



E000814

	Completed	NOVEMBER					DECEMBER					JANUARY		
		4	11	18	25	2	9	16	23	30	6	13	20	
Continued														
1. Develop requirements and format for Regional and Central Office decision summaries:														
a. Develop requirements and format														
b. Review and comment from A.D. Work Groups, other Central Office Staff and Regional Office Staff														
c. Prepare for clearance and approval from upper administrative officials														
d. Prepare and distribute.														
2. Develop instructions on actions and review check lists for Regional, Central Office and Review Panel actions on A.D. submissions:														
a. Prepare joint Regional/Central Office draft														
b. Review and comment from A.D. Work Groups Regional Office, other Central Office staff														
c. Prepare final														
d. Distribute														
3. Compile mailing list of Governors:														
a. Obtain list														
b. Update as necessary														
c. Prepare final list														
4. Define procedures for Regional Office assistance role to States, i.e. monitoring, surveillance, technical assistance:														
a. Request joint Regional Office staff to prepare a draft.														
b. Review and comment by A.D. Work Group and other Central Office Staff.														



