

# Issuance Coordination Stages

Stage	Processing Steps	Calendar Days	Remarks
1 & 2	Action Officer drafting issuance and initiating the CATMS action	45	The AO shall use the 45 days to (if necessary): 1) do pre-coordination (if needed) with General Counsel, LMER (provide summary of changes), and OPLP; 2) create a draft Issuance; 3) receive approval from first Division/cognizant senior leader for final draft; 4) initiate a CATMS action for the Issuance and task to OPLP for initial review (Stage 3) with meta data sheet, Action Memo, and the AO Tracking Sheet (completed to Stage 3). Send email with the same documents to Chris DeBatt and Matt Bresler notifying the task is in CATMS (include CATMS number in email).
3	OPLP initial review OPLP: DoDEA-CoS-OPL&P	21	OPLP accepts task in CATMS and performs the initial review. Edits during the stage 3 process will be sent via email with comments and edits in tracked changes; final approved version will be uploaded in CATMS and OPLP provides signed coordination sheet and closes the tasker.
4	<u><b>Division/Region coordination</b></u> Civil Rights – DoDEA-COS-CRP Partnership: DoDEA- <b>PRTNRSHPRESRCS</b> Teaching & Learning: DoDEA- <b>ED-T&amp;L-CHIEF</b> Ed Policy & Ops: DoDEA- <b>ED-EPLCYOPS-CHIEF</b> Standards & Curriculum: DoDEA- <b>ED-STDS&amp;CUR-CHIEF</b> Student Services: DoDEA- <b>ED-STSVCS-CHIEF</b> HR: DoDEA- <b>F&amp;BO-HR</b> LMER: DoDEA- <b>F&amp;BO-HR-LMER-CHIEF</b> IT: DoDEA- <b>F&amp;BO-IT</b> LOG: DoDEA- <b>F&amp;BO-LOGDIV</b> FAC: DoDEA- <b>F&amp;BO-FACILITIES</b> PROC: DoDEA- <b>F&amp;BO-PROCUREMENT</b> RM: DoDEA- <b>F&amp;BO-RMD</b> Security: DoDEA- <b>F&amp;BO-SECURITYMGMTDIV-CHIEF</b> DoDEA-E: DoDEA- <b>EUROPE</b> DoDEA-P: DoDEA- <b>PACIFIC</b> DoDEA-A: DoDEA- <b>AMERICAS</b> Comms: DoDEA- <b>COMM</b> IG: DoDEA- <b>OIG (REVIEW ONLY)</b> Safety: DoDEA- <b>COS-SOH-CHIEF</b> DMEQ: DoDEA- <b>DIVERSITY MGT&amp;EO</b> C&I: DoDEA- <b>COS-OC&amp;I</b> RAE: DoDEA- <b>ED-ERVA-CHIEF</b> Assessment: DoDEA- <b>ED-ASSESSMENT-CHIEF</b> Exec Services: DoDEA- <b>COS-P&amp;F</b>	30	<ol style="list-style-type: none"> <li>1. The AO will task the action in CATMS to the offices listed to the left; add the Issuance for review, the DoDEA Signature Memo, and the DoDEA Form 818 (issuance number and title filled in on both documents) to the Supporting Documents section of the task page.</li> <li>2. The AO will email <b>ALL</b> the corresponding Division Chiefs and Region Chiefs of Staff (see CATMS Address document). The email subject will include the CATMS number and title; AO will attach the same documents in step 1 above (Issuance for review, the DoDEA Signature Memo, and DoDEA Form 818). <b>NOTE: Use the “read receipt” option on the email to ensure receipt.</b></li> <li>3. These offices will review the Issuance and provide a signed DoDEA Signature Memo and a completed the DoDEA Form 818 (if making comments and edits). <b>NOTE: IG will review and provide a response but will not concur/non-concur.</b></li> <li>4. It is the responsibility of the AO to ensure ALL signed DoDEA Signature Memos and corresponding DoDEA Form 818s (as needed) are added to the Supporting Documents section of the CATMS task page. The signature memo must be signed by a GS15 and DoDEA Form 818 (if making comments and edits).</li> <li>5. Receipt of a signed DoDEA Signature Memo and DoDEA Form 818 (if making comments and edits) from ALL offices is mandatory before tasking in CATMS to General Counsel (<b>NOTE: On a case-by-case basis, OPLP can approve the AO moving to stage 6 without receiving all signed DoDEA Signature Memos and corresponding DoDEA Form 818 (if making comments and edits).</b></li> </ol>

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5	Action Officer addresses comments into final draft	21	AO reviews and adjudicates the comments on all the DoDEA Form 818s (action taken by the AO must be noted on the matrix by completing the " <b>Originator Response and Reasoning</b> " entries); all completed DoDEA Coordination Packages will be added to the Supporting Document section of the CATMS task page; AO creates final draft of the Issuance for legal review.
6	OGC coordination General Counsel: <b>(DoDEA-GC)</b>	21	AO tasks action in CATMS to GC for a legal sufficiency review. Coordinates with GC to clear any legal questions or problems. Contact OPLP if significant delays are expected.
7	Division Chief and Action Officer final review	12	AO addresses GC comments and edits and resolves any issues with pertinent offices; Division/cognizant senior leader approves final draft and verifies all comments and edits on the DoDEA Form 818s are adjudicated; if needed, the AO will repeat coordination as described in Stage 4.
8	OPLP & Executive Services review for Director's Signature  Exec Services: <b>DoDEA-PR</b> OPLP: <b>DoDEA-CoS-OPL&amp;P</b>	30	<ol style="list-style-type: none"> <li>1. AO tasks action in CATMS to OPLP &amp; Exec Services; AO delivers a complete hard copy package to OPLP for review (see AO Tracking Sheet for composition of folder).</li> <li>2. OPLP reviews the hard copy package for completeness; OPLP signs the internal coordination page and delivers package to Chief, OPLP. If needed, OPLP makes changes (depending on the extent) and will email (and save in CATMS) the amended document to the AO; insert the amended Issuance in the hard copy package and deliver to Chief, OPLP; Chief, OPLP will review, initial, and date the action memo.</li> <li>3. Chief, OPLP will coordinate SES-level review (Dr. Curtis and Mr. Brady) on the hard copy package.</li> <li>4. Chief, OPLP delivers the hard copy package to Exec Services. Exec Services forwards to Chief of Staff (for review) and to the DoDEA Director (for approval); if needed, Exec Services contacts the AO/OPLP for content changes or content questions (and save amended document to CATMS). Edited version should be uploaded in CATMS and electronic copy sent to OPLP.</li> <li>5. Exec Services will notify Policy Team Lead when the Director signs the action memo and the folder is ready for pick up; Exec Services will complete the task in CATMS.</li> <li>6. OPLP will place the date and "PDF" the Issuance. OPLP will add the Issuance to the Policy website and cancel and affected Issuances with a watermark and moved to the Cancellation section of the website. OPLP will add the completed documents to the Supporting Documents section of the CATMS task page, close the task, and notify the AO and provide final copies of the documents.</li> </ol>

**NOTE: Use this in conjunction with "CATMS Address Sheet" and "AO Tracking Sheet".**