



**HUMAN SERVICES**  
DEPARTMENT


Susana Martinez, Governor  
Brent Earnest, Secretary  
Mary Brogdon, Division Director

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## General Information Memorandum

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**ISD GI 18 - 31**

**TO:** ISD Employees  
**FROM:**  Mary Brogdon, Division Director  
**RE:** Notice of Appointment – Mailing Time - ASPEN  
**DATE:** June 1, 2018

This GI is effective as of May 30, 2018.

Mailing time for Notice of Appointments has been updated in ASPEN. Please refer to ASPEN Release Notes 4.2.2 available May 30, 2018.

ASPEN now allows an appointment to be scheduled and the Notice of Appointment to be mailed with the print type as Central Print when the appointment is scheduled on the 4<sup>th</sup> business day or later with Day 1 starting on the current date. Please refer to the table below.

Today = 04/16/2018	Day #	Week Day	Comments
04/16/2018	1	Monday	Day # 1 = Today's date
04/17/2018	2	Tuesday	Day # 2
04/18/2018	3	Wednesday	Day # 3
04/19/2018	4	Thursday	Day # 4 = Appointment date

For information regarding this GI please contact Gavino Archuleta at 505-827-7244 or via e-mail at [Gavino.Archuleta@state.nm.us](mailto:Gavino.Archuleta@state.nm.us)