

APHIS ISSUANCE MANAGEMENT SYSTEM

1. PURPOSE

This Directive establishes the policy, authorities, and responsibilities for administering the Animal and Plant Health Inspection Service (APHIS) issuance management system.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 3010.1, dated 8/20/93.

3. AUTHORITY

United States Department of Agriculture (USDA) Department Regulation 0100-001, Departmental Directives System, dated July 25, 1996.

4. DEFINITIONS

- a. Issuances. Documents that communicate Agency 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 issuances used in APHIS 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 or reprinting 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 or reprinting the entire issuance if the change does not affect the current policy.

- e. Issuance Changes. Replacement pages for less than 40 percent of a directive or manual/handbook. An entire directive or manual/handbook must be reissued when more than 40 percent is changed or when the directive is less than 4 pages.

5. POLICY

It is APHIS policy to provide its employees with clear, concise, and timely issuances in order to effectively implement the Agency's responsibilities. The APHIS issuance management system will be used to issue formalized statements of policy, procedure, and guidance.

6. CLASSIFICATION NUMBERING SYSTEM

- a. APHIS 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 - Paperwork, mail, and information technology management.
- (4) 4000 Series - Personnel management and safety and health.
- (5) 5000 Series - Property, acquisition, and motor vehicle management.

- b. The index of current issuances is located at: <http://www.aphis.usda.gov/library>

7. RESPONSIBILITIES

- a. The Administrator will:
 - (1) Approve and sign all APHIS issuances containing policy.
 - (2) Sign the APHIS Form 3, Request for Clearance/Approval of Issuance, certifying approval.

- (3) Delegate signature authority to the Deputy Administrator for Marketing and Regulatory Programs - Business Services for issuances pertaining to administrative policy.
 - (4) Delegate signature authority to the APHIS Chief Information Officer (CIO), for issuances pertaining to information technology policy.
- b. The Deputy Administrator for Marketing and Regulatory Programs - Business Services (MRPBS), is responsible for overall management of the APHIS Issuance Management System and will approve all APHIS issuances containing administrative policy.
- c. The APHIS CIO is responsible for overall management of APHIS information systems security and will approve all APHIS issuances containing information systems security policy.
- d. Deputy Administrators/Directors will:
- (1) Review and initial all proposed policies in their respective programs prior to signature by the Administrator, Deputy Administrator for MRPBS, or the CIO, ITD.
 - (2) Sign notices pertaining to operating procedures or announcements in their respective areas. This responsibility may be delegated to Division Directors or equivalent.
- e. Originating Offices will:
- (1) Review directives issued by their office every 3 years and certify that they are still current.
 - (2) Send all proposed notices, directives, and manuals/handbooks to the Forms, Issuances and Records Management (FIRM) staff for review and clearance prior to final printing and distribution.
- f. The APHIS CIO directs the management of the APHIS Issuance Management System and, through the FIRM:
- (1) Manages the APHIS Issuance Management System.
 - (2) Develops and maintains an effective issuance system.
 - (3) Develops issuance standards, policies, and procedures.
 - (4) Provides editing assistance to issuance originators, obtains necessary

clearance for proposed issuances, and prepares issuances for printing and distribution by the Printing, Distribution, and Mail Branch.

- (5) Publishes issuances on the Internet in the electronic library with links to other pertinent websites including E-FOIA.
- (6) Maintains historical files of issuances, including copies of current and canceled issuances, clearance forms, and other records.
- (7) Notifies originating offices when the 3-year review of directives is required and when revisions to directives are needed.
- (8) Prepares and issues:
 - (a) Periodic checklists covering all issuances published since the last checklist.
 - (b) Revisions to the index of current issuances in the electronic library.
 - (c) Electronic messages to headquarters offices announcing the posting of new issuances.

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 section giving instructions for replacing a previous directive, cancellation, etc., unless the directive is a new issuance.
 - (c) A section summarizing the policy of the Agency. This section usually begins with “It is APHIS policy to...”
 - (d) A section stating responsibilities of supervisors, managers, and employees.
 - (e) A 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 necessitates 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 if they contain policy information.

9. FILING AND STOCKING OF ISSUANCES

a. All offices must establish procedures to ensure that up-to-date sets of issuances are maintained. At their discretion, offices may maintain some or all of APHIS issuances as electronic files. Electronic file copies may be stored on stand-alone computers, on local or wide area networks, on floppy disks, or any other suitable computer storage medium that allows for easy retrieval by users.

NOTE: Some older handbooks and manuals are not in electronic format and must be maintained in hard copy until they become available electronically.

- b. Unless otherwise directed, file all issuances in numerical order according to the most current Index, as shown in the website: <http://www.aphis.usda/library>.
- c. Copies of issuances may be requested from APHIS, Printing, Distribution, and Mail Branch, Unit 1, Room 1A01, USDA Center, 4700 River Road, Riverdale, Maryland 20737. Telephone: 301-734-5524. Additionally, all new issuances are available online at <http://www.aphis.usda/library>.

10. INQUIRIES

Direct questions concerning this Directive to the FIRM at 301-734-7477/7908.

/s/

William J. Hudnall
Deputy Administrator
MRP Business Services