

Cancellation Stages

Stage	Processing Steps	Business Days	Remarks
1	Action Officer drafting & initiating CATMS action	--	<ol style="list-style-type: none"> 1. The AO shall draft the Action Memos from their GS15 to OPLP, GS15 to Director and Memorandum for Record. 2. Receive approval from GS15 and SES on Action Memos. 3. Provide hard copy file to OPLP with: <ul style="list-style-type: none"> • signed Action Memo to OPLP • TAB A <ul style="list-style-type: none"> ○ Action Memo to Director • TAB B <ul style="list-style-type: none"> ○ Copy of the Issuance being cancelled • TAB C <ul style="list-style-type: none"> ○ Supporting materials (issuance that will now replace) if needed • TAB D <ul style="list-style-type: none"> ○ Memorandum for the Record for Director to sign • Attached to front of packet (Cover Sheet) 4. Task to OPLP in CATMS: DoDEA-COS-OPL&P and Task to Exec Services: DoDEA-PR
2	OPLP initial review OPLP: DoDEA-CoS-OPL&P Exec Services: DoDEA-PR	--	OPLP accepts task and performs an initial review in CATMS and ensures that the hard copy has all materials, the reason is justified
3	Issuance Focal Point Working Group (IFPWG) Vote Electronic Vote	5	<ol style="list-style-type: none"> 1. OPLP will electronically send out for Approval or Rejection vote of the Members of the IFPWG on the cancellation of the packet. Votes will occur electronically (provided the Action Memo and copy of the Issuance being cancelled). Members are required to vote Approved or Reject (with Comments of why). 2. OPLP will collect votes and add to hard packet. OPLP will compile votes and add to their Action Memo to Director (to be added in front of TAB A with Action Memo from AO).
4	Executive Services review for Director's Signature	---	<ol style="list-style-type: none"> 1. OPLP will obtain SES approvals. 2. OPLP will deliver the completed packet from the AO with the Action Memo from Chief, OPLP and the IFPWG votes. 2. Director will sign package and given pack to OPLP.
5	Cancel Issuance	30	<ol style="list-style-type: none"> 1. OPLP will receive hard-packet and take the current Issuance from active Regulation website page and place watermark across document. Scan the Memorandum and cancelled Issuance (with watermark) and move to the Cancellation website page. 2. Attached pdf also to the CATMS tasker and close action. 3. Notify AO electronically. 4. Announce cancellation (method to be determined). 5. Advise all FSEs to ensure that they do not reference this cancelled Issuance. If so, advise them to redline update their Issuance within 30 days.