

Procedures

October 2026

AMENDMENTS SUMMARY

Below is current information on relevant dates for the initial and amended Metro 4/SESARM procedures:

Title	**Dates of New and Revised Documents**
Asset Management Procedures	September 20, 2005 November 30, 2009 March 12, 2010 August 15, 2022 October 27, 2026
Code of Ethics	November 30, 2009 March 12, 2010 (revised) August 15, 2022
Conflict of Interest Procedures	January 12, 2010 March 12, 2010 August 10, 2012 May 23, 2013 August 15, 2022
Expense Reimbursement Procedures	September 20, 2005 March 14, 2006 November 28, 2006 November 30, 2009 March 12, 2010 August 15, 2022
Financial Management Procedures	June 15, 2003 September 20, 2005 January 23, 2006 January 8, 2010 August 15, 2022 October 27, 2026
Nondiscrimination Procedures	May 23, 2013 January 17, 2017 August 15, 2022

Title	Dates of New and Revised Documents
Office Administration Procedures	September 20, 2005 March 14, 2006 November 30, 2009 March 12, 2010 August 10, 2012 August 15, 2022—Replaced by *Personnel and Office Administration Procedures*
Personnel Procedures	September 20, 2005 March 14, 2006 November 30, 2009 March 12, 2010 August 10, 2012 August 15, 2022—Replaced by *Personnel and Office Administration Procedures*
Personnel and Office Administration Procedures	August 15, 2022 November 15, 2023
Procurement Procedures	September 1, 2003 December 30, 2004 February 25, 2005 September 20, 2005 November 30, 2009 March 12, 2010 August 15, 2022 November 15, 2023 October 28, 2025 October 27, 2026—See also the *Procurement at a Glance Reference Table*
Records Management Procedures	March 5, 2010 March 12, 2010 August 15, 2022 November 26, 2024—See also the *Records Retention Schedule Table*
Travel Procedures	September 20, 2005 March 14, 2006 November 28, 2006 November 30, 2009 March 12, 2010 August 15, 2022

Title	Dates of New and Revised Documents
Whistleblower Procedures	November 30, 2009 August 15, 2022