

AMS ADMINISTRATIVE ISSUANCE SYSTEM

1. PURPOSE

This Directive establishes the policy, authorities, and responsibilities for administering the Agricultural Marketing Service (AMS) administrative issuance system.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 130.1, dated 6/4/93.

3. AUTHORITY

United States Department of Agriculture (USDA) Department Regulation 0100-001, Departmental Directives System, dated December 20, 2006.

<http://www.ocio.usda.gov/directives/doc/DR0100-001.pdf>

4. DEFINITIONS

- a. Administrative Issuances. Documents that communicate Agency administrative policies and procedures to employees. They initiate or govern actions, conduct, and procedures or explain benefits and how to obtain them. The three types of administrative issuances used in AMS are directives, notices, and manuals/handbooks.
- b. Directives. Permanent issuances that are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions. Directives can be changed without reissuing the entire issuance if the change does not affect the current policy.
- c. Notices. 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. If information contained in a notice is of a permanent nature, it must later be reissued as a directive or manual/handbook. Notices cannot be changed.
- d. Manuals/Handbooks. Permanent issuances that provide 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. Manuals/handbooks can be

changed without reissuing the entire issuance if the change does not affect the current policy. Desk Guides and Standard Operating Procedures (SOPs) are types of Manuals/Handbooks.

- e. Administrative Issuance Changes. Replacement pages for procedural changes to a directive or manual/handbook. An entire directive or manual/handbook must be reissued when policy is changed.

5. POLICY

It is AMS policy to provide its employees with clear, concise, and timely administrative issuances in order to effectively implement the Agency's responsibilities. The AMS administrative issuance system will be used to issue formalized statements of policy, procedure, and guidance. This Directive only covers policy and procedures for administrative issuances originated by management units and does not cover programmatic issuances.

6. CLASSIFICATION NUMBERING SYSTEM

- a. AMS uses a modification of the USDA directives classification numbering system. Numbering consists of four digits in conformance with the Department's numbering pattern and aligns with other Government regulations as much as possible. The system groups together all administrative issuances on a specific subject so that the information is easy to locate, use, and store. The classification codes are:
 - (1) 1000 Series – Organization, authorities, and administration.
 - (2) 2000 Series – Budget, accounting, financial management, travel and transportation, claims, and pay and allowances.
 - (3) 3000 Series – Information technology, directives, forms, files, records disposition, public paperwork burden control, correspondence management, and mail.
 - (4) 4000 Series – Human resources, safety and health, and civil rights.
 - (5) 5000 Series – Property, realty, acquisition/procurement, and motor vehicle management.
- b. The index of current issuances is located at:
<http://www.ams.usda.gov/amsissuances>

7. RESPONSIBILITIES

- a. The Associate Administrator will:
 - (1) Approve and sign all AMS administrative issuances.

- (2) Sign the Animal and Plant Health Inspection Service (APHIS) Form 3, Request for Clearance/Approval of Issuance, certifying approval, which is available at: <http://www.aphis.usda.gov/library/forms/pdf/aphis3.pdf>
 - (3) Delegate signature authority to the Deputy Administrator, Compliance and Analysis Program (C&A), for AMS issuances pertaining to administrative policy not covered by APHIS, Marketing and Regulatory Programs Business Services.
 - (4) Delegate signature authority to the Deputy Administrator, APHIS Marketing and Regulatory Programs Business Services (MRPBS), for AMS issuances pertaining to administrative policy under their area of responsibility.
 - (5) Delegate signature authority to the Deputy Administrator, Information Technology Service (ITS)/AMS Chief Information Officer (AMS CIO), for AMS issuances pertaining to information technology policy.
- b. The Deputy Administrator, C&A, has oversight responsibility of the AMS Administrative Issuance System. The Deputy Administrator, C&A, will:
- (1) Approve all AMS issuances containing administrative policy not covered by APHIS, MRPBS.
 - (2) Liaise with the APHIS Chief Information Office (CIO) Information Management and Compliance (IMC) staff, through the Planning and Accountability Division, to manage operational aspects of the AMS Administrative Issuance System.
- c. The Deputy Administrator, APHIS, MRPBS, will approve all AMS issuances containing administrative policy covered by their area of responsibility.
- d. The Deputy Administrator, ITS/AMS CIO is responsible for overall management of AMS information technology. The Deputy Administrator, ITS/AMS CIO, will:
- (1) Approve all AMS issuances containing information technology policy.
 - (2) Through subordinate staff, disseminate new and updated administrative issuances via AMSNEWS.
- e. Deputy Administrators/Staff Directors will review, comment on, and initial all proposed administrative policies prior to signature by the Associate Administrator; Deputy Administrator for C&A; Deputy Administrator, APHIS, MRPBS; or Deputy Administrator, ITS/AMS CIO.
- f. Originating Offices.
- (1) There are four originating offices for administrative issuances for AMS:
 - (a) Office of the Administrator.

