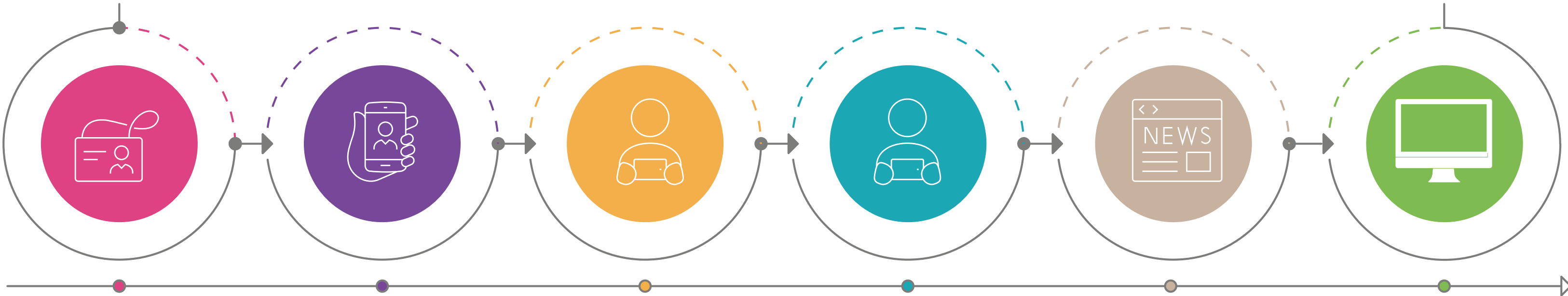


Media Clearance Flow Chart



Step 1

A reporter interested in ORD work contacts a researcher or other VA employee.

Step 2

The researcher/employee immediately advises the reporter to refer all questions to the local VA public affairs officer (PAO), and at the same time sends the request to ORD Communications (via VAResearchMedia@va.gov) and the PAO.

Step 3

ORD Communications and the PAO assess the request and recommend approval to VHA Communications, or forward any concerns.

Step 4

VHA Communications assesses the request and recommends approval to the VA Office of Public and Intergovernmental Affairs (OPIA), or forwards any concerns.

Step 5

OPIA assesses the request and makes a determination. Upon approval, VHA Communications will work with ORD Communications and the local PAO to coordinate with the investigator or other research personnel on providing the reporter a timely response.

Step 6

Once a phone or email interview is approved and scheduled, the researcher or a designee uses the [PubTracker portal](#) to provide details about the media contact, per VHA Directive 1200.19.