



# JOINT STAFFING | ANNUAL TIMELINE

## 2023 COALITION NATIONAL AGREEMENT

The timeline is set.  
Are you ready?

Use this roadmap to help you and your team stay on track throughout the Coalition joint staffing process.

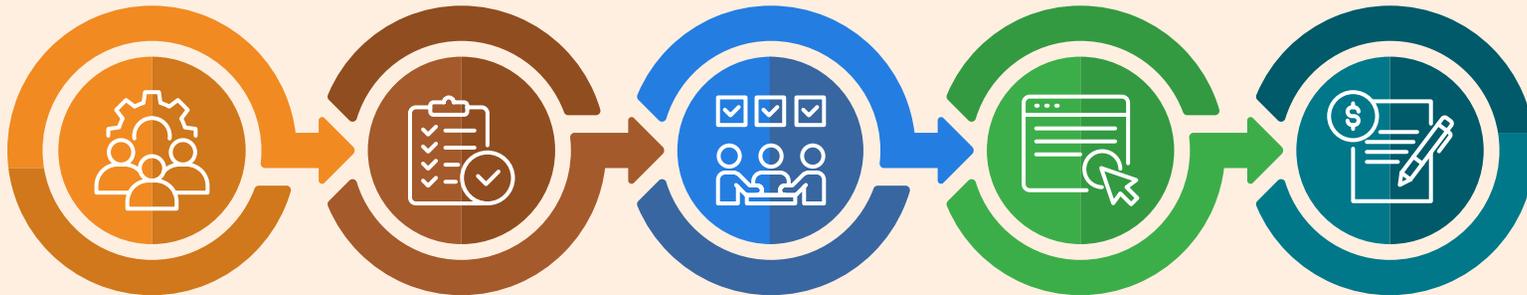
### 2 PREPARE

- Leave data shared **by March 15**
- Budget info shared **by March 31**

Use the [Unit Timeline & Tracking Chart](#) to plan meetings and assign tasks.

### 4 SUBMIT BY JUNE 30

- Use the online portal to claim and submit your joint staffing plan.



### 1 START WITH TRAINING

- New UBT co-leads → Complete joint staffing training (offered regionally)
- Returning leaders → [Take the Booster](#)

Complete trainings by March 15 (suggested).

### 3 MEET. DISCUSS. BUILD.

- Minimum **2-3 UBT meetings**
- Review staffing realities
- Identify priorities
- Build your staffing plan
- Reach consensus (required)

Hold more meetings as needed.

### 5 REGIONAL BUDGET REVIEW

- Staffing decisions and written rationale provided **by December 31**.

For more information on joint staffing, please scan the QR code

