

United States Department of Agriculture  
Marketing and Regulatory Programs  
Animal and Plant Health Inspection Service

# Issuance Checklist

February 2008

Listed below are the administrative issuances released, expired, or canceled from July 2007–January 2008. Administrative issuances are available on the Internet at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library).

**NEW ISSUANCES**  
for  
**Animal and Plant Health Inspection Service (APHIS)**  
and  
**Marketing and Regulatory Programs (MRP)**

<b>Number</b>	<b>Issue Date</b>	<b>Title</b>	<b>Distribution</b>
<b><u>Directives</u></b>			
APHIS 3505.1	08/31/07	APHIS Network Auditing Policy	APHIS
APHIS 3510.1	09/28/07	APHIS Primary Data Center Access	APHIS
APHIS 3630.1	09/28/07	APHIS Enterprise Data Backup Policy	APHIS
MRP 4501.1	12/14/07	Electronic Statement of Earnings and Leave (SEL)	AMS, APHIS, GIPSA
MRP 4591.1	09/19/07	Uniform Allowance and Wearing Guidelines	AMS, APHIS, GIPSA
MRP 5400.2	10/23/07	Allocating Parking Spaces at Field Locations	AMS, APHIS, GIPSA

**ISSUANCE CHANGES**

<b>Number</b>	<b>Issue Date</b>	<b>Title</b>	<b>Distribution</b>
<b><u>Handbooks/Manuals</u></b>			
Human Resources Desk Guide (HRDG)		<a href="http://www.aphis.usda.gov/mrpbs/hr.htm">http://www.aphis.usda.gov/mrpbs/hr.htm</a>	AMS, APHIS, GIPSA

Distribution: APHIS

Originating Office: ITD-IMC

Subchapter 4501	12/07	Electronic Statement of Earnings and Leave (SEL)
Subchapter 4700B Section C	10/07	Balancing Work and Family Life: The APHIS Approach

### **EXPIRATIONS**

<b>Number</b>	<b>Issue Date</b>	<b>Title</b>	<b>Distribution</b>
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#### **Administrative Notices**

MRP 06-1	05/10/06	Annual Reminder to High-Mileage Drivers	AMS, APHIS, GIPSA
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### **CANCELLATIONS**

<b>Number</b>	<b>Issue Date</b>	<b>Title</b>	<b>Distribution</b>
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#### **Directives**

APHIS 107.1	09/16/82	Position Management and Organization	APHIS
APHIS 4430.1	09/28/01	Two-Level Performance Appraisal Program	APHIS
APHIS 4430.3	01/07/00	Plant Protection and Quarantine Two-Level Performance Appraisal Program	APHIS
APHIS 4430.4	09/28/01	Five-Level Performance Appraisal Program	APHIS
MRP 4591.2	07/25/00	Uniform Allowance and Wearing Guidelines	AMS, APHIS, GIPSA