LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE

For the Technical Direction Of The LTPP Program

Program Area:	**General Operation**	**Directive Number:**	**GO-5**
Date:	**February 3, 1998**	**Supersedes:**	**N/A**
Subject:	**LTPP Letterhead**		

This directive provides instruction to all Long-Term Pavement Performance (LTPP) Contractors regarding official LTPP program correspondence. Effective no later than March 1, 1998, all correspondence must be submitted on letterheads similar to the attached sample. The contractor may use his company letterhead in corresponding with the FHWA on contracts maters.

An electronic copy of this letterhead has been provided along with this directive for your use. Each contractor must modify the letterhead with his address and phone numbers. Regional LTPP homepage addresses may also be added to the letterhead. It is the contractor responsibility to print the letterhead in color.

In addition to the changes in letterhead, all correspondence that is not of a specific location and that is being sent to a wide audience (more than two agencies) must have prior approval of the appropriate COTR.

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Long-Term Pavement Performance

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