



**DISTRICT OF COLUMBIA GOVERNMENT  
OFFICE OF RISK MANAGEMENT**

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Phillip A. Lattimore, III  
Chief Risk Officer

**D.C. OFFICE OF RISK MANAGEMENT  
ADMINISTRATIVE ISSUANCE SYSTEM**

Administrative Order No. AO-12-02

Date: February 1, 2012

SUBJECT: ORM Mass Mailings

ORIGINATOR: Phillip A. Lattimore III, Esq.  
Chief Risk Officer

DISTRIBUTION: All ORM Employees

**1. Purpose**

The purpose for this Administrative Order (Order) is to set forth the agency's policy and practice for the dissemination of mass mailings to large segments of a program population.

**2. Applicability**

This Order applies to all ORM employees and contract employees performing work on behalf of ORM.

**3. Policy**

The decision to send out mass mailings will depend on whether the information in the mailing is relevant to a particular audience, and whether the information in the mailing has been previously sent to the recipients and is appropriate.

Each piece of mail shall bear the agency's address and phone number along with the agency and city government emblems. In addition, each piece of correspondence shall be signed by an agency employee or other program staff who has program responsibility for the information in the mailing. The employee's email address shall also be contained in the letter.

The correspondence shall be typed in either 12 or 14 size fonts, with a font style preference of New Times Roman.

In order to reduce postage costs, the agency shall consider mass mailings through electronic communication. The agency's approving official shall decide whether the mailing will be sent out through electronic or postage mail.

Mass mailings shall be used only for government and agency business and/or activities.

Mass mailings shall not be used for the following:

Personal business mailings

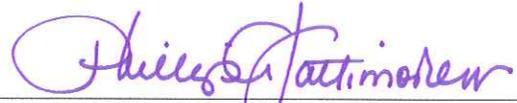
Political issues

Information of interest to a small segment of a Program.

**4. Approval**

All mass mailings must be approved by the agency's director and/or his designee.

**5. Effective Date:** This Order is effective immediately.



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Chief Risk Officer

cc: All ORM and Program Staff