

STRUCTURE AND BRIDGE DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDA

Instructional and Informational Memoranda (IIM-S&B-) are a means of providing instructions relating to new policies, guidelines and procedures (i.e. revisions to specifications, units of measurement, pay items, new products, materials and construction methods).

Policies and procedures are frequently introduced as an IIM- S&B - and subsequently moved to VDOT's Manual of the Structure and Bridge Division after procedures are well established. Design information (i.e. project development, design criteria, plan design layout) are typically not issued as an IIM- S&B -, but originate in VDOT's Manual of the Structure and Bridge Division.

Memoranda are filed in numerical order based on the memorandum number (See 3 below). When an IIM- S&B - is revised in the entirety the existing memorandum is to be replaced with the revised memorandum.

An explanation of the features of the IIM- S&B - heading follows:

GENERAL SUBJECT:	NUMBER: IIM- S&B -00.00 (1) (2) (3) 4)
SPECIFIC SUBJECT:	DATE:
	SUPERSEDES: IIM- S&B -00.00 (5)
DIVISION ADMINISTRATOR APPROVAL:	

- (1) Instructional and Informational Memoranda
- (2) Division
- (3) Memorandum number
- (4) Revision number
- (5) IIM to be removed and replaced