



### OFFICE BULLETIN (OB) CHECKLIST

1. The most current OB template is used, and there are no deviations from template colors, font size/styles, margins, header/footer format.
2. The Committee Chair has structured the OB content into four parts: I Background; II Policy, III Procedure; IV Applicability/Impact.
3. Draft OB has been reviewed by DLA Division Chief, Office Chiefs, DLAEs, and other relevant stakeholders as appropriate (such as FHWA or the Divisions of Audits, Business & Economic Opportunities, Budgets, Construction, Design, Planning, Programming, Structures, Traffic Operations, etc.).
4. The Office of Policy Development and Quality Assurance (PDQA) has reviewed the OB for formatting and assigned an OB number.
5. The Approving Office Chief has thoroughly reviewed and approved the final OB and the Committee Chair and Approving Office Chief have signed the OB.
6. **By issuing an OB, the Approving Office Chief is committing to providing PDQA with a Draft LPP within 8 months of OB issue date.**
7. The final Word version of the OB has been sent to PDQA for conversion to PDF and web posting.
8. PDQA has been provided wording for a List Server Announcement.
9. PDQA has been provided with the original wet signature hardcopy for filing.
10. When all steps above have been completed, PDQA will add "Original Signed By" on the original Word file, convert it to PDF, post the PDF version of the OB to the Publications Website, send out a List Server Announcement, and file the original wet signature hardcopy in PDQA's central OB file.