NR_key_name:	0086D4E07688F34585256405004BF678
SendTo:	R&A
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:	
DisplayDate:	12/19/1996
DisplayDate_Time:	8:49:33 AM
ComposedDate:	12/19/1996
ComposedDate_Time:	8:33:36 AM
Subject:	Quality Control
	When drafting correspondence, please take appropriate steps to ensure:1. The correct name (and middle initial etc.) and title (including Mr., Ms., Dr. etc) is included in the address caption.2. On final copies, make sure that I have reviewed all correspondence going to agencies and that I have initialed the tracking form before it is sent out. 3. When circulating drafts, make sure that the proper header is in place (including title, name, date, and page number). This information must be included before the correspondence finally goes anyway, so please put it in the first draft that is circulated. 4. Try to avoid circulating drafts that include obvious errors (extra spaces between words, typos, extra spaces between lines). Although drafts will obviously contain errors, and one of the values of circulating drafts is to catch errors, please do your best to eliminate them whenever you see them. This will save all of us time in the long run.5. If you have found that I have not returned a draft to you in a timely manner, PLEASE remind me and let me know. DO NOT HESITATE
Body:	TO REMIND ME THAT I OWE YOU COMMENTS.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	