V.        Procedures for Approval        <span style="background-color:black;color:red">Procedure out of date/No longer in use</span>

       a.    [Procedures for drafting, reviewing, approving, and publishing external communications](#)

       b.    Tweet Approval and Posting Process

            i.   <u>Scheduled Tweets</u>

                1.   COG members will review submitted tweets from their respective section, branch, or division and add them to the calendar of scheduled tweets for the following month.

                2.   COG members will add new entries to the current calendar on a weekly basis as new items arise.

3. A COG member from the LEAP Branch will review tweets and posting dates added to each month's calendar and provide the scheduled tweets for the following month to the Program Counsel for approval.

4. On a weekly basis, a COG member will provide an updated calendar for the current month to the Program Counsel for approval of new tweets.

5. All tweets must be approved by the Program Counsel, or the designated back-up, prior to being posted online. The Program Counsel will notify COG which tweets have been approved prior to the date they are scheduled to be posted.

6. After approval by the Program Counsel, the COG Program Manager will post the approved tweets as scheduled. Tweets should not be posted until the document or tweet information is available online.

ii. Unscheduled Tweets

1. For all tweets received or drafted for immediate release, including those targeted at picking up current executive branch ethics trends, each COG member will review tweets arising from their division, section, or branch that day.

2. Reviewed tweets will be submitted to a COG member from LEAP and sent to the Program Counsel for approval.

3. Once approved, the COG Program Manager will post the tweet that same day.