DoDEA Procedural Guide Flowchart

Action officer (AO) contacts General Counsel (GC) and PP&L for guidance and creates a draft procedure guide (PG).

Cognizant senior leader approves the draft PG; AO initiates a CATMS action for review and coordination.

AO tasks PP&L for review; PP&L reviews and returns to AO for continued coordination (2 BD).

AO tasks and sends email to LMER for union involvement (If union involved, process is suspended until issue resolved) (2 BD).

AO tasks and coordinates with other offices to complete a final draft; AO adds coordination sheets to CATMS action.

Final draft requires senior leader approval; AO completes and forwards final draft to GC for legal review (7 BD).

AO tasks final draft to PP&L for formatting, spelling, confirming PG number, etc. (2 BD).

PP&L returns the final product to the AO for signature by cognizant senior leader (2 BD).

AO provides approved PG to PP&L.

PP&L posts and publishes the PG to the DoDEA website (2 BD).

**ACTION OFFICE NOTES:**
1. AO is responsible for drafting and receiving senior leader approval before beginning the approval process.
2. AO is responsible for all coordination before sending to PP&L for final review and signature.
3. Signed coordination documents with comments should be added to the CATMS action.

**COORDINATION NOTES:**
1. LMER reviews for union involvement.
2. GC reviews whether the PG is establishing policy, for illegal forms, and compliance with the Privacy Act.
3. If there are any required actions from GC, the PG is returned to AO for rework and process returns to step 6.

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