

United States Department of Agriculture  
Marketing and Regulatory Programs  
Agricultural Marketing Service  
Animal and Plant Health Inspection Service  
Grain Inspection, Packers and Stockyards Administration

# Directive

MRP 3010.2

7/26/04

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## MARKETING AND REGULATORY PROGRAMS (MRP) ISSUANCE SYSTEM

### 1. PURPOSE

This Directive establishes the MRP Issuance System.

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP Directive 3010.2, dated 5/31/96.

### 3. COVERAGE

The October 20, 1994, United States Department of Agriculture (USDA) reorganization created the MRP consisting of the Animal and Plant Health Inspection Service (APHIS), Agricultural Marketing Service (AMS), and Grain Inspection, Packers and Stockyards Administration (GIPSA). GIPSA consists of two formerly independent agencies B the Federal Grain Inspection Service and the Packers and Stockyards Administration. Only those functions that were consolidated by the reorganization will be covered by MRP issuances:

- a. Administrative Services;
- b. Finance;
- c. Personnel; and
- d. Travel.

All functions retained within the agencies will continue to be covered by each agency=s issuance system.

### 4. AUTHORITY

Departmental Regulation 0100-001, Departmental Directives System, dated July 25, 1996.

## 5. DEFINITIONS

- a. MRP Issuances. Documents that communicate MRP policies and procedures to employees. They initiate or govern actions, conduct, and procedures or explain benefits and how to obtain them.
- 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 shorter than 4 pages.

## 6. POLICY

It is MRP policy to publish shared MRP issuances through a unified system with a focus on consolidating and reducing the number of issuances, while ensuring that agency-unique issuance requirements also are met. Employees will be provided with clear, concise, and timely issuances to effectively implement MRP responsibilities. All formal statements of MRP policy and procedures will be included in the MRP Issuance System. Any changes to the MRP Issuance System will be agreed upon and approved by the three MRP agencies.

## 7. CLASSIFICATION NUMBERING SYSTEM

- a. MRP 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 - Finance and travel.
  - (3) 4000 Series - Personnel.
  - (4) 5000 Series - Property, acquisition, and other administrative services.
- b. The index of current issuances is located at: <http://www.aphis.usda.gov/library> and also at: <http://www.ams.usda.gov/issuances>.

## **8. RESPONSIBILITIES**

- a. The Deputy Administrator, MRP Business Services, will:
- (1) Approve and sign all MRP issuances except for those containing financial policy.
  - (2) Sign the APHIS Form 3, Request for Clearance/Approval of Issuance, certifying approval.
  - (3) Delegate signature authority to individuals acting for the Deputy Administrator.
- b. The MRP Controller will approve and sign all MRP issuances containing financial policy.
- c. Clearance Officials designated by each agency will review and indicate their agency's program approval by initialing all MRP issuances prior to the Deputy Administrator's signature.
- d. 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.
  - (3) If requested by managers in the agencies, the originating office will establish a team to work on a proposed issuance.

- e. The APHIS Chief Information Officer directs the management of the MRP Issuance System and, through the FIRM:
- (1) Manages the MRP Issuance System.
  - (2) Develops and maintains an effective issuance system.
  - (3) Develops issuance standards, policies, and procedures.
  - (4) Provides editing assistance to issuance originators.
  - (5) Ensures that FORMAL clearances are obtained from the three agencies.
  - (6) Provides originating offices with comments from clearance officials.
  - (7) Reviews final submission after concurrence by agency clearance officials.
  - (8) Forwards final issuance to the Deputy Administrator, MRP Business Services; or the MRP Controller, for signature.
  - (9) Prepares issuances for printing and distribution by the Printing, Distribution, and Mail Branch.
  - (10) Publishes issuances on the Internet in the electronic library with links to other pertinent websites including E-FOIA.
  - (11) Maintains historical files of issuances, including copies of current and canceled issuances, clearance forms, and other records.
  - (12) Notifies originating offices when the 3-year review of directives is required and when revisions to directives are needed.
  - (13) 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.

## 9. 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 MRP. This section usually begins with “It is MRP 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.

## 10. 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 MRP 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. Unless

otherwise directed, file all issuances in numerical order according to the most current Index, as shown in the website: <http://www.aphis.usda.gov/library> and AMS Table of Contents at <http://www.ams.usda.gov/issuances>.

- b. 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.gov/library> and <http://www.ams.usda.gov/issuances>.

## **11. INQUIRIES**

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

/s/

William J. Hudnall  
Deputy Administrator  
MRP Business Services