

# Directive

GIPSA 3010.1

9/18/02

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## ISSUANCE MANAGEMENT SYSTEM

### 1. PURPOSE

This Directive sets forth the policy, authorities, and responsibilities for administering the Grain Inspection, Packers and Stockyards Administration (GIPSA) issuance management system.

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces GIPSA Directive 3010.1, Issuance Management System, dated September 2, 1997.

### 3. AUTHORITIES

The GIPSA issuance management system is established pursuant to:

- a. Departmental Regulation 0100-001, Departmental Directives System, issued by the U. S. Department of Agriculture (USDA), Office of Information Resources Management (OIRM), dated July 25, 1996.
- b. MRP Directive 3010.2, Marketing and Regulatory Programs Issuance System, dated May 31, 1996.

### 4. POLICY

It is GIPSA policy to provide clear, concise, and timely issuances in order to effectively implement GIPSA's responsibilities. The GIPSA issuance management system will be used to issue formalized statements of policy, procedure, and guidance.

### 5. DEFINITIONS

- a. Issuances. Documents that communicate GIPSA policies and procedures. They initiate or govern actions, conduct, and procedures or explain benefits and how to obtain them.

- b. Directives. Permanent issuances that are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions. Directives can be changed without reissuing or reprinting the entire issuance if the change does not affect the current policy.
- c. Manuals/Handbooks. Permanent issuances that provide technical guidance and detailed procedures on a particular subject or function, generally the type that must be referred to on a daily or frequent basis. Manuals/handbooks can be changed without reissuing or reprinting the entire issuance.
- d. Notices. 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 later be reissued as a directive or manual/handbook. Administrative notices cannot be changed. Program notices normally have a 1-year retention period, unless additional retention time is authorized. Program notices should be retained until canceled.
- e. Policy Memorandums. Temporary, one-time issuances that normally address a current problem or question. If information contained in a policy memorandum is of a permanent nature, it must be reissued as a directive or manual/handbook within one year of the date of the memorandum. Policy memorandums, excluding "FGIS Policy Bulletin Board Messages," should be retained until canceled.
- f. Issuance Changes. Pages that replace less than 40 percent of a directive or manual/handbook. An entire directive or manual/handbook must be reissued when more than 40 percent is changed or when the directive is less than five pages.

## 6. CLASSIFICATION NUMBERING SYSTEM

- a. GIPSA directives will not be classified as "Administrative" or "Program."
- b. GIPSA uses a modification of the USDA directives classification numbering system (Attachment 1). Numbering consists of four digits in conformance with the Department's numbering pattern and aligns with other Government regulations as much as possible. The system groups together all issuances on a specific subject so that the information is easy to locate, use, and store. The classification codes are:
  - (1) 1000 Series - Organization, authorities, and administration.

- (2) 2000 Series - Budget, accounting, financial claims, mail management, and radio communication management.
  - (3) 3000 Series - Paperwork and Automated Data Processing management.
  - (4) 4000 Series - Personnel, safety, and health.
  - (5) 5000 Series - Property, acquisition, and motor vehicle management.
  - (6) 9000 Series - Services and regulatory programs.
- c. The list of current directives may be found on the GIPSA home page at:  
<http://www.usda.gov/gipsa/reference-library/library.htm>

## 7. DESCRIPTION OF THE SYSTEM

- a. Issuances that apply to all GIPSA employees will be issued on GIPSA masthead and will use a GIPSA number.
- b. Issuances that only apply to Federal Grain Inspection Service (FGIS) programs and/or employees will be issued on FGIS masthead and will use an FGIS number.
- c. Issuances that only apply to Packers and Stockyards Programs (P&SP) and/or employees will be issued on P&SP masthead and will use a P&SP number.
- d. The Forms, Issuances, and Records Management (FIRM), Information Technology Division, APHIS, will manage the numbering system for GIPSA administrative issuances.
- e. The Safety and Issuance Management Branch (SIMB), Compliance Division (CP), FGIS, will manage the numbering system for GIPSA program issuances. (SIMB will work with the Deputy Administrator's Office, P&SP, in assigning numbers to P&SP program issuances.)

