



**LANGLEY
POLICY
DIRECTIVE**

LAPD 1551.10

Effective Date: July 15, 2019

Expiration Date: July 15, 2024

SUBJECT: Langley Research Center Standard Distribution Lists (SDL) System

Responsible Office: Office of Chief Information Officer

1. POLICY

This directive sets forth policy and responsibilities for the Standard Distribution Lists (SDL) System. This system provides for the distribution of Langley Research Center (LaRC) hardcopy information such as special announcements, reports, policy, procedures, and correspondence to employees and selected other personnel.

a. General

It is the policy of this Center to use the SDL System to:

- (1) Ensure appropriate and necessary distribution of LaRC information.
- (2) Limit distribution of written communications at LaRC to essential information only. Other means of effective communication are electronically, hard copy other than the SDL, or other available media services. These means of communication should be utilized whenever possible.
- (3) Avoid duplicate mailings.
- (4) Maintain up-to-date distribution lists.

2. APPLICABILITY

This LAPD applies to all Langley Research Center employees.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS AND FORMS

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Verify the correct version before use by checking the LMS website.

- a. LF 41, "LaRC Directory Change Notice"
- b. LF 77, "Printing & Duplication"
- c. LMS-CP-5906, "Processing Requests for Media Services"

5. RESPONSIBILITIES

a. Office of Chief Information Officer (OCIO)

(1) Manage the SDL System. (See Attachment A for the list of SDLs.) Updates to this attachment will be made by the OCIO and submitted to the Center Directives Manager for changes without further routing upon receipt of this approved LAPD.

(2) Approve requests for and assign numbers to new SDLs if existing SDLs do not meet distribution requests.

(3) Train new SDL "contacts" using the LaRC SDL Application.

b. Organization of Primary Responsibility (OPR) for non-Automated SDLs

(1) Make additions, deletions and changes to the SDLs via the LaRC SDL Application.

(2) Rescind SDLs when they are no longer needed.

(3) Advise OCIO when assigning new "contacts" for SDLs.

c. Media Solutions Branch, Office of Chief Information Officer (MSB, OCIO)

Provide labels to Media Solutions Branch for distribution.

d. Media Solutions Branch, OCIO

(1) Review completed LF 77, "Printing & Duplication" to ensure that distribution has been coordinated and approved by Office of Strategic Analysis, Communications and Business Development (OSACB).

(2) Forward unauthorized requests to OSACB for processing and approval.

(3) Print labels.

(4) Place the material for distribution in the mail system.

e. All Personnel

(1) Submit LF 41, "LaRC Directory Change Notice" (available on-line), to update mail stop changes.

(2) Advise the Office of Human Capital Management of name changes.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 1551.1, dated August 21, 2000

LAPD 1551.1, dated August 01, 2013

LAPD 1551.1, dated June 30, 2018

| | |
|--------------------------|----------------------|
| <u>Clayton P. Turner</u> | <u>July 15, 2019</u> |
| Director | Date |

Attachments A

Distribution:

Approved for public release via the Langley Management System; distribution is unlimited.

LaRC STANDARD DISTRIBUTION LISTS (SDL)

Last Updated – April 24, 2013

| SDL TITLE | SDL CODE | ORGANIZATION OF PRIMARY RESPONSIBILITY | CONTACT |
|-------------------------------------|-----------------|---|---|
| Langley Colloquium | 024 | Colloquium Committee | B. K. Stewart, 46902 J. A. Williams-Byrd, 41629 M. L. Walton-Basnight, 49254 |
| LaRC Active Civil Servant | 027 | Maintained Automatically via LaRC Locator System | N/A |
| Heads of Organizations | 031 | Maintained Automatically via LaRC Locator System | N/A |
| Supervisory Personnel | 032 | Maintained Automatically via LaRC Locator System | N/A |
| Secretaries | 036 | Maintained Automatically via LaRC Locator System | N/A |
| Retirees Langley Alumni Association | 055 | Office of Strategic Analysis, Communications and Business Development | M. L. Robinson-Holman, 42660 |
| Retirees, No Alumni | 110 | Office of Strategic Analysis, Communications and Business Development | M. L. Robinson-Holman, 42660 |
| On-Site LaRC Personnel - Other | 402 | Maintained Automatically via LaRC Locator System | N/A |