



OREGON DEPARTMENT OF TRANSPORTATION TECHNICAL SERVICES  
**TECHNICAL SERVICES DIRECTIVE**

<small>SUBJECT</small> Technical Guidance Practices	<small>FINAL NUMBER</small> TSB06-01(D)	<small>EFFECTIVE DATE</small> 05/30/2006	<small>VALIDATION DATE</small> 08/01/2006	<small>SUPERSEDES</small> 3/27/2006 Formerly Numbered TSB01-D-001
<small>TOPIC/PROGRAM</small> Continuous Improvement	<small>WEB LINK(S)</small> <a href="http://www.oregon.gov/ODOT/HWY/TECHSERV/">http://www.oregon.gov/ODOT/HWY/TECHSERV/</a>  <small>APPROVED SIGNATURE</small> Original signed by Catherine M. Nelson, P.E. Technical Services Manager/Chief Engineer			

**PURPOSE**

This Directive defines a common set of instructions for use when developing and implementing new or revised technical Directives, Bulletins, or Advisories released through Technical Services.

**GUIDANCE**

Technical Services (TS) shall develop and maintain written guidance that reflects its technical position, guides technical decision making, and informs the technical work of ODOT employees and members of the consultant community doing business with ODOT. Technical guidance may come from

- Highway Division strategic direction,
- work products of the Technical Leadership Team (TLT) or any of the Discipline Leadership Teams (DLT),
- work products from TS, any of its Sections, or from Region Technical Centers,
- incorporating best practices into existing ways of doing business, or
- changes to federal or state statutes or laws, or to AASHTO guidelines.

Guidance shall be offered in the form of technical Directives, Bulletins, and Advisories. It shall be current, well-organized, and easily understood. All centrally and field-based technical employees are expected to know and follow TS Directives and Bulletins. Advisories are optional, providing information, tools, tips, techniques, and best practices to enhance existing practices and procedures.

When developing guidance, Originators shall use a participative process involving appropriate internal and external (e.g., ACEC, AGC, FHWA, other federal, state or local agencies) stakeholders. Proposed guidance shall be reviewed by key stakeholders to ensure that it does not conflict with other existing guidance and that it proposes the best solution(s) to the issue being addressed.

## DEFINITIONS

**Guidance:** A document prepared for the purpose of providing technical direction and/or advice on the proper and accepted policies, processes and procedures to be followed when conducting engineering and related business on behalf of ODOT.

**TS Directive:** A document that implements policy, organizational structure, methods, procedures, guidelines, requirements, or delegations of authority. Directives are mandatory, long-term, stand alone program-level documents that provide technical information essential to the overall management of the technical program, its administration or its operation. (See Directive and Bulletin content areas, page 3.)

**TS Bulletin:** Mandatory guidance focusing on methods, procedures, requirements, or guidelines to accomplish operations and to provide one-time, short or long-term instruction. Bulletin information may be incorporated into a manual or specification during the next update cycle or it may remain as stand alone guidance. If incorporated into another document, the Bulletin is rescinded at the time of the update. (See Directive and Bulletin content areas, page 3.)

**TS Advisory:** Advisories are not mandatory guidance. They provide information and/or tools, tips and techniques to enhance technical decision making by central and/or field offices and/or the external consultant community. Advisories may also inform regarding emerging technologies or industry best practices. Directives, Bulletins or Manuals take precedence over Advisories. (See Advisories content areas, page 3.)

**Originator:** A staff person who researches, compiles information, drafts, and shepherds a Directive, Bulletin, or Advisory through the process leading to approval and implementation.

**Approver:** The TS Manager/Chief Engineer or the Manager of the Section producing the technical guidance. Approvers must have the technical and positional authority to commit the Agency, Department, or Discipline to a particular course of action.

**TS Guidance Coordinator:** A staff person within Branch Operations who coordinates Directives, Bulletins, and Advisories across TS. The TS Guidance Coordinator ensures that nomenclature and numbering guidelines are followed and that guidance is up-to-date, posted quickly, and accessed easily on the TS web site.

**Supersede:** Replace one piece of guidance in favor of a new version of the same guidance. When new guidance supersedes an older version, it causes the older version to become obsolete.

