



## **COMMISSION REQUESTS TO THE DEPARTMENT**

*Guidelines for when the Commission makes requests to the Department for work products or information.*

### **Commission Requests that Require a Significant Staff Workload:**

Requests include, but are not limited to, information that benefits the Commission's decision-making process, requests for evaluation of information by Department staff, review of concepts to be included in the Department's public involvement process, and requests for information related to past or future actions of the Department.

- A. Requests are initiated by Commissioners. Commissioners collaborate with staff in the development of the "blue sheet" request. The request will come to the Commission during a Commission (hybrid or in-person) meeting, work session, or web conference and are reviewed by a quorum of the Commission to determine desirability of the request.
- B. Commission staff forwards requests to the Director's Office for review, assignment and scheduling.
- C. The Director or designee discusses the request to staff at the debrief session, and the Commission Office forwards a copy to the appropriate program.
- D. Management Team members are responsible for ensuring Commission requests are completed in a timely manner.
- E. The Commission is responsible for reviewing the finalized assignment for completeness and may return the assignment for additional clarification and/or information as necessary.