**OFFICE BULLETIN (OB) CHECKLIST**

1. Subject Matter Expert (SME) contacts the LAPM Editor/Coordinator to discuss OB [ ]

 intentions and ask any questions they may have about the process.

1. SME uses this checklist and the “Division of Local Assistance—BLANK TEMPLATE [ ]

 (MS Word)” located at: <http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm>

to draft the OB content into four parts: I Background; II Policy; III Procedure;

IV Applicability/Impact, and prepares attachments, if any.

1. SME drafts OB and attachments and sends to LAPM Editor along with a list of stakeholders [ ]

 who need to review.

1. Editor ensures proper format, font size/style, margins, headers/footers and attachments, [ ]

and sends draft OB out for 2 week review to FHWA, DLAEs, DLA Management, LAPM

Coordinator and any other stakeholders identified by SME.

1. Editor receives/compiles stakeholder comments and sends to SME along with Comment/ [ ]

Resolution spreadsheet.

1. SME incorporates stakeholder comments, documents resolution of each comment received [ ]

and returns to Editor for final formatting.

1. Editor returns final OB to SME/Approving Office Chief for signature. [ ]
2. Coordinator/Editor /Webmaster works with SME to prepare a List Server [ ]

Announcement.

1. Editor receives/files wet signature original, converts to PDF and sends to Webmaster for [ ]

posting.

1. Once the OB is posted and a List Server Announcement sent out, the Coordinator will work with the Webmaster to update the OB table and LAPM popup screens (expire OBs, impacted LAPM chapters,

 etc.), and the Editor will archive documents to G: drive.