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**Notice Language Clearance Package Approval Sheet**

**Section A – Notice Author Information**

**The Notice Author must complete this section before sending for signoff.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Notice author:** | Name | **Title:**  | Title |
| **Phone number:** | Phone number | **Email:** | Email |
| **Office:**   | Office or component | **Date:** | Date you submit the package |

**Select the level(s) of approval you are requesting:**

[ ]  Staff level approval

[ ]  AC level approval

[ ]  DC level approval

Note: We clear most language at the staff level. The notice author determines if AC level review is needed.

**Section B – Initial Review and Approval**

**The Stakeholder(s) should complete and electronically sign below.**All components that participated in the drafting of the language and are not already providing signoff elsewhere on this sheet should provide signoff here. See: NL 00101.005. (Space for two signoffs provided, additional stakeholder signoff space is on the last page if necessary)

**1.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

(For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**2.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

 (For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**The Office of Public Service and Operations Support (OPSOS) should complete and electronically sign below.**

[ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

(For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **OPSOS signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title |  |  |

**The Notices Team should complete and electronically sign below.**

[ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

(For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Notices Team signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title |  |  |

**Section C – The Office of Communications (OCOMM)**

**OCOMM should complete and electronically sign below.**

[ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

(For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **OCOMM signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title |  |  |

**Section D – Office of Mission Support (OMS) Review**

**The Office of Budget (OB) should complete and electronically sign below.**

[ ] I reviewed for budget and contractual implications.

Comments: Optional

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed by:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title |  |  |

**The Office of Media and Logistics Management (OMLM) should complete and electronically sign below.**

[ ] I reviewed for budget and contractual implications.

Comments: Optional

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed by:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title |  |  |

**Section B (cont’d) – Additional stakeholder signoff space (if necessary)**

**1.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

(For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**2.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

 (For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**3.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

 (For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**4.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

 (For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |

**5.** [ ] I approve the notice package as written.

[ ]  I approve the notice package if you incorporate our edits and comments shown in track changes.

[ ]  I do not approve the notice package because Reasoning

Comments: Optional

 (For AC signoff: If signing as designee, sign on behalf of the AC, e.g., “John Smith for Susan Morgan,” and enter the AC or highest executive’s title)

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder signoff:** | Signature | **Date:** | Signoff date |
| **Title:**  | Title | **Office:** | Office or component |