

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 1600-001
SUBJECT: Posting Office Hours - Field Locations	DATE: April 4, 2002	
	OPI: Office of Procurement & Property Management, Property Management Division	

1 PURPOSE

This regulation establishes a requirement that field offices post their normal office hours in order to be more responsive to clients and provide more efficient and effective service.

2 SPECIAL INSTRUCTIONS/CANCELLATION

- a This regulation changes the Office of Primary Interest to Office of Procurement and Property Management, Property Management Division.
- b This regulation replaces Departmental Regulation 1600-1, Posting Office Hours - Field Locations, dated August 7, 1991.

3 POLICY

Office hours for Agricultural facilities will be posted in all Field, Regional and State office locations. Signs shall be placed in windows, on doors or any other conspicuous area that will be readily seen by the general public. Subfield offices and special project locations are excluded provided no specified office hours exist. Where collocation of agencies exists, a standard set of office hours should apply, if possible.

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