## 8. RESPONSIBILITIES

### a. Administrative Issuances.

#### (1) FIRM will:

- (a) Provide issuance management support services to all GIPSA personnel and ensure that an effective administrative issuance management system is in place for GIPSA.
- (b) Develop issuance standards, policies, and procedures.
- (c) Provide editing assistance to administrative issuance originators and distribute proposed issuances to clearance officials.
- (d) Forward a hard copy of comments from clearance officials, including FIRM comments, to the originator.
- (e) Place the issuance number, issuance date, and disposal date (when required) into the final draft and prepare the proposed issuance for signature.
- (f) Forward the final version of a proposed issuance to the approving official for signature.
- (g) Forward a photocopy of the signed issuance to the originating office and the original copy to Printing, Distribution, and Mail Branch (PDMB), ASD, APHIS, for printing and distribution. (FIRM will obtain the appropriate mailing labels from SIMB and attach those to the copy sent to PDMB.)
- (h) Convert the issuance's electronic/computer document file from a "word-processing" format to the Adobe PDF format. Post the file on the APHIS home page.
- (i) Notify SIMB when an administrative issuance has been posted on the APHIS home page.
- (j) Maintain historical files of administrative issuances, including copies of current and canceled issuances, clearance forms, and other records.

- (k) Notify originating offices when a review of a directive is required or when a revision to a directive is needed.
- (l) Monitor the adequacy of support services provided to GIPSA personnel.
- (2) Originating Offices will:
  - (a) Review administrative issuances issued by their office to ensure that the issuances are still current.
  - (b) Update issuances or prepare new issuances using the proper format (see Attachment 2).
  - (c) Obtain internal clearance of the proposed issuance. Prepare an APHIS Form 3, Request for Clearance/Approval of Issuance, and attach this form to the proposed issuance. (Copies of blank forms may be obtained from FIRM or SIMB.) The APHIS Form 3 must be signed by the originating official, the Chief of the originating Branch, and the Director of the originating Division, before FIRM can process the proposal.
  - (d) Forward the proposed issuance, with the original copy of the completed and signed APHIS Form 3, to FIRM.
  - (e) Address outstanding concerns and incorporate necessary changes into the proposed issuance, after receiving the reviewer's comments back from FIRM.
  - (f) Forward the final draft of the proposed issuance back to FIRM via e-mail.
  - (g) Notify all affected GIPSA offices of the issuance's availability via e-mail, after receiving notification that it has been signed and has been posted on the APHIS home page.

b. Program Issuances.

(1) SIMB will:

- (a) Provide issuance management support services to all GIPSA personnel and ensure that an effective program issuance management system is in place for GIPSA.
- (b) Develop and maintain an effective GIPSA program issuance system that will ensure that GIPSA has a viable mechanism for communicating necessary policies and procedures to GIPSA offices, employees, official agencies, and interested parties.
- (c) Provide editing assistance to issuance originators and distribute the proposed issuance to clearance officials.
- (d) Forward a hard copy of comments from clearance officials, including SIMB comments, to the originator. SIMB comments will include an issuance number, issuance date, and suggested disposal date, when required.
- (e) Forward a final version of the proposed issuance to the approval official for signature.
- (f) Forward a photocopy of the signed issuance to the originating office and the original copy to PDMB for printing and distribution. (SIMB will also attach the appropriate mailing labels to the copy sent to PDMB.)
- (g) Forward the program issuance's PDF document file from the originating office to the GIPSA Webmaster.
- (h) Notify the originating office when a program issuance has been posted on the GIPSA home page.
- (i) Maintain historical files of program issuances, including copies of current and canceled issuances, clearance forms, and other records.

