

Governors: a. Identify necessary enclosures b. Determine work group responsibility for preparation of enclosures c. Neview &comment by A.D. Groups and Other Staff. d. Prepare final for clearance and approval from upper administrative officials e. Prepare individual letters to Governors and develop a letter to those agencies: a. Compile a proposed agency list b. Review and comment from A.D. work group and other staff c. Compile state by state address list d. Draft letter to those agencies e. Review and comment by A.D. work groups and other staff f. Clearance and approval from upper administrative officials g. Frepare for mailing 3. Develop requirements and format of materials to be submitted by the Governors for A.D.: a. Prepare draft b. Review and comment by A.D. work groups, Regional Office Staff and other staff. c. Prepare final for clearance and approval from upper administrative officials d. Prepare and mail		D. OPERATIONS
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	a. Request joint Regional Office staff to prepare a draft.b. Review and comment by A.D. Work Group and other Central Office Staff.	Pefine procedures for Regional Office assistance role to States, i.e. monitoring, surveillance, technical assistance:	a. Obtain listb. Update as necessaryc. Prepare final list	. Compile mailing list of Governors:	 a. Prepare joint Regional/Central Office draft b. Review and comment from A.D. Work Groups Regional Office, otherCentral Office staff c. Frepare final d. Distribute 	the Review Panel actions on A.D. submissions:		a. Develop requirements and format b. Review and comment from A.D. Work Groups, other Central Office Staff and Regional Office Staff	and Central Office decision summaries:		3. Continued	
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a. Prepare end of month update for 3 month plan b. Review 3 month plan on weekly basis	. Update Operations Subgroup Work Plan:	a. Telephone to all 10 R.O. b. R.O. review waivers c. R.O. submit examples d. A.D. Work Group review e. A.D. Work Group prepare briefing document for Director BHRP	Informally request Regional Offices to submit example of potential waiver requests which they believe would be approved or disapproved for purpose of dry run:	 a. Develop procedures for S.R.G b. Determine number of personnel required to . accomplish task within time-frame c. Consult with necessary officials to determine availability of personnel d. Schedule orientation of S.R.G. 	5. Formulate Central Office Staff Review Groups (S.R.G.):	 c. Joint meeting of R.O./C.O. to discuss and review final document. d. Prepare final e. Clearance and approval by RHA representative upper C.O. administrative officials f. Prepare final g. Distribute 	7. (Con't.)		D. Continued
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