

*Figure 2-2*  
*Format for Instructional Memoranda*

**U.S. Geological Survey Instructional Memorandum**

**No. APS 2003-99**

**Issuance Date: October 1, 2003**

**Expiration Date: September 30, 2004**

**Subject: Temporary Policy and Procedures**

**Instructions: This IM reissues APS 2003-98 without change.**

1. **Purpose.** State the intent of the memorandum and/or program, policy, etc. Indicate why the issuance of this temporary policy is necessary in lieu of issuing permanent policy.
2. **Scope.** Identify who or what is covered by the policy, e.g., whether the policy covers all U.S. Geological Survey employees or just a segment of our employees.
3. **Authority.** Authority to perform a program responsibility is generally assumed. If the authority is derived from a specific or special act, or a particular Presidential or executive agency directive, include an authority statement.
4. **Policy.** Briefly state what new interim policy is being established. (A policy is a rule; procedures implement that rule.)
5. **Definitions.** Define any technical terms.
6. **Responsibility.** Identify who is responsible for what.
7. **Procedures.** Identify temporary procedures that are in place while permanent procedures are being established.
8. **Reports and Forms.** Identify any temporary reporting requirements.
9. **Effective Date.** Complete if different from the issuance date.

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