

OPERATIONS DIVISION INSTRUCTIONAL AND INFORMATIONAL MEMORANDA INTRODUCTION

Instructional and Informational Memoranda (IIM-OD-) are a means of providing instructions relating to new policies and procedures concerning the business practices within the Operations Division..

Policies and procedures are frequently introduced as an IIM-OD- and subsequently moved to the internal and external VDOT web site for publishing. Issues or subjects that are not related to statewide activities are not listed by the Division.

Memoranda are filed in numerical order based on the year of the memorandum number and the following number is the sequence of IIM's generated that year.. When an IIM-OD- is revised in the entirety, the former memorandum is to be replaced is moved to the Revision/Void IIM page, and the new memorandum references the former document.

An explanation of the features of the IIM-OD- heading follows:

OSD Policy Development Template

GENERAL SUBJECT:	NUMBER:
SPECIFIC SUBJECT:	APPROVAL DATE:
	SUPERSEDES:
Sunset Date/Expires: Implementation Date:	Approval with Signature on file in the office of the Operations Division: OPERATIONS DIVISION APPROVAL: Dean Gustafson, PE, PTOE State Operations Engineer

General Subject: A brief identification of the topic

Number:: IIM # to be assigned when completed

Specific Subject: Title of this IIM

Approval Date: Date of Signature by the signature authority (ies)

Supersedes: if this new IIM overrides an older version, what does it override?

Sunset Date/Expires: Date of sunset or expiration

Implementation Date: With signature, this IIM is effective as of XXX

Approval with Signature on File: This is the signature date, may have a second block if there are joint signing needed.