

OFFICE OF THE CHIEF OF STAFF

NOTICE
1.2

March 4, 2019

TO: All Department Personnel

FROM: Chief of Staff

SUBJECT: UNITED STATES ATTORNEY GENERAL RETIREMENT LETTERS

The United States Attorney General is the chief lawyer of the federal government of the United States and head of the United States Department of Justice. In an effort to streamline the process, effective immediately, please email retirement letters or commendations addressed to the Attorney General to the Office of the Chief of Staff. The Attorney General has specifically requested that the Chief of Police review and sign each letter requesting an Attorney General letter of commendation. This will address vetting concerns and allay internal bureaucratic concerns about uniformity. Once the Chief of Police or their designee has signed the letter, the hard copy will be mailed to the Attorney General on behalf of the employee. The Attorney General will assign their staff to begin drafting the commendation letter while the formal request is processed internally.

If you have any questions regarding this notice please contact the Office of the Chief of Staff, at (213) 486-8740.

A handwritten signature in blue ink, appearing to read 'Bob Green', with a long horizontal line extending to the right.

**BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police**