**Rescind:** To declare a guidance document null and void. When rescinded, guidance becomes obsolete or the information is relocated in another guidance document.

**Validation:** To review and confirm that the information in an existing guidance document remains current and up-to-date. Any time a guidance document is periodically reviewed with no change or updated with information that does not change the meaning in the content of

the document. i.e., formatting, correcting spelling, etc., a validation date is entered and the guidance document is re-signed. This review and re-approval assures the user that the guidance is current and up-to-date.

**Directive and Bulletin content areas defined:** (See Attachment A for information on headings and footers.)

- **Purpose:** Brief description of why this guidance is being produced.
- **Guidance:** Brief statement describing the guidance being offered and whether it is new, supersedes, or rescinds previous related guidance. This information also notes changes in guidance document tracking numbers.
- **Definitions:** Explain terms in the document that may not be familiar to users.
- **Background/Reference:** Provide information to help the user understand the context, need, or justification for the guidance (i.e., potential benefits).
- **Explanation:** Provide details to assist users in carrying out the guidance offered.
- **Responsibilities:** Identify key parties involved in carrying out the guidance and their responsibilities in moving it forward.
- **Action Required:** Outline steps for users to incorporate guidance into their daily work.
- **Special Instructions:** Cover additional information the user must be aware of when implementing the guidance (i.e., effective date, updates a manual, etc.). Also indicate whether this guidance is cross-referenced with guidance from another Section; duration of the guidance (if known), and other pertinent information to promote success in the use of the document.
- **Contact Information:** Title, Section, phone number, and e-mail address of contact person or the Branch/Section's general mail box.

**Advisory content areas defined:** (See Attachment A for information on headings and footers.)

- **Heading:** Boilerplate. (Refer to Attachment A for details.)
- **Topic:** Brief statement describing subject of the guidance.
- **Advisory Information:** Provide information, clarification, tools, tips, techniques, or technical best practices to enhance technical decision making. Also provides links to Directives, Bulletins, or Manuals where appropriate.
- **Target Audience:** Brief listing of those to whom this advisory information is directed.
- **Contact Information:** Same as for Directives and Bulletins.

## **BACKGROUND/REFERENCE**

The recent realignment within Highway Division created a need for decentralized technical staff and external consultants to have easy access to up-to-date technical resource materials and other guidance documents. Currently, TS disciplines produce and update their own technical guidance documents and may or may not make them available on the web. Each Section uses its own nomenclature, format, document life cycle, and level of specificity when communicating guidance. There is also little or no cross-checking between disciplines to

ensure that a coherent, aligned message is being conveyed. When the technical staff was located centrally, this model worked adequately. However, now that key functions and staff have been realigned and decision-making authority has been decentralized, and with the rapid growth of the outsourced program, this model no longer serves the Division well.

This guidance outlines a comprehensive, flexible approach to preparing, housing and accessing up-to-date technical guidance documents. A common approach to guidance is important because:

- Technical policies and practices have a political impact.
- Policy makers outside ODOT have an interest in policies established within TS.
- Technical work is increasingly decentralized and outsourced.
- Maintaining statewide consistency requires a collaborative approach to doing work.
- Building a collaborative reputation is a long term value for TS.

By implementing this coordinated approach to communicating technical guidance:

- TS Branch and Section guidance is aligned with overarching ODOT practice, and with types of guidance produced by FHWA (Directives, Orders, Technical Advisories, and Notices) and that produced by the Project Delivery Business Line (Operational Notices).
- Technical information is integrated into a cohesive set of guidance documents that are similar across TS, by coordinating nomenclature, formatting, effective dates, related laws/statutes/policies, document life cycle, signature authority, and other information.
- Those impacted, including TS staff, Regional and other technical staff, and members of the consultant community are less confused about which guidance to follow on their respective projects and/or about which guidance is most current.
- Because there is a predictable update schedule and life cycle for these documents, users are confident that they are working with the most current guidance.

