

REQUEST FOR APPROVAL OF PUBLICATION/ONE BOOK PROCESS CHAPTER					1. Request Date	
2. To (Office Symbol)		3. From (Office Symbol)		4. POC Name		5. POC Phone
6. One Book Process Chapter Title / Publication Number and Title						
7. Type of Action <input type="checkbox"/> New <input type="checkbox"/> Cancel <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review			8. Publication Type <input type="checkbox"/> One Book <input type="checkbox"/> Other (Specify) _____		9. Security Classification <input type="checkbox"/> None <input type="checkbox"/> FOUO <input type="checkbox"/> Other (Specify) _____	
10. Justification/Purpose						
11. Check either YES or NO for each of the following:						
YES	NO		YES	NO		
		A. Must be coordinated with Military Departments and/or other Non-DLA elements. (If YES, indicate in item 12 below.)			F. Contains information that must be inserted in the Federal Register because it is of interest to the general public.	
		B. Contains copyrighted material			G. Contains Records Management / Disposition	
		C. Publication / Process Chapter has been reviewed for environmental consequences and complies with DLA policies.			H. Contains Privacy Act Statement	
		D. Prescribes forms, if YES, specify:			I. Prescribes and/or references reports	
		E. References forms, if YES, specify:			J. Copies may be released to public. (If NO, give justification in item 10 above.)	
Note: Any item checked YES above requires appropriate coordination in section 12 below						
12. Functional Coordination						
Note: Functional Coordination MUST include any DLA or Non-DLA activity that has an interest in any portion of this process chapter/publication. All functional coordination MUST be obtained prior to forwarding for mandatory coordination .						
Office Symbol	Name	Phone	Concur	Signature	Date	
13. Mandatory Coordination						
Note: This process chapter/publication MUST be coordinated with Human Resources, Staffing, Labor, and Employee Relations Group and the General Counsel. Local process chapters/publications MUST be coordinated by the Field Activity Human Resources Office. Functional coordination and Human Resources coordination MUST be obtained prior to forwarding for General Counsel coordination .						
Human Resources						
Name and Title			Signature		Date Signed	
General Counsel						
Name and Title			b. Signature		Date Signed	
14. Issuing Authority						
Coordination and concurrence have been obtained from all functional and mandatory organizations. Original correspondence containing concurrences and signatures are attached, as applicable. Note: Only single-digit HQ Directors or higher can cancel or approve this process chapter/publication. HQ Directors' symbols considered as single-digit are: J-1, J-3, J-6, J-8, J-9, SPE, DI, DO, DH, DB, DG, and DSS.						
Name and Title			Signature		Date Signed	
15. Authentication						
This process chapter or publication (as appropriate) does not unnecessarily duplicate an existing process chapter or publication and is essential to the effective, efficient, and economical conduct of official business. Contents, as submitted, have been concurred in by interested functional and mandatory organizations and all comments and issues have been resolved and/or incorporated into this final version.						
Name and Title			Signature		Date Signed	