**REQUEST FOR POLICY UPDATE\***

**New\_\_\_ Revised\_\_\_**

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| DATE OF REQUEST: |
| NAME AND CONTACT INFORMATION  OF REQUESTING PERSON: |
| REQUESTING HQ ADMINISTRATION OR STAFF OFFICE POINT-OF-CONTACT (POC) (**All policy requests** must be routed through the HQ Administration or Staff office for the initial review, then the HQ Administration or Staff office POC will forward requests to OFP): |
| JUSTIFICATION (Explain why this change is necessary): |
| LOCATION OF CHANGE (Include the volume, chapter, section and paragraph numbers, etc.): |
| SPECIFICS OF REQUESTED CHANGE (all changes specified in detail):  Current: |
| OFP APS PERSONNEL processing request (*FOR APS USE*): |
| DATE REQUEST COMPLETED (*FOR APS USE*): |

*\*HQ Administration or Staff office POC will forward the completed request to the* [OFP Accounting Policy](mailto:policyreports@va.gov) *inbox for processing. Subsequent to OFP approval or non-approval, OFP will notify the HQ Administration or Staff office POC. Once approved, the HQ Administration or Staff office must be prepared to present policy update at the FPWG and FPSC meetings.*