

EMPLOYEE

MANAGEMENT

CPAC

CPOC

OTHER

1
-Mail/FAX request
form to CPOC

2a
ISD
-Receive, review request
-Query Regional Application
- Sign form
- Forward request to
DCPS
(2 days)

3
DCPS Theater Support
Office
- Complete action
- Return form to
requestor

Total Calendar Days - 4
- o -
Personnel Process Days
- 4