- (j) Notify originating offices when a review of a directive is required or when a revision to a directive is needed.
  - (k) Monitor the adequacy of APHIS' printing and distribution support services provided to GIPSA offices.
- (2) Originating Offices will:
- (a) Review program issuances issued by their office to ensure that the issuances are still current.
  - (b) Update issuances or prepare new issuances using the proper format (See Attachment 2).
  - (c) Obtain internal clearance of the proposed issuance. Prepare an FGIS Form 122, Document Clearance and Approval (see Attachment 3), and attach this form to the proposed issuance. The originating official, the Chief of the originating Branch, and the Director of the originating Division must sign the FGIS Form 122, before the proposal can be processed by SIMB.
  - (d) Forward the proposed issuance, with the original and seven (7) copies of the completed and signed FGIS Form 122, to SIMB. Also, identify to SIMB who the clearance officials should be and the time frame for clearance.
  - (e) Address outstanding concerns and incorporate necessary changes to the proposed issuance, after receiving the reviewer's comments back from SIMB,
  - (f) Forward the final draft of the proposed issuance, the original clearance forms (with comments attached) and other related material to SIMB for processing.
  - (g) On an electronic/computer document file of the final draft, show the name of the person who signed the issuance (e.g., /s/ John Doe) on the signature line of the document. Then, convert that file from a "word-processing" format to the Adobe PDF format. Forward the PDF document file to SIMB.

(h) Notify all affected GIPSA offices (and official agency offices, when applicable) of the issuance's availability via e-mail, after receiving notification that it has been posted on the GIPSA home page.

(3) The GIPSA Webmaster will:

(a) Post the file on the GIPSA home page, after receiving a PDF document file for a new or revised issuance from SIMB.

(b) Inform SIMB after an issuance has been posted.

**NOTE: See Attachment 4 for a flowchart that shows the development and processing of program issuances.**

9. APPROVAL AND CLEARANCE OFFICIALS

a. The GIPSA Administrator will:

(1) Approve and sign all GIPSA administrative issuances.

(2) Sign the APHIS Form 3, Request for Clearance/Approval of Issuance, certifying approval.

(3) Delegate signature authority to individuals acting for the Administrator.

b. The Deputy Administrator, FGIS, will:

(1) Approve and sign all FGIS administrative issuances.

(2) Sign the APHIS Form 3 to certify approval.

(3) Delegate signature authority to individuals acting for the Deputy Administrator.

c. The Deputy Administrator, P&SP, will:

(1) Approve and sign all P&SP administrative issuances.

(2) Sign the APHIS Form 3 to certify approval.

(3) Delegate signature authority to individuals acting for the Deputy Administrator.



- d. FGIS and P&SP Division Directors will:
  - (1) Approve and sign all program issuances developed by originating officials who work in their area of responsibility.
  - (2) Sign the FGIS Form 122 to certify approval.
  - (3) Delegate signature authority to individuals acting for the Director.

NOTE: The Director, Field Management Division (FMD), must sign or co-sign all FGIS program issuances that impact field operations.

- e. Proposed administrative and program issuances will be sent to all persons who oversee programs and offices that may be impacted by the subject issuance. These persons (i.e., the Clearance Officials) shall review and indicate their approval of the issuance by initialing the appropriate clearance form; i.e., APHIS Form 3 or FGIS Form 122. Send all FGIS issuances to the: (1) Director, FMD; (2) Director, Technical Services Division; (3) Director, Compliance Division; (4) Director, Executive Resources Staff; (5) Labor-Management Relations Program Manager, and (6) Chief, SIMB. SIMB will send FGIS issuances to other clearance officials, when directed by the originating office.

## 10. CONTENTS/FORMAT OF ISSUANCES

- a. **Notices** may be written in either the outline style (like a directive) or in a letter style. The outline style is usually better when providing detailed procedures. The letter style is useful when providing general information or when the information provided is very brief.
- b. **Directives** are to be formatted in the outline style, as used in this Directive and shown in the attached example (Attachment 2). Further, all directives must have a Purpose section and, unless it is a new issuance, a Replacement Highlights section. Directives may also contain the following sections:
  - (1) Policy Section. Provides a brief summary of the policy that is established by the directive. (Note: Administrative directives must have a Policy section.)
  - (2) Background Section. Provides a brief summary of the information or the circumstances that necessitates issuance of the directive.

- (3) Definitions Section. Provides meanings for words and phrases as they are used in the directive.
  - (4) Responsibilities Section. Identifies responsible officials and offices, and their duties relative to the directive. (Note: Administrative directives must have a Responsibilities section.)
  - (5) Additional Sections. Use additional sections as appropriate to present the substance of the directive. Arrange the sections in order of workflow occurrence, relative importance, or other logical sequence.
- c. The outline style is recommended for handbooks/manuals. If the originating office believes that there is a need to deviate from this style, contact SIMB or FIRM for advice.

