**37. USSEC POLICIES AND PROCEDURES PROCESS**

FOR CHANGES TO POLICIES/PROCEDURES LISTED UNDER THE “DOCUMENT REPOSITORY” SECTION OF THE WEBPAGE.

* All USSEC Board approved policy documents are marked numerically, as listed in the “Document Repository” section of the USSEC Policies and Procedures webpage.
* All USSEC procedures/processes documents are marked alphanumerically as listed in the “Document Repository” section USSEC Policies and Procedures webpage.

PROCESS FOR CHANGE REQUESTS

1. Change requests for Policies and Procedures must first be sent to the Executive Assistant for consideration.
2. For Policies in the “Document Repository” section—The Executive Assistant will send change requests required for board approved policies to the CEO, CFO and COO for consideration. If changes are deemed necessary, a request will be submitted to the USSEC Board of Directors for further approval by way of vote. All USSEC policies must be approved by the USSEC Board of Directors.
3. For Procedures in the “Document Repository”—The Executive Assistant will send change requests for USSEC procedures to the CEO, CFO and COO for consideration. They will determine whether procedural changes are deemed necessary.
4. The Executive Assistant will implement all changes to the Policies and Procedures as directed by the USSEC Board and Executive Leadership Team of USSEC.

FOR CHANGES TO DOCUMENTS LISTED UNDER GOVERNANCE, APPENDIX, AND ADDITIONAL PROCEDURES SECTIONS

* All USSEC documents listed under the “Governance” and “Appendix” sections, require USSEC Board Approval. To initiate change requests to these items, please follow step number 2 “For Policies,” as noted above.
* All USSEC documents listed under “Additional Procedures,” require approval from the CEO, COO, and CFO for change requests. To initiate change requests to these documents, please follow step number 3 “For Procedures,” as noted above.

Updates will be dated with revision dates.