DATE: March 25, 1999

TO: Region Engineers
    Region Associate Delivery Engineers
    Region Construction Engineers
    TSC Managers
    Resident/Project Engineers

FROM: C. Thomas Maki
      Chief Operations Officer

      Gary D. Taylor
      Chief Engineer/Deputy Director
      Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 1999-4
         FieldManager Contract Initialization Files for Consultants

FieldManager contract initialization files for consultant engineering contracts will now be sent by e-mail from the Financial Services Division to the respective Resident FieldManager GroupWise accounts.

Please detach these files to a diskette and include this diskette with the other contract startup documentation that gets passed along to the consultant.

____________________________________
Chief Operations Officer

____________________________________
Chief Engineer/Deputy Director

BOHTS:C&T:CF:jp
Subject Index: FieldManager
cc:  Lansing C&T Division Engineers    R. Knapp    AUC
     Lansing C&T Division Technicians  J. Ruszkowski CRAM
     Real Estate, M. Frierson          J. Reincke   MRBA
     Design Division                   K. Trentham  MCPA
     OEO, A. Suber                     J. Culp      MCA
     T. Maki                           S. Cook      MAA
     V. Blaxton                        R. Endres    FHWA
     G. D. Taylor                      T. Hynes    MAPA
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     J. Klee                           P. O’Rourke R. Till
     S. Kulkarni                       D. Smiley