

Zack Stewart  
Northern District Commissioner

Wayne O. Burkes  
Central District Commissioner

Ronnie Shows  
Southern District Commissioner



Kenneth I. Warren  
Executive Director

James H. Kopf  
Deputy Executive Director/  
Chief Engineer

RECEIVED  
FEB 03 1998

Mississippi Department of Transportation / P.O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-4001 / FAX (601) 359-7110

ROADWAY DESIGN

2-5-98

February 3, 1998

COPIES TO AWC  
SECTION ENGR., RAY,  
NAVY, PEARIS. THIS  
BACK TO ME. J.P.  
OK JF

## MEMORANDUM

**TO:** Mr. W. Frank Massey, Bridge Engineer  
Mr. B. R. Barton Environmental Division Engineer  
Mr. Al Crawley, Research Engineer  
Mr. James H. Mathews, Jr., Chief of Right of Way  
Mr. John R. Pickering, Roadway Design Division Engineer  
Mr. Buddy Russell, Construction Engineer  
Mr. Billy W. Key, Contract Administration Engineer  
Mr. Wilmer J. James, Maintenance Engineer  
Mr. Jimmy W. Brumfield, State Materials Engineer  
Mr. Edward A. Bailey, State Traffic Engineer

**FROM:** Chief Engineer  
James H. Kopf

A handwritten signature in black ink, appearing to read "JKopf", is written over the printed name of James H. Kopf.

**RE:** Process Review

A change in Administration is a good time to review current operating procedures. In order to evaluate the letter stream between the Mississippi Department of Transportation (MDOT) and other agencies, each of you are requested to do the following:

- Prepare written correspondence to the Federal Highway Administration (FHWA) for the Chief Engineer's signature. Submit your letter through the Assistant Chief Engineer's office for handling.
- Route copies of letters to other agencies to Central Files via the Assist. Chief's office.

Thank you in advance for your cooperation.

JHK:WTR:clp

pc: Mr. Kenneth I. Warren, Executive Director  
Mr. Wendel T. Ruff, Assistant Chief Engineer - Preconstruction  
Mr. Stephen L. McMahan, Assistant Chief Engineer - Operations  
Mr. Andrew H. Hughes, FHWA

c:\pfiles\wruff\memos\process review.doc

