Procedural Guide Tracking Sheet

Use this form as a record of communication and coordination; upload to CATMS in Step 4

STEP 1

LEADERSHIP APPROVAL

_____ Cognizant Leader Name (printed or typed)

_____ (Signature and Date)

STEP 2

PP&L INITIAL REVIEW

Add PP&L coordination sheet to the CATMS action

Create CATMS action and task to PP&L for review
(DoDEA-COS-PP&L) _____ (Date task and initials)

send email to Marsha Jacobson and Matt Bresler

_____ Name of Procedural Guide

_____ CATMS action number

STEP 3

LMER, GC and OTHER COORDINATION REVIEWS

Add all coordination sheets to the CATMS action

1. Tasked in CATMS to LMER for union involvement _____
(DoDEA-HR-LMER-CHIEF) **send email to Ron James** (Task date and returned / initials)
(DoDEA-HR-LMER-SPEC) **send email to LMER Specialist**

2. Tasked in CATMS to _____ _____
NOTE: Task to as many offices as necessary (Task date and returned / initials)

3. Tasked in CATMS to _____ _____
NOTE: Task to as many offices as necessary (Task date and returned / initials)

4. Tasked in CATMS to _____ _____
NOTE: Task to as many offices as necessary (Task date and returned / initials)

5. Tasked in CATMS to _____ _____
NOTE: Task to as many offices as necessary (Task date and returned / initials)

6. Tasked in CATMS to GC _____
(DoDEA-GC **send email to GC Admin** (Task date and returned / initials)

STEP 4

PP&L FINAL REVIEW

NOTE: Add PP&L coordination sheet to the CATMS action

Task to PP&L for final review
(DoDEA-COS-PP&L) _____
(Date task and initials)
send email to Marsha Jacobson and Matt Bresler

_____ _____
Name of Procedural Guide Procedural Guide Number

STEP 5

LEADERSHIP SIGNATURE AND APPROVAL

_____ _____
Cognizant Leader Name (printed or typed) (Signature and Date)

_____ _____
Name of Procedural Guide CATMS action number

STEP 6

PP&L PUBLICATION

Tasked to PP&L for date and publication
(DoDEA-COS-PP&L) _____
(Date task and initials)
send email to Marsha Jacobson and Matt Bresler

_____
(Date Procedural Guide published)