

# Cancellation Stages

Stage	Processing Steps	Business Days	Remarks
1	Action Officer drafting & initiating CATMS action	--	<ol style="list-style-type: none"> <li>1. The AO shall draft the two Action Memos from the GS15 to OPLP and the OPLP to Director and the Memorandum for Record (MFR) cancelling the Issuance.</li> <li>2. Receive approval from GS15 and SES on Action Memos.</li> <li>3. Provide hard copy folder to OPLP containing: <ul style="list-style-type: none"> <li>• signed Action Memo to OPLP</li> <li>• <b>TAB A</b> – Action Memo to Director</li> <li>• <b>TAB B</b> – Copy of the Issuance being cancelled</li> <li>• <b>TAB C</b> – Supporting materials (Issuance replacement, if needed)</li> <li>• <b>TAB D</b> – MFR for the Director’s signature</li> <li>• Attached to front of packet (CATMS cover sheet)</li> </ul> </li> <li>4. Task to OPLP and Exec Services in CATMS: <b>DoDEA-COS-OPL&amp;P and DoDEA-PR</b></li> </ol>
2	OPLP initial review OPLP: <b>DoDEA-CoS-OPL&amp;P</b> Exec Services: <b>DoDEA-PR</b>	--	OPLP accepts task and performs an initial review in CATMS and ensures the hard copy folder has all materials and the justification provide is sufficient.
3	Policy Working Group (PWG) Vote <b>Electronic Vote</b>	5	<ol style="list-style-type: none"> <li>1. OPLP will send an electronic vote for Approval or Rejection to the PWG for a decision on the cancellation of the Issuance. Votes will occur electronically (provided the Action Memo and copy of the Issuance being cancelled). Members are required to vote Approved or Reject. If rejecting, justification must be provided.</li> <li>2. OPLP will collect votes and add to hard copy folder. OPLP will compile votes and add to the Action Memo to the Director (to be added in front of TAB A with Action Memo from AO).</li> </ol>
4	Executive Services review for Director’s Signature	---	<ol style="list-style-type: none"> <li>1. OPLP will obtain SES approvals.</li> <li>2. OPLP will deliver the hard copy folder from the AO with the Action Memo from Chief, OPLP and the PWG votes.</li> <li>2. Director will sign package and given pack to OPLP.</li> </ol>
5	Cancel Issuance	30	<ol style="list-style-type: none"> <li>1. OPLP will receive hard copy folder and will remove the Issuance from the Policy webpage and insert a watermark to the Issuance. Scan the MFR and Issuance, with watermark, and move to the Cancelled section of the Policy webpage.</li> <li>2. Add MFR to the CATMS and complete the task.</li> <li>3. Notify the AO electronically.</li> <li>4. Add cancellation announcement to the Policy webpage.</li> <li>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.</li> </ol>