1-01/090.20 - Assigned Manual List

Each Unit Manuals Coordinator will receive an up-to-date listing of all manuals assigned to the Unit with each distribution of revised chapters for the manual. It is the responsibility of the Unit Manuals Coordinator to inform the Manuals and Orders Unit of any error in the listing. He shall maintain a record of the number of manuals assigned, where each manual is located within the Unit and shall also see that transferring employees do not take Unit assigned copies with them to their new assignment.

If it is necessary for a Unit to verify the number of manuals assigned, a phone call to the Manuals and Orders Unit will provide current information.

The Manuals and Orders Unit shall maintain a complete listing of all assigned manuals, including all missing manuals as well as broken formal binders.