


Approved by:


 Deputy Secretary of Policy, Planning, and Enterprise Services

Date: 10-2-2015

Proposing, Modifying, and Rescinding MDOT Supporting Documents

In accordance with Policy No. MDOT 001, the following procedures shall be used in processing MDOT policies, directives, and supporting documents.

	<u>Responsibility</u>	<u>Action</u>
1.	Responsible Party	<ul style="list-style-type: none"> • Within the area of jurisdiction, prepare a directive or supporting document for an approved MDOT policy. • Seek legal sufficiency and Human Resources approval as necessary. • Forward to the Deputy Secretary of Policy, Planning, and Enterprise Services or his/her Designee for review and approval.
2.	Deputy Secretary of Policy, Planning, and Enterprise Services	<ul style="list-style-type: none"> • Consult with the Responsible Party and others as deemed necessary. • Accept, reject, or defer the document. • Advise the Responsible Party of the decision.
3.	Directive Authority or Responsible Party	<ul style="list-style-type: none"> • Advise the involved business unit(s) and designee of the decision and required action(s). • Provide the Deputy Secretary of Policy, Planning, and Enterprise Services' Designee with the original signed and PDF versions of the document.
4.	Deputy Secretary of Policy, Planning, and Enterprise Services' Designee	<ul style="list-style-type: none"> • Archive the signed and PDF files as required, including to the MDOT Online Policy Manual.