

**PROPOSED POLICY CHANGE SUMMARY**

GS 725 (NEW 6/2014)

CONTACT NAME	TITLE	DATE OF SUBMITTAL
DIVISION/OFFICE/UNIT	PHONE NUMBER	EMAIL ADDRESS
REASON FOR PROPOSED NEW/CHANGED POLICY <input type="checkbox"/> Implement new law or regulation <input type="checkbox"/> Update current policy to be in compliance with new law or regulation <input type="checkbox"/> Other ( <i>Explain</i> ) _____		POLICY VEHICLE CHOICE <input type="checkbox"/> Management Memo <input type="checkbox"/> SCM Update <input type="checkbox"/> Other ( <i>Specify</i> ) _____
<input type="checkbox"/> Implement director's policy directive <input type="checkbox"/> Implement Governor's Office Executive Order		<input type="checkbox"/> Procurement Bulletin <input type="checkbox"/> Travel Bulletin

## SUMMARY OF PROPOSED NEW POLICY AND/OR POLICY CHANGES

OFFICE OF LEGAL SERVICES CONSULTED DURING DEVELOPMENT <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>Explain below</i> )	OLS COMMENTS/CONCERNS ADDRESSED <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>Explain below</i> )
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VETTED BY EXTERNAL STAKEHOLDERS <input type="checkbox"/> YES <input type="checkbox"/> NOT NEEDED IF "YES" <input type="checkbox"/> COMMENTS/CONCERNS ADDRESSED <input type="checkbox"/> NO ( <i>Explain below</i> )	POLICY IS POLITICALLY SENSITIVE <input type="checkbox"/> YES <input type="checkbox"/> NO
	SIGNIFICANT FINANCIAL IMPACTS <input type="checkbox"/> YES <input type="checkbox"/> NO
	OTHER POSSIBLE IMPACTS <input type="checkbox"/> Legislators <input type="checkbox"/> Judicial Branch <input type="checkbox"/> Constitutional Officers <input type="checkbox"/> General Public

IS THERE ANYTHING ELSE EXECUTIVE MANAGEMENT SHOULD KNOW ABOUT THIS PROPOSED POLICY?

SUPERVISOR SIGNATURE 	TELEPHONE NUMBER	DATE
APPROVED BY DEPUTY DIRECTOR 		DATE