



U.S. Department
of Transportation

**Federal Railroad
Administration**

Memorandum

Date: June 15, 1998

Reply to Att. of: MP&E 98-39

Subject: Closeout Letters - Penalties

From: Edward R. English
Director, Office of Safety Assurance and Compliance

To: Regional Administrators, Deputy Regional Administrators,
Motive Power & Equipment Specialists and Inspectors

The Office of Chief Council has recommended the following verbiage be used in customer correspondence relating to penalties:

Our findings have been forwarded to the Office of Chief Council with a recommendation for the assessment of civil penalties.

Rather Than:

Our findings have been forwarded to the Office of Chief Counsel for handling under the Federal claim collection procedures.

Please be governed accordingly.

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