## EXPLANATION

Features	Rationale
<b>Authority</b>	Guidance produced through TS carries the authority of the TS Manager/Chief Engineer or the authority of a specific TS Section Manager.
<b>Impact</b>	Guidance falling under the TS Manager/Chief Engineer’s authority impacts Highway staff, other business lines, external vendors, and/or consultants who have <b><u>technical responsibility for highway-related programs and projects.</u></b> Examples include: <ul style="list-style-type: none"> <li>(a) Introducing a technical initiative involving multiple functions across the Highway Division and the consultant community. (Directive)</li> <li>(b) A new process from AASHTO to be incorporated into several Disciplines’ manuals during the next update cycle. (Bulletin)</li> <li>(c) Clarification of a technical topic or issue. (Advisory)</li> </ul>

	<p>Guidance falling under a Section Manager’s authority impacts Highway staff, other business lines, external vendors, and/or consultants whose work is related to the <b><u>discipline</u></b> that is issuing the guidance. Examples include:</p> <ul style="list-style-type: none"> <li>(a) A policy providing overall guidance concerning technical operations within a technical discipline. (Directive)</li> <li>(b) A new procedure defining what constitutes a complete package before going to bid (Bulletin signed by Roadway Section Manager)</li> <li>(c) An approved products list from Construction (Advisory signed by Construction Section Manager)</li> </ul>
<b>Templates</b>	<p>Originators are expected to use the TS guidance templates that have been developed and approved for that purpose. Templates for Directives, Bulletins, and Advisories, and a Guidance Comment Form to capture input and comments for final reviews are located on the <a href="#">TS Intranet web site</a></p>
<b>Review Process</b>	<p>All proposed mandatory (Directives and Bulletins) guidance will go through a review process before being finalized. Depending on the complexity or scope of the guidance, the review may be formal or informal. The Chief Engineer or initiating Section Manager is responsible for deciding on the appropriate level of review. When in doubt, it is recommended that a formal review be conducted.</p> <p>1) Formal review: When mandatory guidance is new or calls for a major, substantive revision to an existing method, procedure, requirement or guideline, a formal review may be conducted. A formal review includes:</p> <ul style="list-style-type: none"> <li>• A comprehensive review of the proposed guidance.</li> <li>• Documented input from reviewers, including Branch Operations. The reviewer pool size should be tied to the complexity and organizational impact of the proposed governance. In most cases, reviewers should include members of the TS Management Team, the Technical Leadership Team, the appropriate Discipline Leadership Team, the TS Guidance Coordinator, other key regional or centrally based staff, and/or external stakeholders (i.e., ACEC, AGC, other federal, state or local agencies, etc.).</li> <li>• The <a href="#">Guidance Comment Form</a> is used to document a final formal review by the Technical Leadership Team or other governing business line(s), as appropriate. (See Attachment B for information on preparing the Guidance Comment Form.)</li> <li>• Easy retrieval of input/comments and a list of those solicited for review. Information will be retained in accordance with the State Agency General Records <a href="#">retention schedule</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Formal review information is to be housed in the Section issuing the guidance.</li> </ul> <p>2) Informal review: These reviews are for new or revised guidance that is straightforward in nature (i.e., to update a practice resulting from a legislative or FHWA change). An informal review includes:</p> <ul style="list-style-type: none"> <li>• A cursory review of the proposed guidance by a select group of reviewers, including TS Branch Operations.</li> <li>• Reviewer input that may be solicited through e-mail, by phone, or in person. The Guidance Comment Form may be used, but is not required for the informal review process.</li> <li>• The <a href="#">Guidance Comment Form</a> (See Attachment B for information on preparing the Guidance Comment Form.)</li> <li>• Retention of a list of those who had input into creating the final guidance document. It is ODOT policy to retain these types of documents for a period of time in accordance with the State Agency General Records <a href="#">retention schedule</a>.</li> <li>• Informal review information is to be housed in the Section issuing the guidance.</li> </ul> <p>Optional guidance (Advisories) follow the informal review process outlined above. It is the responsibility of the Approver to determine the extent of review needed for an Advisory.</p> <p>Prior to distribution, the Originator will ensure that ALL proposed guidance is reviewed within TS for potential impacts on other disciplines, redundancies, and/or inconsistencies in guidance on the same topic, but provided by different disciplines. Review is designed to ensure internal consistency when preparing the guidance.</p>
<p><b>Process to Rescind</b></p>	<p>On occasion guidance may need to be rescinded. In these instances, the Originator:</p> <ul style="list-style-type: none"> <li>• Ensures that the TS Guidance Coordinator is notified that the guidance has been rescinded.</li> <li>• Notifies key users from original distribution list.</li> <li>• Ensures the rescinded guidance is clearly identified as rescinded.</li> <li>• Ensures the history of the rescinded guidance is reflected on the Section web page.</li> <li>• Follows the agency guidelines regarding <a href="#">retention schedules</a> (obsolete, no longer in effect, incorporated into a manual, etc.).</li> <li>• Maintains a master list of rescinded guidance, per document <a href="#">retention schedules</a>.</li> </ul> <p>The TS Guidance Coordinator is responsible for providing the most up-to-date information for all guidance that has been rescinded per the <a href="#">retention schedule</a>.</p>

