**Proposed Outline of Operations Manual**

1. Introduction on the Manual (scope of operations manual, content, system of amendment and revision, distribution)
2. Definition of terms and acronyms
3. General Information about the Agency and the Selected Areas of Operation
4. Organization and Responsibilities (indicates the structure, duties and responsibilities)
5. Operational Control and Supervision (describes the powers of authority, supervisory and operational controls)
6. Operating Procedures (describes the step-by-step procedures and work instructions in narrative or with the use of activity flow charts including the flow of forms)
7. Control of Records and Documents (Optional)
8. Appendices

***To be posted in the Agency Transparency Seal.***