## 11. EFFECTIVE DATE

The date that the signature authority signs the issuance and/or the clearance form is the effective date, unless otherwise indicated.

## 12. FILING AND STOCKING OF ISSUANCES

- a. All offices must establish procedures to ensure that up-to-date sets of issuances are maintained. At their discretion, offices may maintain some or all of GIPSA administrative and program issuances as electronic/computer files. Computer file copies may be stored on stand-alone computers, on local or wide area networks, on floppy disks, or any other suitable computer storage medium that allows for easy retrieval by users.

NOTE: Some older handbooks and manuals are not in electronic format and must be maintained in hard copy until they are available electronically.

- b. A directives classification/numbering code list is attached as a filing aid (Attachment 1).
- c. Unless otherwise directed, file all administrative and program issuances in numerical order according to the most current Table of Contents, as shown in the GIPSA home page (see <http://www.usda.gov/gipsa/reference-library/library.htm>).
- d. Issuances not received may be requested from APHIS, Printing, Distribution, and Mail Branch, Unit 1, Room 1A01, USDA Center, 4700 River Road, Riverdale, MD 20737. Telephone: (301) 734-5524. Additionally, all new issuances are available online at the GIPSA home page (see <http://www.usda.gov/gipsa>).

13. INQUIRIES

If you have any questions about MRP or GIPSA administrative issuances, please contact FIRM at (301) 734-5359/7477. If you have any questions about GIPSA program issuances, please contact SIMB at (202) 720-0244/7486.

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/S/ Donna Reifschneider  
Administrator

Attachments

**DIRECTIVES CLASSIFICATION SYSTEM**

**1000 ORGANIZATION, AUTHORITIES, AND ADMINISTRATION**

- 1000 General
- 1010 Organization
- 1011 Principles of Organization
- 1012 Organization Planning
- 1013 Manpower Planning
- 1020 Statements of Missions and Functions
- 1030 Delegations of Authority
- 1040 Committees and Boards
- 1041 Committee Management
- 1042 Statutory Advisory Committees
- 1043 Nonstatutory Committees
- 1044 Other Committees and Boards
- 1050 Emergency Preparedness
- 1060 Environmental Quality
- 1070 Energy Conservation

**1100 MANAGEMENT IMPROVEMENT**

- 1100 General
- 1110 Management Policies and Procedures
- 1120 Management System Development
- 1121 Project Management
- 1130 Management Studies and Analyses
- 1131 Workload Analysis and Measurement
- 1132 Productivity Analysis
- 1140 Management Improvement Programs

**1200 PROGRAM PLANNING AND EVALUATION**

- 1200 General
- 1210 Program Goals and Objectives
- 1220 Program Planning
- 1230 Program Review and Evaluation
- 1240 Program Impact Analysis
- 1250 Program Decision Systems

1300      RESERVED

1400      PUBLIC AFFAIRS

- 1400 General
- 1410 Publishing
- 1420 News Releases, Speeches, and Current Information
- 1421 Copy and Duplication
- 1422 Photocomposition
- 1430 Media and Public Liaison
- 1440 Graphic and Exhibit Design
- 1450 Photography
- 1460 Video and Film
- 1470 FOIA and Privacy Act Requests

1500      LEGISLATIVE AND LEGAL

- 1500 General
- 1510 Coordination/Clearance Services
- 1511 Legislative Programs and Reports
- 1512 Regulatory and Program Review
- 1513 Legal Advice and Opinion
- 1520 Legal Proceedings
- 1521 Departmental and Administrative Proceedings
- 1522 Judicial Proceedings
- 1530 Audits/Investigations
- 1540 Patents, Copyrights, Inventions, and Trademarks

1600      FACILITIES AND SPACE MANAGEMENT

- 1600 General
- 1610 Space Planning, Classification, and SLUC
- 1620 Space Acquisition and Assignments
- 1630 Space Utilization
- 1640 Alterations and Maintenance
- 1650 Building Safety/Security
- 1660 Parking Services
- 1670 Utility Services
- 1680 Conference Rooms/Auditoriums/Vendor Services

