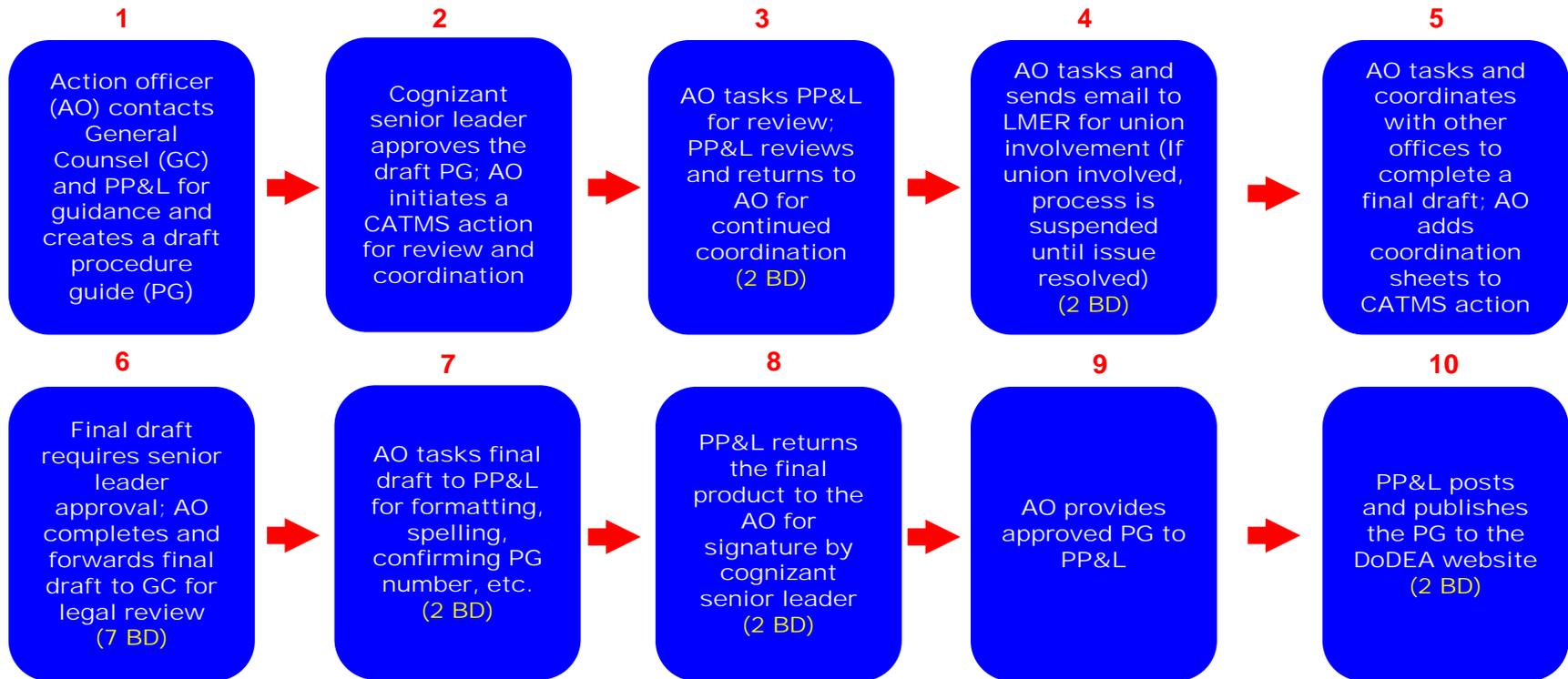




# DoDEA Procedural Guide Flowchart



## 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.