

Directive 130.1  
6/4/93

AMS ADMINISTRATIVE ISSUANCE SYSTEM

- I. PURPOSE This Directive establishes the Agricultural Marketing Service (AMS) Administrative Issuance System.
- II. REPLACEMENT HIGHLIGHTS This Directive replaces AMS Directive 130.1, AMS Administrative Issuance System, dated 1/22/85.
- III. POLICY It is AMS policy to provide employees with clear, concise, and timely issuances in order to effectively carry out the Agency's responsibilities. All formalized statements of AMS administrative policy and procedure will be included in the AMS Administrative Issuance System. Division internal issuance systems should only contain information specific to the Division, and not restate information contained in the AMS Administrative Issuance System.
- IV. RESPONSIBILITIES
- A. The Administrator has signature authority for all AMS issuances containing policy. Individuals acting for the Administrator have delegated signature authority.
- B. The Deputy Administrator, Management, as delegated by the Administrator, has authority to either sign or determine signatory authority for all AMS administrative issuances.
- C. The Director, Management Services Division (MSD), oversees the management of the AMS Administrative Issuance System.
- D. The Chief, Information Management Branch (IMB), MSD, through the Issuances, Forms, and Reports Management Section (IFRMS), manages the AMS Administrative Issuance System by:
1. Developing issuance standards, policies, and procedures.
  2. Providing editing assistance to issuance originators, obtaining necessary clearances for proposed issuances, and preparing issuances for printing and distribution by the Records, Mail, Printing, and Distribution Management Section (RMPDMS), IMB, MSD.
  3. Maintaining historical files of issuances, including copies of current and canceled issuances, clearance forms, and other records, to include maintaining the Electronic Issuance System and coordinating release of the issuance in hard copy and electronic format.
  4. Preparing and issuing:

a. Quarterly checklists covering all AMS administrative issuances published during the preceding quarter.

b. Annual revisions to the index of current issuances.

5. Coordinating issuances management with other areas of information management.

E. The Director, Information Resources Management Division, oversees the loading of electronic issuances into the Electronic Issuance System.

F. Division/Staff Directors review directives sent to them for clearance to determine the impact of the directives on their assigned functions, and recommend changes to the directives, as appropriate.

V.  
TYPES OF  
ISSUANCES

A. Directives are permanent issuances that are in force until replaced or canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions. Directives can be changed without reissuing or reprinting the entire directive.

B. Administrative notices are temporary (not to exceed 1 year), one-time issuances that normally address a single subject or action, establish short-term programs or interim procedures, or make announcements. Administrative notices cannot be changed without reissuing the entire notice.

C. Handbooks are permanent issuances which give technical guidance and detailed procedures on a particular subject or function, generally of the type that must be referred to on a daily or frequent basis. Handbooks can be changed without reissuing or reprinting the entire handbook.

D. Issuance changes are replacement pages for less than 40 percent of a directive or handbook. An entire directive or handbook must be reissued when more than 40 percent is changed, or when the directive is shorter than 4 pages.

VI.  
ENSURING  
CURRENCY OF  
THE SYSTEM

A. Currency Reviews. MSD will conduct scheduled reviews to ensure the currency of all directives in the system. At the time of each review, the Director of the originating Division will have the responsibility for ensuring that the directive is current. Certification sheets, verifying review, will be provided for the Director to sign and return to MSD.

B. Review Schedule.

1. First review - 3 years after the publication date of the directive.

2. Second review - 2 years after the first review.

3. Third review - 2 years after the second review.

4. Fourth and fifth reviews - annually.

C. Tenth Year After Publication. One year after the fifth review, the directive becomes 10 years old. At this time, it must either be reissued or canceled.

VII.  
CONTENT OF  
ISSUANCES

A. A directive usually contains the following elements:

1. A section stating the purpose of the directive.

2. A section giving replacement highlights for replacing a previous issuance or issuances, unless the issuance is completely new. This section also informs the reader that revised material is shown by marking the changes with asterisks.

3. A section citing authorities.

4. A section summarizing the policy of the Agency. This section usually begins with "It is AMS policy to..."

5. A section stating responsibilities of supervisors, managers, employees, etc.

6. A section giving the name of an office for readers of the issuance to contact if they have any questions on the content of the issuance.

B. An administrative notice can be written either in the outline style of a directive or in a letter style. The outline style is better for explaining procedures; the letter style is useful for conveying information or announcements. There are no specific sections that are required to be contained in an administrative notice.

VIII.  
FORMAT OF  
ISSUANCES

An information packet containing guidelines for writing and preparing issuances, and formatting requirements for cost-effective data conversion of WordPerfect files to the Electronic Issuance System, is available from IFRMS.

IX.  
DEVELOPING  
AND PROCESS-  
ING ISSUANCES

Procedures and timeframes for developing and processing issuances are contained in Attachment 1 to this Directive.

X.  
FILING AND  
STOCKING  
ISSUANCES

Offices responsible for maintaining issuances should follow instructions provided in the Quarterly Issuance Checklist and in individual issuances received. If offices experience problems in receiving issuances or in copy counts, contact RMPDMS.

XI.  
ELECTRONIC  
ISSUANCE  
SYSTEM

AMS administrative issuances are available electronically on the AMS Banyan Network Service. The full text of each issuance can be brought up on the computer screen for reading; the software will also

search through the issuances for key words specified by the user.

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- XII.  
QUESTIONS
- A. Direct questions on developing and processing issuances, or on the Electronic Issuance System, to IFRMS, IMB, MSD.
- B. Direct questions on printing and distributing issuances, and requests for copies of issuances, to RMPDMS, IMB, MSD.

L. P. Massaro  
Deputy Administrator, Management

Attachment 1  
AMS Directive 130.1  
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#### TIMEFRAMES FOR DEVELOPING AND PROCESSING DIRECTIVES

	ACTIVITY	TIMEFRAME
1.	Division/Staff prepares draft directive	As necessary
2.	Division/Staff obtains internal clearances, as necessary	2 weeks *
3.	Division/Staff prepares final directive	2 weeks *
4.	MSD reviews directive	2 weeks
5.	Division/Staff makes any recommended changes	1 week *
6.	MSD obtains formal clearances from reviewing officials	3 weeks
7.	Division/Staff resolves comments from reviewing officials	4 weeks *
8.	Division/Staff revises directive to reflect comments from reviewing officials	4 weeks *
9.	MSD forwards directive for signature; directive is signed and returned to MSD	2 weeks

10. MSD prepares and forwards directive for 4 weeks  
conversion to Electronic Issuance System  
(EIS), printing and distribution; directive  
is loaded onto EIS, printed, and mailed

(\* - These timeframes will vary, depending on workload and priorities within the individual Divisions/Staffs, and availability of Division/Staff personnel and reviewing officials during the time when these activities are scheduled to take place. The timeframes suggested here are generous, taking into account the possibility that Division/Staff personnel or reviewing officials may be on leave or travel status when an activity is scheduled to take place.)

Distribution: G07

Originating Office: C&A

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