

STATE OF MAINE
DEPARTMENT OF PERSONNEL

October 29, 1976

PERSONNEL MEMORANDUM 17-76

TO: ALL AGENCIES

SUBJECT: VISITS TO THE DEPARTMENT OF PERSONNEL

Not only do our offices have a new appearance but the layout is intended to achieve greater internal efficiency and ultimately provide you with better service. In this regard, we solicit your cooperation in observing certain courtesies when visiting our offices--courtesies which will give you better service and at the same time conserve staff time. Specifically, we ask that you:

1. Identify yourself to our receptionists and wait to be ushered to the staff member with whom you have business.
2. Confine your visit as much as possible to the staff person with whom you have primary business.
3. Refrain from inspecting and/or removing file material and other official documents of the Department except upon authorization of appropriate Division Supervisors.

In the past, there have been abuses of these simple but obvious courtesies. Because of the greater demand for our services and access to our records, we will require observation of these procedures to insure greater efficiency and service to everyone.

Thank you for your cooperation.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS