

DLA Office Bulletins

I. BACKGROUND

Division of Local Assistance Office Bulletins (DLA-OBs) and Committee Chairs have been developed as a pilot program in response to stakeholder demand for quick dissemination of policy or procedural changes. DLA-OBs are intended to facilitate less formal stakeholder review, Office Chief—level approval, and website-only distribution. Their implementation is intended to supplement Local Programs Procedures (LPPs), while recognizing strict budget constraints.

II. POLICY

- DLA management has determined that DLA-OBs are needed to disseminate policy or procedural changes quickly that may impact the districts or local agencies.
- Committee Chairs are assigned by the Office Chiefs to author DLA-OBs.
- DLA-OBs are issued by Committee Chairs and approved by the corresponding Office Chief who is solely responsible for content accuracy. The Office Chief is also responsible to review, approve, post on the Internet, respond to inquiries, and expire the DLA-OB when it is no longer valid or needed.
- The release of a DLA-OB will be announced by the responsible Office Chief to appropriate stakeholders and posted on the DLA's Internet website until such time that these changes can be incorporated into appropriate procedures manuals, program guidelines or guidebooks.

III. PROCEDURE

- The Committee Chair, designated by the Office Chief, will author new DLA-OBs whenever quick dissemination of policy or procedure changes occur that may impact internal and external stakeholders. All DLA-OBs shall use the provided template and include an issue date, revision date (if applicable), expiration date, and signatures from the author and Office Chief.
- The responsible Office Chief will review and approve the DLA-OB and ensure that the Districts, Local Agencies, Federal Highway Administration, and other stakeholders are informed of the DLA-OB's release.
- The Office of Procedures Development and Training will:
 - Provide a standard DLA-OB Template.
 - Establish and maintain a format and numbering system for all DLA-OBs



- Convert DLA-OBs into a format that is readable on the Internet, post it on the Local Assistance Internet home page along with an “Announcement”, and expire the DLA-OB when it is no longer valid or needed.
- Conduct a quarterly review of directives and remove those that are expired.

IV. APPLICABILITY/IMPACTS

- Used for quick dissemination of policy or procedural changes. Minor change required to the Communication Guidebook.

Recommended: Original Signed By _____ 9/25/08
David Saia, Committee Chair Date

Approved: Original Signed By _____ 9/25/08
Kevin Pokrajac, Office Chief Date

Attachments:

- 1) Approving Office Chiefs and Committee Chairs
- 2) District Comments on DLA Office Bulletins

EXPIRED