



May 15, 2009

**GENERAL LETTER NO. 3-D-AP-2**

ISSUED BY: Office of the Deputy Director of Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter D, *SEPARATIONS, MENTAL ILLNESS, SUBSTANCE ABUSE, MENTAL RETARDATION, APPENDIX*, obsolete.

**Summary**

This appendix is now obsolete since the forms included are no longer in use.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the entire Chapter D Appendix from Employees' Manual, Title 3, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	November 22, 1981
Contents (page 1)	December 22, 1981
1, 2	December 22, 1981
MR-1402-0	12/81
3	December 22, 1981

**Additional Information**

Destroy any existing supplies of the following forms:

- ◆ Form MH-2201-0, *Written Consent For Release Of Confidential Information*
- ◆ Form MH-5202-0, *Subsequent History*
- ◆ Form MR-1402-0, *Resident Placement Approval Request*

Refer questions about this general letter to the Deputy Director, Division of Field Operations.