

**Acknowledgment of Receipt and Understanding  
OP-120401 entitled  
“Fleet Management”**

My signature below acknowledges receipt of a copy of the above titled department Operations Memorandum or Revision with an effective date of \_\_\_\_\_.

My signature below also acknowledges that I have read and understand the contents of the operations memorandum.

---

Printed Name

---

Signature

---

Six-Digit DOC Employee ID Number

---

Date

Please return this completed form to your facility/unit personnel office.

Distribution: Original to personnel file