

Formal Review Process For HQ OST Communication Products

The OST Communication Program Manager (Diana Krop) coordinates the formal review of Headquarters communication products.

Step One: The appropriate OST managers and/or product champions review the communication product. Upon approval, the communication product moves to the next step in the process. Time required can vary depending on the product.

Step Two: DOE Public Affairs Office reviews the communication product. Upon approval, the communication product moves to the next step in the process. Time required is usually 2 weeks.

Step Three: Communication products are printed and/or posted on the Web. Time required is usually 2 weeks.