



OREGON DEPT OF TRANSPORTATION

Certification Program Bulletin Guidance

Certification Program Office

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Document Purpose: Provide guidance for the Certification Programs Bulletin Process

Certification Program Bulletin Guidance

Table of Contents

1. Document Revision History	2
2. Certification Program Bulletins	3
3. Roles and Responsibilities:	3
3.1 Originator.....	3
3.2 ODOT Certified Program Coordinator (CPC):.....	3
3.3 Program Manager (PM):.....	3
4. Feedback	3
5. Bulletin Types	3
6. Distribution	4
7. Numbering, Publishing and Filing	4
8. Bulletin Updates	4

Certification Program Bulletin Guidance

1. Document Revision History

This document was originally issued on April 17, 2015. The following revisions have been approved and issued. Changes to this document must be approved by the Certified Program Manager.

Revision Date	Revision Details (only the last ten revisions are retained)
4/17/2015	Original Issue
5/15/15	Minor updates; header; footer information

Certification Program Bulletin Guidance

2. Certification Program Bulletins

The Certification Program Office (CPO) is responsible for the overall management of ODOT's Certification Program including recommending best management practices, policies and procedures related to the implementation and maintenance of the Program.

The CPO utilizes bulletins as part of their overall communication system to provide information regarding program policies, process changes, technical information and general information. These bulletins are sent out to communicate a variety of topics to local public agencies, external stakeholders and its internal customers.

The consistent use of bulletins assures timely and comprehensive communication of decisions, policies and other guidance information specific to the Certification Program.

Bulletins also provide a historical record that can be referenced in the future.

3. Roles and Responsibilities:

3.1 Originator

The Identification of the requirement for a bulletin is encouraged from all of our stakeholders, both internally and externally. The originator of a "known" requirement is involved in the creation of the bulletin.

3.2 ODOT Certified Program Coordinator (CPC):

Assign bulletin numbers, work with Program Manager and the "originator" to draft bulletin language, file, post, and distribute the bulletin. The Program Manager must approve bulletins prior to distribution.

3.3 Program Manager (PM):

Works with the CPC and the "originator" to determine the need for a bulletin, provide guidance on language reviews and approves the final bulletin.

4. Feedback

Feedback regarding a bulletin is gathered by both the CPC and the PM. This information is analyzed and modifications to the bulletin are made as required. The CPC and/or the PM are responsible to respond to this feedback in a timely manner. ***Bulletins should provide information on where to send feedback.***

5. Bulletin Types

Bulletins are used for the following types of communication:

Type	Description
Program Policy Changes	This could include a wide range of topics. Anything related to the Program that is changing from a policy or program standpoint
Agreement Changes	Law Changes; The need to update MCAs;
Process Changes – Alerts	If a process changes and the information is needs to be made available quickly (prior to the official guidance being update) an "Alert" via a bulletin is sent out.
Publishing of Technical Program Guidance (TPG)/or Desk Reference documents	When updates to the TPG(s) are completed. Bulletin should be somewhat specific on what changed.

Page 3

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Certification Program Bulletin Guidance

Type	Description
Updates to LAG Manual	When updates to the LAG are completed. Bulletin should be somewhat specific on what changed.
Informational	These types of bulletins are more general in nature and could include a wide range of topics.

6. Distribution

The type of information in the bulletin will determine the distribution list. The bulletin audience may be for internal use only or it may require a broader distribution. Prior to distribution the CPC will work with the Program Manager to develop the appropriate distribution list.

CPC maintains a distribution list both internal and external audiences that a bulletin is typically distributed.

- Certified LPAs
- LALs
- FHWA
- Local Program Leadership Team
- Active Transportation Section Manager
- SPU Lead Worker
- SPU staff

7. Numbering, Publishing and Filing

- The numbering system is simple and sequential:
 - 101-1, 101-2, 101-3, etc.
- Bulletins are filed on 0605 only drive in the 101_Bulletin Folder.
- Bulletins are posted on the Certified Program Website

8. Bulletin Updates

When changes are required to a previous bulletin, the original should be modified and the bulletin number changed to: 101-1-Rev-1.