

AO Tracking Sheet

Use this document for coordination and add to CATMS action and hard copy package at Stage 8

STAGES 1-2 (45 days)

Coordinate with the Director and Chief of Staff for initial issuance guidance; pre-coordinate w/OGC, LMER, and OPLP, as needed; draft issuance for Division Chief approval; initiate CATMS action

Issuance type, number, and title

CATMS action number

Division Chief / GS-15 Name

Signature and Date

STAGE 3 (21 days)

Task to OPLP for initial review; send email to John Towles

Date tasked / Date accepted by OPLP

Date OPLP completes initial review

STAGE 4 (30 days)

LMER, Division, and Region coordination; send email to Division Chiefs and other POCs (add John Towles and Matt Bresler)

Date tasked to coordinating offices

Date all coordination completed

1. The AO will task the action in CATMS to the offices listed on the Issuance Stages document. CATMS will include the approved Stage 3 Issuance (no track changes/comments), DoDEA Signature Memo and DD Form 818-1 (AO fill in issuance number and name on both). **NOTE: Include these instructions when tasking in CATMS to the coordinating offices:**

Region CoS and Divisions: Each element must return edits and comments via the provided DoDEA Signature Memo and DD Form 818-1 (if making comments and edits) and review according to your internal processes. All signed coordination documents shall be added to Supporting Documents of the CATMS Task page.

2. AO will send an email to ALL corresponding Division Chiefs and Region Chief of Staffs and attach the Issuance, DoDEA Signature Memo, and DD Form 818-1 (filled in issuance number and name on both).

3. These offices will review the issuance and provide a signed and completed DoDEA Signature Memo and the DD Form 818-1 (if making comments and edits).

NOTE: IG will review and provide a response but will not concur/non-concur.

3. Receipt of a signed DoDEA signature memo and DD Form 818-1 (if making comments) from ALL offices is mandatory before tasking in CATMS to OGC.

4. All coordination documents will be added to the CATMS task. Use the coordination checklist at page 3.

STAGE 5 (21 days)
AO addresses DD Form 818-1 comment matrix entries

Date review started

Date review completed

STAGE 6 (21 days)
OGC coordination (send notification email to OGC)

Date tasked / Date accepted by OGC

Date OGC completes legal review

STAGE 7 (12 days)
AO resolves OGC comments; assembles final package; SES/GS-15 verifies comments/edits resolution

Date final review started

Date final review completed

SES/GS-15 Name / Signature approving final version

Date approving final version

STAGE 8 (30 days)

Task to OPLP for final review; send email to John Towles

Task in CATMS to OPLP (**DoDEA-COS-OPL&P**) and Exec Svcs (**DoDEA-PR**) and deliver a **hard copy package to OPLP** with the following documents arranged:

Front: CATMS cover sheet (stapled to front)

Left Inside: AO Tracking Sheet (completed) and the Issuance Metadata Sheet (completed)

Right Inside: Action memo (use template)

TAB A: Issuance for Director's approval

TAB B: Copy of issuances incorporating or reissuing (if applicable)

TAB C: Division Chief's signed coordination documents with AO adjudication remarks completed

NOTE: Add the documents above to the CATMS task page in the Supporting Documents section

Date tasked / Date accepted by OPLP

Date OPLP Team completes final review

Chief, OPLP will obtain SES approval and deliver to Exec Svcs a hard copy package for signature

Date forwarded Hard Copy to Exec Svcs

Date Director approves issuance

Date issuance posted to DoDEA webpage

Date OPLP completes task

Date AO closes task and action in CATMS

COORDINATION TRACKING

| Section | CATMS (DATE) | EMAIL (DATE) | RECEIVED COORDINATION | ADJUDICATED (Yes/No) | NOTES |
|------------------|--------------|--------------|--------------------------|-------------------------|-------|
| C & I | | | | | |
| Civil Rights | | | | | |
| DMEQ | | | | | |
| Safety | | | | | |
| IG (review only) | | | | | |
| Communications | | | | | |
| DoDEA-A | | | | | |
| DoDEA-P | | | | | |
| DoDEA-E | | | | | |
| Research & Eval | | | | | |
| LMER | | | | | |
| HR | | | | | |
| ED-Assessment | | | | | |
| ED-EP & O | | | | | |
| ED-Student Svcs | | | | | |
| ED-Partnership | | | | | |
| ED-S & C | | | | | |
| ED-T & L | | | | | |
| RM | | | | | |
| Security | | | | | |
| Procurement | | | | | |
| Facilities | | | | | |
| Logistics | | | | | |
| IT | | | | | |
| Exec Svcs (P&F) | | | | | |
| OGC (Stage 6) | | | | | |