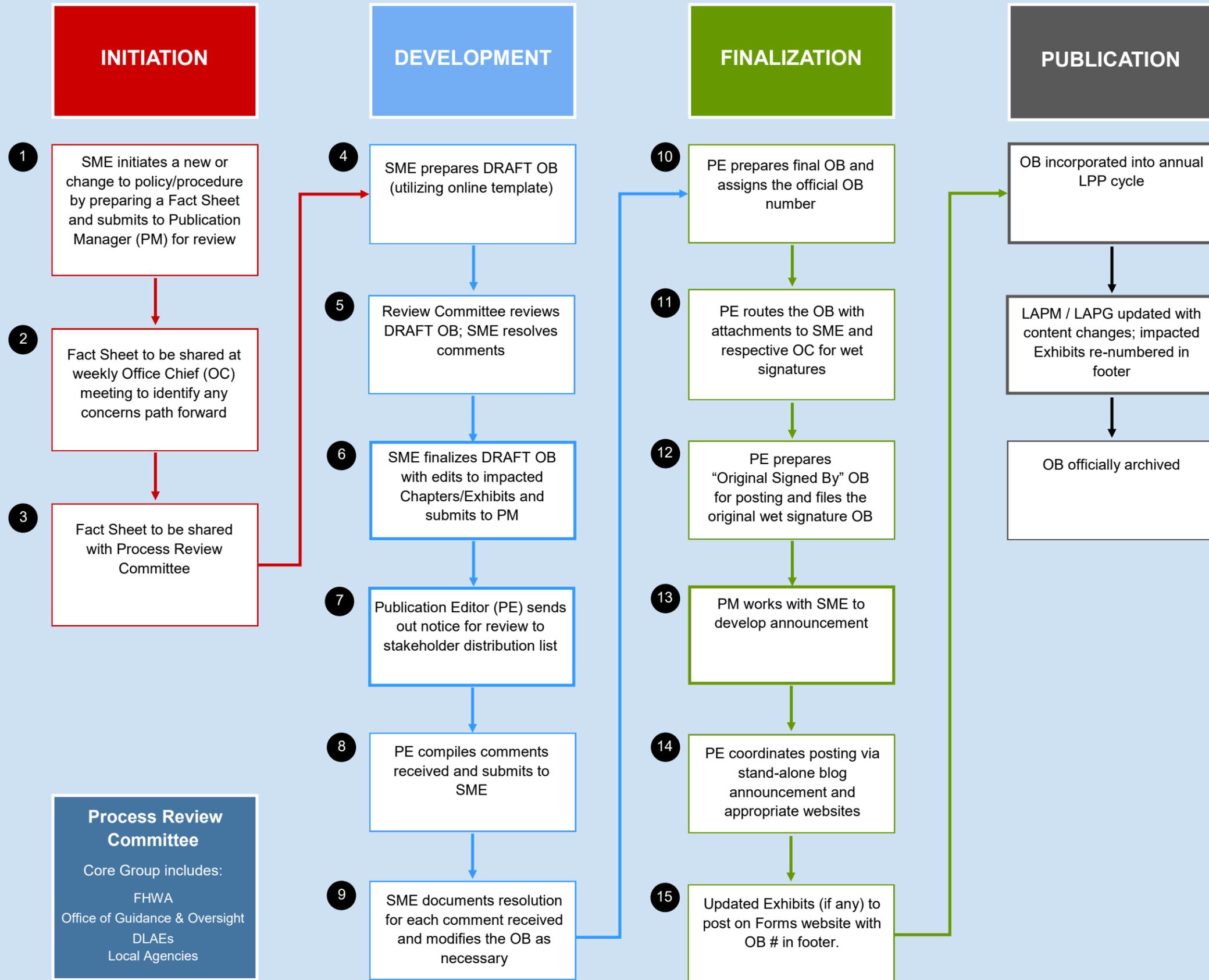


OFFICE BULLETIN (OB) PROCEDURE

The OB is utilized to communicate and implement new policy and/or procedures that supersede those currently published in the Local Assistance Procedures Manual (LAPM) or Local Assistance Program Guidelines (LAPG). OBs are fully vetted through a formal review process as follows:



OB PROCEDURE STEPS

1. Subject Matter Expert (SME) initiates a new or change in policy/procedure by preparing a Fact Sheet to summarize the change/impacts and submits to Publication Manager (PM) for review.
 2. Fact Sheet to be shared at weekly Office Chief meeting to identify any concerns path forward.
 3. Fact Sheet will then be shared with Review Committee.
 4. SME prepares DRAFT OB (utilizing online template).
 5. Review Committee reviews DRAFT OB; SME resolves comments.
 6. SME finalizes DRAFT OB with edits to impacted LAPM/LAPG Chapters/Exhibits and submits to PM.
 7. Publication Editor (PE) sends out notice for review to stakeholder distribution list.
 8. PE compiles comments received and submits to SME.
 9. SME documents resolution for each comment received in coordination with Working Group and modifies the OB as necessary.
 10. PE prepares final OB and assigns the official OB number.
 11. PE routes OB with attachments to SME and respective OC for signatures.
 12. PE prepares "Original Signed By" OB for posting and files the original wet signature OB.
 13. PM works with SME to develop announcement.
 14. PE coordinates posting via stand-alone blog announcement and appropriate websites.
 15. Update Exhibits (if any) to post on Forms website with OB number in the footer.
- OBs are eventually incorporated into the LAPM/LAPG via the annual LPP cycle.