<p><b>Formatting</b></p>	<p>Templates for Directives, Bulletins or Advisories provide an outline for the Originator to use while developing the guidance content.</p> <p><a href="#">Guidance templates</a></p> <p>When preparing the portion at the top of the first page, several identifiers are required. (See Attachment A for further details on formatting.)</p> <p>On rare occasions a Bulletin may, itself, constitute a manual update. In these instances:</p> <ul style="list-style-type: none"> <li>• This information must be clearly stated when stating the document’s purpose.</li> <li>• The body of the Bulletin must identify the part of the manual being updated.</li> <li>• When communicating and publicizing the guidance, the Bulletin’s Approver must clearly articulate the name, iteration date, and section of the manual being updated.</li> </ul>
<p><b>Communication</b></p>	<p>The Approver communicates the finalized guidance to those impacted. Potential internal and external users should be notified by e-mail to ensure that they have knowledge of the guidance, its effective date, and how to access a copy electronically. If possible, in order to facilitate notification, an “interested parties” list should be maintained within the Section originating the guidance. Availability of new guidance should be publicized through the Section and TS Internet web pages.</p> <p>Technical manuals are available through the <a href="#">TS Internet web site</a>.</p> <p>When communicating with users, Approvers will clarify their expectations regarding the guidance. This includes:</p> <ul style="list-style-type: none"> <li>• Stating when usage becomes mandatory (i.e., next manual update, immediately, etc.).</li> <li>• Indicating if new guidance supersedes that currently in use on existing contracts, or whether it is to be applied to future contracts only.</li> <li>• When rescinding previously approved guidance, ensuring that it is well known throughout the user community that the guidance is being rescinded.</li> </ul>
<p><b>Coordination</b></p>	<p>The Originator coordinates the development, review, and implementation of the proposed guidance within the Section. He/she also interacts with the TS Guidance Coordinator to ensure the final guidance is also available as a link on the TS website.</p>

	<p>Branch Operations is the focal point for overall guidance coordination across TS. This unit is included as a reviewer for both formal and informal reviews and will perform a brief Quality Assurance review just prior to final signature, and before the Originator distributes the guidance. Branch Operations staff is available for consultation, if requested, and is responsible for tracking statistics of all guidance documents at the Branch level and for maintaining links to all current TS guidance on the TS Internet web site.</p>
<b>Housing</b>	<p>Each originating office maintains its own electronic and hard copy master set of guidance it produces and of guidance it has rescinded. Originating offices also maintain copies of guidance where several disciplines, including theirs, are referenced in the same document. Each originating office retains a list of reviewers of its guidance and their comments according to the pre-approved <a href="#">retention schedules</a>. Each Section maintains a tracking system for its own guidance by developing a method to have this information available. Each tracking system must include:</p> <ul style="list-style-type: none"> <li>• guidance title</li> <li>• guidance number</li> <li>• contact information</li> <li>• guidance date</li> <li>• if the guidance is new, updated, rescinded, or if draft guidance has been cancelled</li> </ul> <p>Each Region Technical Center is expected to maintain a complete, up-to-date, <b>hard copy set of all technical guidance</b>, in the event of a catastrophic event that could render ODOT's electronic systems useless.</p>

