SROA Unit currently receives questions from departmental personnel offices on SROA policy, clearances, exemptions and appropriate SROA lists. Many departmental personnel offices have maintained a single point of contact with the SROA Unit. This has proven to be an efficient and effective practice for department staff and has enabled the SROA Unit to better service departments.

Consequently, effective November 15, 1991, a single departmental contact is to be established for each department. The designated departmental contact or their designated alternate shall be the only contact between the SROA Unit and the department on all SROA related issues. The SROA Unit works with a two-week turn-around time to respond to written requests for exemptions, appropriate lists and other SROA related correspondence. Please provide this two-week time frame prior to calling on the status of a request.

Attached for your use is a form to complete which designates the departmental SROA contact and their alternate. Please complete this form and return to the SROA Unit by November 8, 1991.



Jerril L. Martin, Manager  
SROA Unit

Attachment

PSB/C07949

To: Department of Personnel Administration  
SROA Unit

DEPARTMENT:

DEPARTMENTAL CONTACT:

PHONE NUMBER:

ALTERNATE:

PHONE NUMBER:

PSB/C07949