

Tips for completing the Policy and Administrative Directive Request Form

Type of Request

Indicate the type of document development process or service that you are requesting. You may select more than one request per form, with the exception of document development. For new documents or revisions to existing documents, you are restricted to one document development process for each form.

For example, you could submit requests on one form for a revision to a current document, an electronic template for submitting revisions, and a copy of an individual document. But you could not include a request for development of a new document along with the request for revision of a document. In this example, your revision to the current document is the one development request you are allowed on this form. You would need to fill out a separate request form for development of the new document.

Priority

Indicate the level of priority by checking the appropriate box that corresponds to your situation. High priority indicates a rushed schedule that is often caused by a government or administrative mandate requiring completion within a constrained time frame. Medium priority represents development time that has a schedule restriction but does not require rushed efforts to be completed. Low priority indicates a project that has a deadline that is more flexible and can be completed within a reasonable time frame.

Note the completion date that corresponds to the priority level you have chosen. After reviewing your request, the Policy and Procedure Office will assign a scheduled completion date. This can be a verified or negotiated completion date.

Note any justifications for the requested date such as: government mandate, administrative mandate, or procedural roll-out.

Requestor

Write-in the name of the person requesting the policy or administrative development cycle or service. Also include that person's CNM extension number.

Management Authorization

Indicate the management level personnel who is authorizing the document development or revision process, and obtain their signature.

Obtain Vice President authorization for new document development, major revisions, and document deletions.

Ancillary Review

Check any additional review sequence that will further ensure consensus and accuracy.

Document Description/Justification for Request

Give a brief description of the scope and content of the document and any justification that clarifies your purpose.

Document deletions require a justification for removing the document from the system.

Task Force

CNM's Policy and Procedure Office will complete this section. Task Force recommendations can be made by the requestor or the requesting area, but the final selection and authorization of these teams must be approved by the respective Vice President and the Policy and Procedure Office.