## RESPONSIBILITIES

Responsibility	Actions
<b>Originator</b>	<ul style="list-style-type: none"> <li>• Identify, with Approver, the type of guidance to be drafted.</li> <li>• Select appropriate template.</li> <li>• Draft the guidance.</li> <li>• With Approver, select the level of review and reviewers.</li> <li>• Coordinate the review. Be responsive/prompt in communicating with reviewers.</li> <li>• Include the Branch Operations Manager as part of the review process.</li> <li>• Ensure that a list of reviewers is compiled and that this list and reviewer comments are retained by Originator's office.</li> <li>• Finalize guidance document (see Attachment A).</li> <li>• Forward to TS Guidance Coordinator in Branch Operations for QA review prior to obtaining the Approver's signature.</li> </ul>

	<ul style="list-style-type: none"> <li>• After necessary changes have been incorporated into the document, forward to Approver for signature.</li> <li>• With Approver, notify, communicate and publicize the finalized guidance to those impacted. Include the TS Guidance Coordinator in these types of communications.</li> <li>• Ensure guidance is incorporated into the master set housed in the issuing office.</li> <li>• Be responsive when notified of updates and/or life cycle ending dates.</li> <li>• If guidance is to be rescinded, follow appropriate procedure to rescind (see page 6).</li> <li>• Ensure current guidance is incorporated into any necessary contract documents.</li> </ul>
<b>Approver</b>	<ul style="list-style-type: none"> <li>• Work with Originator to identify the type of guidance to be drafted and select the level of review and reviewers.</li> <li>• Be accessible to the Originator during the process of drafting the guidance.</li> <li>• Ensure that an appropriate level of organizational review has occurred.</li> <li>• Review the final guidance document before signing.</li> <li>• If guidance is being rescinded, ensure that appropriate procedure for rescinding is followed and that those impacted are notified.</li> <li>• Ensure guidance does not duplicate/contradict guidance from another TS Section.</li> <li>• Ensure master guidance (housed in the office originating the guidance) is current <u>AND</u> that the TS Guidance Coordinator is provided a link to the document.</li> <li>• Be informed of all guidance documents working through the Section and ensure that <a href="#">retention schedules</a> of existing guidance are maintained.</li> <li>• Ensure that scheduled updates and/or life cycle ending dates are managed and that guidance remains current and up-to-date.</li> </ul>
<b>TS Guidance Coordinator/ Branch Operations</b>	<ul style="list-style-type: none"> <li>• Consult with Originator during document preparation, as requested.</li> <li>• Review draft guidance and provide feedback, if appropriate.</li> <li>• Follow Technical Services Guidance Procedures for review and QA.</li> <li>• Ensure that the guidance is identified and labeled appropriately.</li> <li>• Review for consistency with the Chief Engineer's vision and goals for TS.</li> <li>• Add links for new or revised guidance to the TS web site and appropriately link to relevant manuals and other reference materials.</li> </ul>

	<ul style="list-style-type: none"><li>• Notify Originator(s) and Approver(s) if current guidance has been in effect for 2 or more years (without change) so that they can make sure guidance is still current and up-to-date.</li><li>• If guidance is to be rescinded, follow appropriate procedure to rescind (see page 6).</li><li>• Periodically, check Section web page to confirm that new guidance has been added or rescinded guidance has been moved to the rescinded portion of the Section's web site.</li></ul>
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**ACTION REQUIRED**

Section Managers will review this Directive with their management team and with non-management staff involved in developing guidance.

**SPECIAL INSTRUCTIONS**

May be used immediately – no restrictions.

**CONTACT INFORMATION**

Title: Branch Operations Manager  
Branch: Technical Services  
Phone: (503) 986-3652  
E-mail: [Ingrid.E.Saltvold@odot.state.or.us](mailto:Ingrid.E.Saltvold@odot.state.or.us)

# ATTACHMENT A

## Steps to Format the Heading and Footer for Technical Directives, Bulletins, and Advisories

Each type of guidance has its own, unique numbering system. Assigning the official document number is the responsibility of the Originator. This number is assigned at the time the document is ready to be finalized. There is no number assignment during the draft process. All draft documents will include a "DRAFT" watermark across each page. When being finalized, the "DRAFT" watermark is removed and a document tracking number is assigned (see below for procedures). Once finalized and before final signature by Approver, the Originator forwards the final draft to the TS Guidance Coordinator for review and feedback. Once review and feedback is complete, Originator obtains Approver's signature for formal adoption.

