

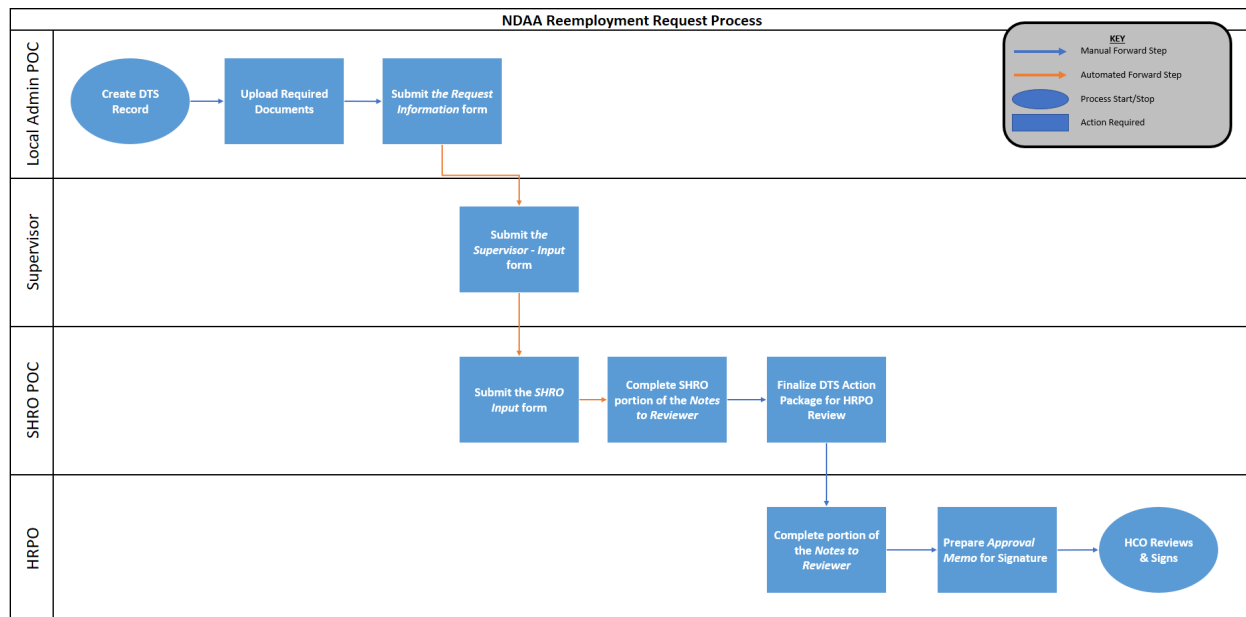
Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 07/24/2025)

Request Submission Process Flow Chart

1. **Flow Chart.** The following process flow chart visually outlines the steps for requesting appointments or extensions covered by this D&S.
 - A. This chart is not all-inclusive of specific steps but intends to provide general overview of the process.
 - B. The D&S must be reviewed to ensure the process is followed in its entirety.



2. **Process Description.** A written-out description of these steps is as follows:
 - A. Local administrative point of contact (POC) creates the DTS record, uploads required documents, then submits the [Request Information form](#).
 - B. The supervisor requesting the action, submits the Supervisor - Input form.
 - C. The servicing Human Resources Office (SHRO) POC submits the SHRO - Input form, completes their portion of the *Notes to Reviewer*, and finalizes the package documentation for review by the Human Resources Policy Office (HRPO).
 - D. HRPO completes the *Notes to Reviewer* and prepares the *Approval Memo* for signature.
 - E. The Human Capital Officer reviews the request package and signs the *Approval Memo*.