- (b) Compliance and Analysis Program.
- (c) Information Technology Service.
- (d) Marketing and Regulatory Programs Business Services.
- (2) Originating Offices will:
 - (a) Review directives issued by their office every 3 years and certify that they are still current or provide updates as needed.
 - (b) Send all proposed notices, directives, and manuals/handbooks to the IMC staff for review and clearance prior to final posting on the Web.
- g. The APHIS CIO has operational management of the AMS Administrative Issuance System and, through the IMC staff:
 - (1) Manages Marketing and Regulatory Programs (MRP), AMS, APHIS, and Grain Inspection, Packers and Stockyards Administration (GIPSA) Issuance Systems.
 - (2) Develops and maintains an effective administrative issuance system.
 - (3) Develops administrative issuance standards, policies, and procedures.
 - (4) Provides editing assistance to issuance originating offices and obtains necessary clearance for proposed issuances.
 - (5) Converts the administrative issuance Microsoft Word file to the Adobe PDF format and works with the Public Affairs Staff to publish issuances on the AMS administrative issuance Web site with links to other pertinent Web sites.
 - (6) Prepares an email summarizing the new or updated administrative issuance with links to the Web site and forwards to the Information Technology Service to disseminate to all employees via AMSNEWS.
 - (7) Maintains historical files of all AMS issuances, including copies of current and canceled issuances, clearance forms, and other records.
 - (8) Notifies originating offices when the 3-year review of directives is required and when revisions to directives are needed.
 - (9) Prepares and issues:
 - (a) Periodic checklists covering all administrative issuances published since the last checklist.

- (b) Revisions to the index of current administrative issuances in the electronic library and Web site.
 - (c) Emails to all employees announcing the posting of new administrative issuances.
- h. The Public Affairs Staff oversees posting administrative issuances to the electronic library/Web site at: <http://www.ams.usda.gov/amsissuances>. The Public Affairs Staff will receive direction from IMC on items to publish on the Internet.

8. CONTENTS/FORMAT OF ISSUANCES

- a. Directives are to be formatted in the outline style, as used in this Directive.
 - (1) Each Directive must contain the following elements:
 - (a) A section stating the purpose of the Directive.
 - (b) A replacement highlights section giving instructions for replacing a previous directive, cancellation, etc., unless the Directive is new.
 - (c) A section summarizing the policy of the Agency. This section usually begins with “It is AMS policy to...”
 - (d) A section stating responsibilities of supervisors, managers, and employees.
 - (e) An inquiries section stating where more information about the Directive may be obtained and where the Directive is located.
 - (2) Directives also may contain the following elements, if applicable:
 - (a) A section citing authorities/references.
 - (b) A section containing definitions, if needed.
 - (c) A background section to provide a brief summary of the information or the circumstances that necessitate issuance of the directive.
- b. Notices may be written in the outline style of a Directive or in a letter style. The outline style usually is better when providing detailed procedures. The letter style is useful when providing general information or when the information provided is very brief. Notices must be cleared by the Deputy Administrators/Staff Directors if they contain policy information.

9. FILING AND STOCKING OF ADMINISTRATIVE ISSUANCES

- a. All offices must establish procedures to ensure that up-to-date sets of administrative issuances are maintained. At their discretion, originating offices may maintain some or all of AMS administrative issuances as electronic files.

Electronic file copies may be stored on local or wide area networks or any other suitable computer storage medium that allows for easy retrieval by users.

- b. Unless otherwise directed, file all administrative issuances in numerical order according to the most current Index, as shown on the Web site:
<http://www.ams.usda.gov/amsissuances>
- c. All administrative issuances are available online at
<http://www.ams.usda.gov/amsissuances>

10. INQUIRIES

Direct questions concerning this Directive to IMC at 301-851-2908/2727.

/s/

Ellen King
Deputy Administrator
Compliance and Analysis Program