*Expires – Upon Issuance of LPP*

Insert Title of OB

**[Use dark blue Arial bold 12 font]**

**I. BACKGROUND**

[Use Arial 11 font, single spaced]

# **II. POLICY**

[Use Arial 11 font, single spaced]

# **III. PROCEDURE**

[Use Arial 11 font, single spaced]

# **IV. APPLICABILITY/IMPACTS**

[Use Arial 11 font, single spaced]

Recommended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [Author’s Name], [Author’s Title] Date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [Name of Approving Office Chief], Chief Date

Office of [Name of Office]

Attachments:

Attachment 1 – [Title of Attachment 1]

Attachment 2 – [Title of Attachment 2]