

<b>REQUEST FOR CLEARANCE/APPROVAL OF ISSUANCE</b>			INSTRUCTIONS: Originating Office – complete Section 1. Send to the Information Management and Compliance (IMC) Staff, 4700 River Rd., Unit 123, 2C-10.34, Riverdale, MD 20737 and email the issuance to: <a href="mailto:issuances@aphis.usda.gov">issuances@aphis.usda.gov</a> .		
Agency	Originating Office	Directive Handbook/Manual	Notice Issuance Change	Reviewer and Telephone Number (To be completed by IMC Staff)	
Title of Proposed Issuance				Distribution	
<b>Section A – Clearances</b>					
1. Originating Division/Staff		Signature		Date	
a. Author	b. Telephone Number				
b. Branch Chief/Program Manager					
c. Division Director					
2. Review/Clearance Official (To be completed by IMC Staff)		Division/Staff		Due Date	
3. Review/Clearance Official Response		Signature		Date	
Concur	Concur with Changes Marked	Do Not Concur			
<b>Responses will not be considered after the due date unless an extension has been requested to IMC Staff and agreed upon by the Author.</b>					
Comments					
After Review/Clearance, Send to IMC Staff, 4700 River Rd., Unit 123, 2C-10.34, Riverdale, MD 20737					
<b>Section B – Final Approvals</b>					
Agency Official Responsible for Final Review		Signature		Date	
After Signature, send to IMC Staff, 4700 River Rd., Unit 123, 2C-10.34, Riverdale, MD 20737					