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| Div of DD Logo | **Procedure Title**      | **Procedure Number** |       |
| **Policy Chapter** |       |
| **Version**  |       |
| **Procedure Owner** |       |
| **Effective Date:**       | **Division Deputy Director Signature:** |

## 1. Purpose

Identify the purpose of the procedure

Provide relevant background information

## 2. Scope

Identify the intended audience and /or activities where the DD procedure may be relevant

## 3. Responsibilities

Identify the personnel that have a primary role in the DD Procedure and describe how their responsibilities relate to this DD procedure

## 4. Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart or other graphic, if it would be helpful for the reader.

Procedure should be a narrow focus. Describe step by step what actions to take in specific circumstances. Should be strictly followed by DD team members. Procedure should not include directions for extrenal stakeholders or contractors.

## 5. References & Tools

List resources that may be useful when performing the procedure; for example, cross reference procedure, online links, tables, graphs, secondary information, forms, tools, etc

## 6. Legal Authority

All DD procedures should be supported by a legal authority (CSR, CFR, USC, RSMO, DOR, contract, waiver manual or application)

## 7. Monitoring

Identify here any measuring tool used to determine efficiency, success, or problems. Identify any oversight of this procedure

## 8. Timelines

Identify all applicable timelines related to this procedure

## 9. Appeal Rights

Identify here any right to an appeal of decisions made during the course of this procedure, or state that appeal is n/a

##  10. Definitions

Define frequently used terms. Avoid use of uncommon acronyms in procedure content, but define here, if used