

There are several possible actions that may be necessary in maintaining OSMRE's Directives and SOPs System. Different actions may employ different templates, review requirements, and signature authorities. This appendix provides summarized action-specific guidance for available proposed action for both directives and SOPs.

For any questions or guidance about a specific directive or SOP action please contact the Directives Coordinator.

Terms:

Template: Document that provides information on format. If needed, editable templates are available for distribution from the Directives Coordinator.

Red Line Version: Whether a document that utilizes track changes to demonstrate where there are edits to the currently published version of materials is required (Yes/No).

Clean Version: Whether a document that shows all proposed changes to materials integrated without any markup is required (Yes/No).

Formal Review: Whether review for comment and suggestion by the AD/RD/SOHs that sit on OSMRE's Executive Council is required (Yes/No).

Signature Authority: Whose signature is required for issuance.

Web Procedures: What actions take place on OSMRE public or internal webpages if proposed action is approved.

File Custody: What parties are responsible for maintaining what documentation.

Guidance: Action-specific considerations and recommendations for the proposed action

Directive Actions

Action	Template	Redline	Formal Review	Signature Authority	Web Procedures	File Custody	Guidance
Create New Directive	<i>Directive Template,</i> OPM-1 Appendix B	No	Yes	Director	Directives Coordinator initiates; OC approves posting to OSMRE public web page.	Program Area maintains editable version. Directives Coordinator maintains materials per record retention policies.	The base directive and any appendices should be created as separate files. New subject codes can be designated if appropriate.
Update Existing Directive	<i>Directive Template,</i> OPM-1 Appendix B	Yes	Yes ¹	Director	Directives Coordinator initiates; OC approves posting to OSMRE public web page.	Program Area maintains editable version. Directives Coordinator maintains materials per record retention policies.	Review existing change notices for inclusion or rescission. All actions to update the base directive can be processed as one directive action.
Appendix Update Policy Change	<i>Directive Template,</i> OPM-1 Appendix B	Yes	Yes ¹	Director	Directives Coordinator initiates; OC approves posting to OSMRE public web page.	Program Area maintains editable version. Directives Coordinator maintains materials per record retention policies.	Review existing change notices for inclusion or rescission. All actions to update the base directive can be processed as one directive action.
Appendix Update <u>No</u> Policy Change	<i>Directive Template,</i> OPM-1 Appendix B	No	No	N/A	AD/RD/SOH submits directly to Directives Coordinator who initiates; OC approves posting to OSMRE public web page.	Responsible AD/RD/SOH retain all versions of previously used appendices for reference.	Complete <i>Appendix Revision Log</i> , OPM-1 Appendix E.
Rescind Directive	<i>Change Notice Template,</i> OPM-1 Appendix C	No	Yes	Director	Directives Coordinator initiates; OC approves posting of Change Notice to OSMRE public web page. Rescinded Directive materials are provided to OC by Directives Coordinator to be archived on intranet.	Directives Coordinator maintains materials per record retention policies.	If the directive proposed for rescission has subsequent change notices all may be put forth for rescission in the same Change Notice.

¹ Minor typographical updates or higher-level mandated changes may be eligible to skip formal review process and go directly to Director for action. Consult with Directives Coordinator.

SOP Actions

Action	Template	Redline	Formal Review	Signature Authority	Web Procedures	File Custody	Guidance
Create New SOP	<i>SOP Template, OPM-1 Appendix D</i>	No	No	AD/RD/SOH ²	AD/RD/SOH sends finalized version to OC for posting on OSMRE Intranet; OC posts on Intranet.	Program Area maintains an editable version of original for future maintenance activities.	Preparers should attempt to follow the SOP template's format; however, AD/RD/SOH elect to deviate from format if it better serves SOP usability.
Update Existing SOP	<i>SOP Template, OPM-1 Appendix D</i>	No	No	AD/RD/SOH ²	AD/RD/SOH sends finalized version to OC for posting on OSMRE Intranet; OC posts on Intranet.	Program Area maintains an editable version of updated SOP for future maintenance activities. Maintain historic versions per record retention policies.	If the update to SOP materials represent only minor or administrative changes the responsible AD/RD/SOH may exercise discretion in determining if affected AD/RD/SOH review is necessary before finalizing.
Rescind SOP	None	No	No	N/A	AD/RD/SOH sends request to rescind a SOP to OC; OC rescinds the requested SOP.	Program Area maintains historic versions and recission notification per record retention policies.	There is not a current template required for rescinding SOPs but a written artifact such as an email, an electronic letter, or memoranda including the recission request and high-level reason to rescind may be beneficial for record keeping purposes.

² Assistant Directors and Regional Directors are generally the SOP issuing authority for activities within their AD/RD organization. However, this authority may be delegated to Field Office Directors, Division Chiefs, or equivalent positions within the AD/RD organization.