



INFORMATION NOTICE

DIVISION OF MOTORIST SERVICES

DATE: 03/20/2013	Information Notice (INFO) RS/TL13-001
SUBJECT: Re-Formatting the Current Technical Advisories, Memos and Alerts	

Overview:

The Department recently formed an E-Communications Team. The purpose of the team was to create a universal communication format(s) for all Motorist Services bureaus to replace current technical advisories, memos and alerts (blue, brown, green, red and yellow). All Motorist Services bureaus will use this new format to communicate.

Details:

The Department will begin using the two new format types immediately. Everything we communicate to you in the future will fall into one of these two formats:

- Information Notice (more or less an FYI), will display a yellow color (Caution, you may want to read).
- Technical Advisory (affects procedures, etc.), will display a green color (Go read).

This message is written on the new Information Notice (yellow) formatting. Examples of both formats, along with an explanation of the formatting, are attached for your information.

Conclusion:

If you have any further questions, direct them to your current point of contact (Help Desk, LDO trainer, etc.).

TECHNICAL ADVISORY

DIVISION OF MOTORIST SERVICES

DATE:	Technical Advisory (TA) Number RS/TL13-001
SUBJECT:	Self-explanatory

Body of technical advisory

Overview:

Details:

Conclusion:

The Technical Advisory (TA) number is configured by:

Letter (s) to identify the unit or area providing the TA:

<u>DE</u> (Dealer Enforcement)	Nalini Vinayak
<u>DL</u> (Driver License)	Linda McCarter
<u>MH</u> (mobile home)	Felecia Ford
<u>IRP, CDL & IFTA</u>	David Helton
<u>RS</u> (Registration) and <u>TL</u> (title)	Maureen McGinley

The number of the current year: **13 (2013)**

The number of TAs produced that year: **001 (the first TA)**

The numbers start over each year.

INFORMATION NOTICE

DIVISION OF MOTORIST SERVICES

DATE:	Information Notice (INFO) RS/TL13-001
SUBJECT:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Self-explanatory</div>

Body of Information Notice

Overview:

Details:

Conclusion:

The Information Notice (INFO) number is configured by:

Letter (s) to identify the unit or area providing the INFO:

<u>DE</u> (Dealer Enforcement)	Nalini Vinayak
<u>DL</u> (Driver License)	Linda McCarter
<u>MH</u> (mobile home)	Felecia Ford
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