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Document Title: Development and Design of Publications

Approval Authority: Bureau Chief

A. PURPOSE AND SCOPE

This Bureau Operating Procedure (BOP) establishes quality assurance measures for development and design of publications used and/or provided by the Education, Training and Technical Assistance (ETTA) bureau. The Bureau Chief has the overall responsibility for implementation of and compliance with this Section. The Standards Supervisor is responsible for ensuring quality in the development and design of publications.

B. ACTION STEPS

1. Standards Supervisor:
 - A. Receive input/request to edit or publish document.
 - B. Review input/request with requestor to determine necessary actions.
 - C. Identify and write specifications as required.
 - D. Assign to Standards Officer.
2. Standards Officer:
 - A. Review/edit/write document as applicable.
 - B. Re-check document against specifications.
 - C. Return document to Standards Supervisor.
3. Standards Supervisor:
 - A. Forward document to Bureau Chief and Communications for review/editing, as needed based on complexity.
 - B. Forward document to Administrative Staff to create a printing requisition.
4. Administrative Staff
 - A. Forward document with printing requisition to Publications.
5. Standards Supervisor:
 - A. Coordinate proof review to include Bureau Chief, original Standards Officer assigned, or other staff and authorize printing and posting on web, if applicable.

C. REFERENCES

None

D. ATTACHMENTS

Publications Flow Chart (located on F: ...BUREAUS/ETTA Standards/Publications)

E. REVISIONS

1: March 1, 2009 changed action steps to match publications flow chart.

Reviewed March 2011 no changes.

2: June 20, 2018 changed action steps to match revised publications flow chart.

3: June 27, 2019 minor updates.

4: June 17, 2021 minor updates.