

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: CORRESPONDENCE TRANSMITTALS TO THE U.S. DEPARTMENT OF ENERGY</p>	<p>Number/Rev. MP 3.1, Rev. 4 Page 1 of 1</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> <u>3/20/07</u> M. F. Sharif Date WTS Deputy General Manager</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> <u>3/30/07</u> R. D. Raaz Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) will follow definite lines of authority when transmitting official correspondence to the U.S. Department of Energy (DOE). This policy establishes formal communications protocol for such correspondence.</p> <p>2.0 REQUIREMENTS</p> <p>The DOE Carlsbad Field Office (CBFO) is the focal point for DOE program direction to WTS. Therefore, all products and reports must be provided directly to the CBFO.</p> <p>All correspondence responding to a request from the CBFO Manager will be transmitted (signed) by the WTS General Manager or cognizant senior manager, as designated. Further, all correspondence transmitting information pertaining to contract issues, or the final transmittal of major documents, will be signed by the WTS General Manager or cognizant senior manager.</p> <p>Other correspondence going to the CBFO will be signed by the WTS cognizant senior manager after appropriate review as established in WTS Management Policy 3.2, Correspondence and Information Reviews.</p> <p>Signature authority may be delegated.</p> <p>The cognizant senior manager will be copied on significant correspondence to the CBFO.</p> <p>3.0 RESPONSIBILITIES</p> <p>WTS managers will communicate this policy to their employees.</p>	