### HEADING FOR TECHNICAL DIRECTIVES AND BULLETINS

While the information in the heading for Directives, Bulletins, and Advisories is essentially the same, the look of each is unique and must be customized as part of the development of the guidance using the appropriate template.

- (a) **Type of Guidance:** All guidance will include the words "Oregon Department of Transportation" and "Technical Services." The Originator tailors the heading to include the name of the Section producing the guidance, followed by the type of the guidance – Directive, Bulletin or Advisory (e.g., Construction Bulletin or Right of Way Advisory).
- (b) **Subject:** The subject must be titled specifically enough to communicate the content of the document. If updating a manual, indicate this in the Subject box.
- (c) **Final Number:** If the guidance is still in draft form, no number is entered in this box. Follow the Footer directions below for information pertaining to draft guidance. Once a draft is in final form, and before being signed by the Approver, the Originator assigns a Final Number. All guidance document numbers have the following 4 fields:
  - 1) **Section/Discipline Code:** Each Section has its own discipline code.

» <b>AM</b> =Access Management	» <b>OPS</b> =Branch Operations
» <b>BR</b> =Bridge	» <b>CO</b> =Construction
» <b>GE</b> =Geo-Environmental	» <b>TR</b> =Traffic
» <b>RD</b> =Roadway	» <b>RW</b> =Right of Way
» <b>TSB</b> =code for guidance that has TS or Highway-wide impact, crosses multiple disciplines, or is intended for wide distribution to internal and external users.	
  - 2) **Year:** The last two digits of the current year in which the document is signed.
  - 3) **Document Code:** A number from 01-99 is assigned to indicate how many pieces of guidance have been generated from a particular Section for the year in which the document is signed. The document code number field begins with 01 at the beginning of each year and will continue with consecutive numbers throughout that year. The current document will be assigned the next available consecutive number.

(Example: In 2006, Construction has issued one advisory (01), two bulletins (02 and 03), and one directive (04). The number for the next guidance in 2006 will be "05.")

- 4) **Type:** The type of guidance being offered – a (**D**)irective, (**B**)ulletin, or an (**A**)dvisory in parentheses.

Samples:

**GE06-04(B)** indicates a Geo-Environmental (GE) Bulletin (B). This guidance was implemented in 2006 (06) and is the 4<sup>th</sup> (04) piece of guidance (Directive, Bulletin, or Advisory) from the Geo-Environmental Section for 2006.

**RW04-74(A)** indicates a Right of Way (RW) Advisory (A). This guidance was implemented in 2004 (04) and was the 74<sup>th</sup> (74) piece of guidance (Directive, Bulletin, or Advisory) from the Right of Way Section for 2004.

- (d) **Effective Date:** Enter the date once the guidance becomes final. The date is shown as "MM/DD/YYYY". All years should include the entire year to avoid any confusion.
- (e) **Validation Date:** This date is used for existing guidance documents only. The date is shown as "MM/DD/YYYY". All Technical Services guidance documents are to be reviewed every two years. The guidance document is updated, if necessary, at that time. Any time a guidance document is either reviewed with no changes or updated with information that does not change the meaning in the content of the document. i.e., formatting, correcting spelling, etc., a validation date is entered. Whenever a validation date is entered an approval signature is required as well.
- (f) **Supersedes or Rescinds:** Fill in as "New" if guidance is new. If rescinding or superseding previous guidance, show the date of the rescinded or superseded guidance. If a new number is being assigned, record the guidance document number being rescinded. Delete "Supersedes" or "Rescinds," or add "New," whichever applies.
- (g) **Topic/Program:** The name of the topic or program of the guidance (i.e., ITS, QA/QC, Hazmat, etc.) General topics are determined by the Section.
- (h) **Approved Signature:** When information to be communicated has program level impact, crosses multiple disciplines, and/or informs technical staff about TS or Highway matters, it is prepared and signed by the Chief Engineer. When guidance pertains to the work of a single discipline and is within the delegated decision-making authority of a specific Section Manager, he/she prepares and signs it.
- (i) **Web Link(s):** Lists electronic links to related guidance. Always include the TS web link: [www.oregon.gov/ODOT/HWY/TECHSERV/](http://www.oregon.gov/ODOT/HWY/TECHSERV/)

