APP Template

Approved February 13, 2024

Table of Contents

(Use Table of Contents if your document is longer than two pages.)

A. Objective

(Use "to" plus verb, such as monitor, promote, ensure, foster, maintain, determine, oversee, or produce.)

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B. Policy

(State "what.")

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C. Procedure

(State "how." Use phrases such as monitors, plans, discusses, approves, or reviews.)

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