



Attachment D to

ASVET Memorandum No. 02-09; "Agency Directives"

## STANDARD OPERATING PROCEDURES (SOP) FOR CLEARANCE, FINALIZATION, and POSTING OF AGENCY DIRECTIVES

**I. BACKGROUND AND PURPOSE:** The purpose of this document is to outline the procedures to be followed within the VETS agency for clearance of draft agency directives (such as ASVET Memoranda, Veterans Program Letters, and Director's Memoranda and the various operations manuals, technical assistance guides, or other such guidance documents transmitted to users via said directives), and preparation of final versions for signature by the official authorized to sign the respective documents.

This SOP document does not include prescriptive operating procedures for original development of the drafts of proposed directives and/or manuals. Senior management officials within the VETS are responsible for initial development of proposed directives and associated documents regarding matters within the scope of their respective divisions.

## II. STANDARD OPERATING PROCEDURES:

**A. Applicability of this SOP:** All directives and documents referred to in Section I above and in the subject ASVET Memorandum to which this SOP is attached are covered by this SOP. Exceptions to any particular aspect of this SOP related to a particular type of directive are clearly articulated in this document. For brevity, the paragraphs that follow generally will mention only "directives" but the intention is that the process will apply to all documents as outlined in section III of the subject ASVET Memorandum and Section I of this document.

**B. Roles and Responsibilities in the Clearance Process:** Because the OAMB is responsible for maintaining the Directives Library and VETS Manual Series sites wherein the official copies of all documents referenced in this DM will be posted for access by VETS staff (or by partner agencies that need access to Veterans Program Letters), the OAMB will be responsible for numbering directives, other than VPLs, and posting all directives to those sites when the respective clearance process is complete.

The Originating Office of each subject document will be responsible for clearance and finalization of the document for signature following completion of the clearance process. The Originator will be expected to carry out the internal communications activities required to successfully resolve issues raised in the clearance process.

Addressees to whom a particular proposed directive is sent for clearance are responsible for acknowledging receipt of the subject draft and for providing a response by the due date. Even if no substantive comments are offered, each Addressee is expected to provide a response, e.g., "Unconditional concurrence."

**C. Initiation of the Clearance Process:** The Originating Office will prepare a complete Attachment E "VETS Document Clearance and Routing and Comment Form (Rev. 08-28-08)". Prior to sending out the proposed document for clearance, the Originating Office Director should ensure that all sections of the Routing Form are complete, the desired actions are clearly stated, and the due date for comments is reasonable. At a minimum, all RAVETs (typically through a lead RAVET) and all National Office division Directors will be included in the clearance process for all directives (including documents being transmitted by the subject directives).