1700-1900      RESERVED

2000 BUDGET DEVELOPMENT, PRESENTATION, AND EXECUTION

- 2000 General
- 2010 Budget Planning
- 2020 Budget Development
- 2030 Budget Presentation
- 2040 Budget Execution
- 2050 Budget Reporting

2100 FINANCIAL MANAGEMENT/ACCOUNTING

- 2100 General
- 2110 Accounting Systems
- 2120 Cash Management
- 2130 Debt Management
- 2140 Liabilities
- 2150 Revenues
- 2160 Cost Distribution
- 2170 Cost Determination (A-76)
- 2180 Property

2200 FISCAL MANAGEMENT

- 2200 General
- 2210 Appropriation, Receipts, and Fund Accounts
- 2220 Collections
- 2230 Obligations
- 2240 Disbursements
- 2250 Imprest Funds
- 2260 Withdrawals, Restoration, and Transfer of Appropriation Balances
- 2270 Accountable Officers
- 2280 Fiscal and Accounting Codes

2300 TRAVEL AND TRANSPORTATION

- 2300 General
- 2310 Temporary Duty Travel - Domestic
- 2320 Temporary Duty Travel - Foreign
- 2330 Relocation
- 2340 Sickness or Death While in Travel Status
- 2350 Transportation of Things

2400 FEDERAL ASSISTANCE

- 2400 General
- 2410 Educational Institutions
- 2420 State and Local Governments
- 2430 Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- 2440 Loans
- 2450 Grants
- 2460 Cooperative Agreements

2500 CLAIMS

- 2500 General
- 2510 Claims Against the United States
- 2520 Debt Claims
- 2530 Dual Compensation Debts
- 2540 Damage/Loss of Government Property
- 2550 Damage/Loss of Shipments
- 2560 Irregularities/Discrepancies
- 2570 Waivers

2600 PAY AND ALLOWANCES

- 2600 General
- 2610 Internal Control
- 2620 Principles and Standards
- 2630 Special Allowances to Civilian Employees

2700-2900 RESERVED

3000 PAPERWORK MANAGEMENT

- 3000 General
- 3010 Directives Management
- 3020 Forms Management
- 3030 Records Management
- 3031 Paperwork Burden Control
- 3040 Records Management
- 3050 Mail Management
- 3051 Automated Mailing Lists
- 3052 Messenger Services
- 3060 Correspondence Management
- 3070 Micrographics Management

3080 Printing Management  
3090 Distribution Management

3100 INFORMATION RESOURCES MANAGEMENT

3100 General  
3110 Planning  
3111 Long-Range Planning  
3112 Capacity Planning  
3120 Standards  
3130 Technical Approval  
3140 Security  
3150 Review and Evaluation

3200 ADP MANAGEMENT

3200 General  
3210 Design and Development  
3220 Resource Acquisition  
3230 Resource Utilization  
3240 Operations

3300 TELECOMMUNICATIONS MANAGEMENT

3300 General  
3310 Voice Telecommunications  
3320 Data Telecommunications  
3330 Radio Communications

3400-4199 RESERVED

4200 GENERAL PERSONNEL PROVISIONS

4292 Personnel Data Standardization  
4293 Personnel Records and Files  
4294 Availability of Official Information  
4295 Personnel Forms and Documents  
4296 Processing Personnel Actions  
4297 Protection of Privacy and Personnel Records



4300 EMPLOYMENT

- 4300 Employment (General)
- 4301 Overseas Employment
- 4306 Selective Placement Programs
- 4308 Youth and Student Employment Programs
- 4310 Employment of Relative
- 4311 The Power of Appointment and Removal
- 4312 Position Management
- 4330 Recruitment, Selection, and Placement (General)
- 4331 Organization for Recruitment and Examining
- 4332 Recruitment and Selection Through Competitive Examination
- 4335 Promotion and Internal Placement
- 4338 Qualification Requirements (General)
- 4339 Qualification Requirements (Medical)
- 4340 Other Than Full-Time Career Employment (Part-Time, Seasonal, On Call, and Intermittent)
- 4351 Reduction in Force

