

**MEMORANDUM**

Date: 8/1/2015

To: J. Neeley  
Associate Warden Central ServicesSubject: **OP REVIEW**

The 54010 – Inmate Mail has been assigned to your area for review. The entire review process needs to be completed by October 1, 2015. Since this may affect other divisions at CHCF, please note below which area(s) need to assist with the review process. **When the draft is returned to your office for any changes after all reviews are completed, please make sure all corrections have been made and forward it to the Administrative Assistant's Office along with all back-up material, a hard copy of your revision and an electronic copy containing the updated draft.** Please assure a timely response so the DOM Supplement/OP will be completed by the due date. Thank you.

**\*Please sign and date your comments.**

**\*Each area should take no more than five working days to review and forward.**

Name, Title	Initial	Comments	Date
#1 _____			DATE RCVD:      DATE OUT:
#2 _____			DATE RCVD:      DATE OUT:
#3 _____			DATE RCVD:      DATE OUT:
#4 _____			DATE RCVD:      DATE OUT:
#5 _____			DATE RCVD:      DATE OUT:
#6 _____			DATE RCVD:      DATE OUT:
#7 _____			DATE RCVD:      DATE OUT:

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**BRIAN DUFFY**  
Warden