**Policy Signoff to Publish in PolicyNet**

*(Double-click in the checkboxes and select Checked then OK to enter an X in the checkbox.*

*Click in the shaded areas to enter information.)*

**Section A – The AUTHORING component must complete Section A before sending for signoff.**

This signoff is for:

A Sensitive Instruction (Instructions designated as “sensitive” are for internal SSA use only. Sensitive designation should be used sparingly. If designating an instruction as “sensitive,” identify the criteria it meets by checking the appropriate box below. In addition, highlight the specific sensitive content in your attachment and complete the Justification section below following this determination.)

Descriptions of internal security controls and override instructions in claims processes

Instructions which explain to employees what steps they must take to effectuate or redirect a payment or to override an internal control feature; or

Instructions designed to detect fraudulent documents and actions

**Justification**:

**If you checked this is a sensitive instruction, please review and check, as appropriate, the below statement:**

This instruction does not contain 1) statements of policy and interpretations which have been adopted by the agency and are not published in the Federal Register; or 2) administrative staff manuals and instructions to staff that affect a member of the public.

Note: If you do not check this box, insert a brief explanation as to why and identify the relevant Subject Matter Expert (SME). ODEPPIN will forward the instruction and your explanation to OPD for a FOIA review.

**Note: The selections and justification above will be used to make a final determination on whether the**

**policy may be released publicly.**

A Non- Sensitive Instruction (these instructions are viewable by the public).

An Emergency Message (EM) titled

An Administrative Message (AM) titled      .

I have reviewed the AM and confirmed that the message is informational or provides reminders, and that this message does not contain new instructions or policy.

A POMS Transmittal for Subchapter       under  
PolicyNet Control No:  Component-Year-Number

Other

Comments:

(If designated as a ‘non-sensitive instruction,” obtain AC signature below. 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)

**Policy signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

(If designated as a ‘sensitive instruction’, please obtain the ADC (or Deputy Commissioner) signature below; no further delegation is

admissible.)

**Assistant Deputy Commissioner signoff:** /s/ **Title:**              
**Office:**                    **Date:**

**Section B – The POLICY component AC or designee should complete Section B and electronically sign below.** (Space for two signoffs, if necessary)

**1.**  I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**Policy signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

**2.**  I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**Policy signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

**Section C – The Operations component AC or designee should complete Section C and electronically sign below.** (Space for two signoffs, if necessary)

**1.**  I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**Operations signoff:** /s/ **Title:** AC              
**Office:**                    **Date:**

**2.**  I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**Operations signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

**Section D – The OFFICE OF GENERAL COUNSEL (OGC) AC or designee should complete Section D and electronically sign below.**

I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**OGC signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

**Section E – The Office of Program Integrity (OPI) AC or designee should complete Section E and electronically sign below.**

I concur with publication of this document, as written.

I concur with publication of this document, if you incorporate our comments shown in track changes.

I waive signoff for the document.

I do not approve of publication of this document because

Comments:

(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)

**OPI signoff:** /s/ **Title:**                    
**Office:**                    **Date:**

**Effective:** December 20, 2023