## **HEADING FOR TECHNICAL ADVISORIES**

- (a) **Heading:** Include name of Section producing the Advisory (i.e., Roadway Engineering Advisory).
- (b) **Topic:** The topic of the guidance (i.e., Administrative Fees for Highway Approach Applications).
- (c) **Number:** Use same system as for Directives and Bulletins.
- (d) **Supersedes or Rescinds:** Use the same system as for Directives and Bulletins.
- (e) **Approved Signature:** Same as for Directives and Bulletins.

- (f) **Effective Date:** This is the date that the newly approved advisory goes into effect. It is shown as MM/DD/YYYY.
- (g) **Validation Date:** This date is used for existing guidance documents only. The date is shown as “MM/DD/YYYY”. All Technical Services guidance documents are to be reviewed every two years. The guidance document is updated, if necessary, at that time. Any time a guidance document is either reviewed with no changes or updated with information that does not change the meaning in the content of the document. i.e., formatting, correcting spelling, etc., a validation date is entered. Whenever a validation date is entered an approval signature is required as well.

**FOOTER FOR ALL TECHNICAL GUIDANCE**

The footer is aligned on the right side of the page and includes the following information:

**Draft Footer**

- The name of the **subject** of the guidance document.
- The date the draft document is created. Date is shown as **MM/DD/YYYY**.
- The page number shown as **Page # of #**.

Sample Draft Footer:	Technical Guidance Practices 03/27/2006 Page 1 of 13
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**Final Footer**

- The **Final Number** of the guidance document.
- The **Effective Date** of the guidance document. Date is shown as **MM/DD/YYYY**.
- The page number shown as **Page # of #**.

Sample Final Footer:	TSB06-01(D) 05/24/2006 Page 1 of 13
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**FINALIZING A DIRECTIVE, BULLETIN, OR ADVISORY**

After the Directive, Bulletin, or Advisory has been reviewed by Branch Operations and all approved comments have been incorporated into the document by the Originator, it is ready to be finalized.

Remove the “DRAFT” watermark. Assign a final number to the guidance (see **(c) Final Number**, page 10). Place final number in the Final Number Box in the heading and replace the subject of the guidance document with the final number into the footer. Change the date in the footer to correspond with the “Effective Date” in the heading. The effective date is the date that the newly approved guidance document goes into effect. It is shown as MM/DD/YYYY.

## ATTACHMENT B

### Steps for Preparing the Guidance Comment Form

#### GUIDANCE COMMENT FORM

The Guidance Comment Form can be used for all three types of guidance. Depending on the complexity or scope of the guidance, the review may be formal or informal. When in doubt, it is recommended that a formal review be conducted. (See **Review Process**, page 5 of Technical Guidance Practices.)

- (a) **Section or Unit Name:** All comment forms will include the name of the Section or Unit that has produced the guidance to be reviewed.
- (b) **Type of Guidance:** The type of guidance that is to be reviewed must be identified. Check the appropriate box (Directive, Bulletin, or Advisory).
- (c) **Subject:** The subject from the Subject box of the guidance being reviewed.
- (d) **Topic/Program:** The name of the topic or program of the guidance.
- (e) **Date Sent:** The date the Guidance Comment Form is being sent out for review.
- (f) **Comments Due:** The date the comments are due back to the sender.
- (g) **Initiated By/Contact:** The name of the contact person for the Guidance Comment Form.
- (h) **Phone:** The phone number of the contact person for the Guidance Comment Form.
- (i) **Please return to:** The name of the person the Guidance Comment Form is to be returned to.
- (j) **Date:** The date that the comments are to be returned by. The date is shown as MM/DD/YYYY. All years should include the entire year to avoid any confusion.