

Appendix A
Part 431-5-H, Chapter 2

Process for Obtaining Input and Comments on Survey Manual Directives
(Chapters, Instructional Memoranda, and Handbooks)

1. The originator checks with the Directives Officer in the Office of Administrative Policy and Services/Office of Policy and Analysis (APS/OPA) for format and guidance on directives preparation.
2. The originator prepares draft directive and then requests *informal input*, as appropriate/needed, from subject matter expert(s) in the affected APS Office(s), Regional Services Offices (may include Regional Management Officers' and Cost Centers' input), Senior Management Officers (in the Associate Directors' Offices), Geographic Information Office (GIO), Budget Office, Personnel Office, Equal Employment Opportunity Office, and the Office of the Deputy Director. *Allow 2-3 weeks, depending on the length and or complexity of the directive.*

NOTE: For program directives (infrequently issued), the originator should request informal regional input, as appropriate/needed from the Regional Management Officers rather than from the Regional Services Offices (may include Regional Services Offices' and Cost Centers' input).

3. The originator incorporates comments received, as appropriate. Originator prepares response to comment(s) that were not accepted and provides to commenter(s). *Allow 1-2 weeks, depending on the length and or complexity of the directive.*
4. The originator and commenter(s) should resolve any issue(s) that result from the originator's non-acceptance of comments. *Allow 1 week.*
5. The originator sends the directive to the Regional Services Office Chiefs, Senior Management Officers, the Personnel Office, the Equal Employment Opportunity Office, the Budget Office, GIO, the Deputy Director's representative, and the APS Offices for *official comment*, as appropriate. These individuals are responsible for obtaining input from pertinent staff in their respective headquarters, regional and field offices. Comments should be consolidated before they are submitted. *Allow 2 weeks.*

NOTE: A. For program directives, the originator should send the directive to the Regional Management Officers for coordination of official regional input. B. Requests for comments on some SM chapters, such as those in the delegation and organization series of the Survey Manual should be addressed to the Deputy Director, ADs, and RDs, with a copy to the managers in the paragraph above.

6. The originator incorporates comments received, as appropriate. Originator then prepares response to comment(s) that were not accepted and provides that response to commenter(s). Response should explain why comments were not accepted. *Allow 1 week – there should be a weekend within the 1 week timeframe.*

7. The originator and commenter(s) should try to resolve any issue(s) that result from the originator's non-acceptance of their comment(s). Issues that cannot be resolved should be presented to higher-level manager(s) for consideration. *Allow 1 week, if not resolved, get higher-level manager(s) involved. Amount of time needed for resolution depends on the complexity of the problem.*

8. Submit directive to the designated approving official in Chapter 1, section 3 (Approving Officials) of the Directives Management Handbook. *Allow 2-7 days for approval, depending on length and complexity.*