

LLE INSTRUCTION 1000N

SUBJECT: LLE DIRECTIVES

1. **Purpose:** To establish a directive system within LLE for the promulgation of policy and procedures.
2. **Background:** Directives consist of INSTRUCTIONS and NOTICES. Instructions are used to promulgate policy and procedures of a permanent nature, whereas notices involve dated information and are therefore self canceling.
3. **Procedures:**
 - a. Directives will be available from the following for reference:
Experimental Director
Theory Director
Engineering Director
Administrative Director
Academic Affairs Administrative Assistant
Director's Administrator
Human Resources Manager
Publications and Design Manager
Accounting Manager
Administration Division Administrative Assistant
Engineering Division Administrative Assistant
Experimental/Theory Division Administrative Assistant
Engineering Secretary
OMEGA EP Secretary
 - b. Division secretaries/assistants will maintain the Directive Binder for their respective directors. Additionally, they will be responsible for routing new or revised directives to applicable personnel within their division.
 - c. Instructions will be reviewed annually and updated as necessary. A notice listing effective instructions will be issued annually.
 - d. Directives are posted on the LLE website at http://www.lle.rochester.edu/04_resources/04_01_documents/04_documents.html

John Schoen
Administrative Director