

UNITED STATES DEPARTMENT OF AGRICULTURE  
MARKETING AND REGULATORY PROGRAMS

**REQUEST FOR ISSUANCE  
CLEARANCE AND APPROVAL**

**Section A – ISSUANCE IDENTIFICATION (to be completed by Originating Program/Office)**

1. Issuance Applies To:  <input type="checkbox"/> APHIS <input type="checkbox"/> AMS <input type="checkbox"/> MRP (APHIS and AMS)	2. Originating Program/Office:	3. Issuance Type:  <input type="checkbox"/> Administrative Notice <input type="checkbox"/> Directive <input type="checkbox"/> Handbook/Manual/Guide	4. Action:  <input type="checkbox"/> New <input type="checkbox"/> Substantive Revision <input type="checkbox"/> Non-Substantive Revision
5. Issuance Number:	6. Issuance Title:		7. Date MRP Form 21 Completed:
8. Remarks: (Note: Use and attach MRP Form 21 if needed.)			

**Section B – CLEARANCE FOR ISSUANCE INITIATION (to be completed by Originating Program/Office)**

The signatures below signify that the proper authorities have been involved with the initiation of the issuance. All four signatures provide IMB the authority to begin the official clearance and approval process.

Authority	Signature	Date
9. Issuance Originator/Subject Matter Expert  Name:  Title:		
10. Document Manager  Name:  Title:		
11. Branch Chief/Program Manager  Name:  Title:		
12. Division Director/Program Deputy Administrator  Name:  Title:		

**Section C – IMB INTERNAL CLEARANCE (to be completed by IMB)**

The signature below signifies that IMB received a completed MRP Form 3 (sections A-B), the Clearance Official review process was completed with an accompanying MRP Form 6, and the issuance was cleared by Labor Relations.

13. Date MRP Form 3 Received:	14. Date MRP Form 6 Completed:	15. Date Cleared By Labor Relations:
16. Information Management Branch Signature:		17. Date:

**Section D – CLEARANCE FOR FINAL APPROVAL (to be completed by Agency Official)**

The signature below authorizes the final approval of the issuance referenced in blocks 5-6.

18. Agency Official Signature:	19. Date:
--------------------------------	-----------

## MRP FORM 3 INSTRUCTIONS

### **SECTION A – ISSUANCE IDENTIFICATION (to be completed by originating Program/Office)**

#### **Box 1: ISSUANCE APPLIES TO**

Check the most appropriate box for which agency/agencies the issuance will apply to.

#### **Box 2: ORIGINATING PROGRAM/OFFICE**

Enter the full or abbreviated name of the originating program/office, also known as the author of the issuance.

#### **Box 3: ISSUANCE TYPE**

Check the appropriate box.

**Administrative Notices** are temporary, 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 be issued in a directive or handbook/manual.

**Directives** are permanent issuances that are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions

**Handbooks/Manuals/Guides** 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.

#### **Box 4: ACTION**

Check the appropriate box.

**New Issuance** - First issuance draft (never issued or approved).

**Substantive revision** – Administrative corrections and/or adjustments that **do** impact issuance content (i.e. major changes to regulations, policy, roles and responsibilities, etc.).

**Non-substantive revision** – Administrative corrections and/or adjustments that **do not** impact issuance content (i.e. minor changes related to the issuance context (i.e. minor errors to spelling, names/titles, numbers, etc.))

#### **Box 5: ISSUANCE NUMBER**

Enter the issuance number (XXXX.X). If a new issuance, leave blank until an issuance number has been assigned by IMB.

#### **Box 6: ISSUANCE TITLE**

Enter the title of the issuance. If a new issuance, check with IMB first for approval.

#### **Box 7: DATE MRP FORM 21 COMPLETED**

Enter the date (XX/XX/XXX).

#### **Box 8: REMARKS**

Include any remarks/comments pertinent to the request for approval. If using the MRP Form 21 for remarks, enter "MRP Form 21 will be attached" in the box.

**SECTION B – CLEARANCE FOR ISSUANCE INITIATION (to be completed by Originating Program/Office)**

**Box 9-12: NAME/TITLE/SIGNATURE/DATE**

Enter the name and title for each identified individual in the first column. Apply digital signatures in the second column. Enter the date in the third column.

**SECTION C (Box 13-17) – IMB INTERNAL CLEARANCE (to be completed by IMB)**

**SECTION D – CLEARANCE FOR FINAL APPROVAL (to be completed by Agency Official)**

**Box 18-19: SIGNATURE AND DATE**

Apply digital signature and enter the date the signature was applied. (Note: IMB will identify who the appropriate Agency Official is for this section.)

---- END ----

Consult with your [Program Document Manager](#) and/or [IMB](#) for any questions or concerns.