



December 2, 2011

Manjeet Michael Singh (T-22165)(A4-213)
Mule Creek State Prison
P.O. Box 460
Ione, California 95640

Re: CDCR Form 602-A

* letter I received from the
Headquarters of Coffee Factory;
I sent them a copy out of
courtesy (of 602 complaints
forms.)

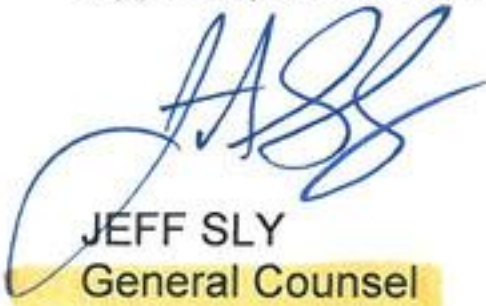
Dear Mr. Singh:

On or about November 14, 2011, the California Prison Industry Authority (CALPIA) General Manager received a copy of your undated CDCR Form 602-A in which you raised concerns regarding matters occurring with the CALPIA Coffee factory at Mule Creek State Prison.

I am responding to your 602-A on behalf of the CALPIA General Manager.

In Title 15 of the California Code of Regulations at section 3084 et. seq., specific instructions regarding the submission of Form 602-A Inmate Appeals are set forth. You have not followed the required process for submission of the Inmate Appeal and therefore the document received by the General Manager on or about November 14, 2011 is being returned to you for proper submission and processing through the institution appeals office.

Should you have any questions regarding the processing of a Form 602-A Inmate Appeal, please refer to section 3084 for instructions.



JEFF SLY
General Counsel

Enclosures

cc: Charles L. Pattillo, General Manager