4400 EMPLOYEE PERFORMANCE AND UTILIZATION

- 4410 Orientation
- 4411 Training
- 4412 Executive, Management, and Supervisory Development
- 4430 Performance Management
- 4451 Incentive Awards

4500 POSITION CLASSIFICATION, PAY, AND ALLOWANCES

- 4511 Classification Under the General Schedule
- 4512 Job Evaluation Under Federal Wage System
- 4530 Pay Rates and Systems (General)
- 4531 Pay Under the General Schedule
- 4534 Pay Under Other Systems
- 4535 Grade and Pay Retention
- 4550 Pay Administration (General)
- 4551 Judgment Offset
- 4591 Allowances and Differentials Payable in Nonforeign Areas

4600 ATTENDANCE AND LEAVE

- 4610 Hours of Duty
- 4620 Alternative Work Schedule
- 4630 Absence and Leave

4700 PERSONNEL RELATIONS AND SERVICES

- 4711 Labor-Management Relations
- 4713 Equal Employment Opportunity
- 4720 Affirmative Employment Programs
- 4732 Personnel Security Program
- 4733 Political Activity of Federal Employees
- 4734 Financial Disclosure Requirements
- 4735 Employee Responsibilities and Conduct
- 4751 Discipline
- 4752 Adverse Actions
- 4754 Suitability Disqualification Actions
- 4771 Administrative Grievance Procedures
- 4790 Safety and Health
- 4792 Federal Employees Health and Counseling Programs

4800 INSURANCE AND ANNUITIES

- 4810 Injury Compensation
- 4831 Retirement
- 4832 Social Security Retirement, Survivors and Disability Insurance, and Medicare Program
- 4850 Unemployment Benefits
- 4870 Life Insurance
- 4890 Federal Employees Health Benefits

4900 FOREIGN SERVICE PERSONNEL

5000 PROPERTY AND ACQUISITION MANAGEMENT

- 5000 General
- 5001 Federal Acquisition Regulation System
- 5002 Definition of Words and Terms Used in Contracting
- 5003 Improper Business Practices and Personal Conflicts of Interest
- 5004 Acquisition Administrative Matters
- 5005 Publicizing Contract Actions
- 5007 Acquisition Planning
- 5008 Required Sources of Supplies and Services

- 5009 Contractor Qualifications
- 5010 Specification, Standards, and Other Purchase Descriptions
- 5011 Acquisition and Distribution of Commercial Products
- 5012 Contract Delivery or Performance
- 5013 Small Purchase and Other Simplified Purchase Procedures
- 5014 Formal Advertising
- 5015 Contracting by Negotiation
- 5016 Types of Contracts
- 5017 Special Contracting Methods
- 5019 Small Business and Small Disadvantaged Business Concerns
- 5020 Labor Surplus Area Concerns
- 5022 Application of Labor Laws to Government Acquisitions
- 5024 Protection of Privacy and Freedom of Information in Contracting
- 5025 Foreign Acquisition
- 5028 Bonds and Insurance
- 5029 Taxes
- 5030 Cost Accounting Standard
- 5031 Contract Cost Principles and Procedures
- 5032 Contract Financing
- 5033 Disputes and Appeals
- 5034 Major System Acquisition
- 5035 Research and Development Contracting
- 5036 Construction and Architect-Engineer Contracts
- 5037 Service Contracting
- 5038 Federal Supply Schedule Contracting
- 5039 Acquisition of Information Resources
- 5042 Contract Administration
- 5043 Contract Modifications
- 5044 Subcontracting Policies and Procedures
- 5045 Government Property
- 5046 Quality Assurance
- 5047 Transportation
- 5048 Value Engineering
- 5049 Termination of Contracts
- 5050 Extraordinary Contractual Action
- 5051 Use of Government Sources by Contractors
- 5052 Solicitation Provisions and Contract Clauses

## 5100 REAL PROPERTY MANAGEMENT

- 5100 General
- 5110 Acquisitions
- 5111 Purchase, Donations, Exchanges, Transfers
- 5112 Leasing

5120 Utilization  
5130 Disposition  
5140 Historical Significance/Preservation  
5150 Relocation Assistance  
5160 Use of Official Agency Symbols

5200 PERSONAL PROPERTY MANAGEMENT

5300 SUPPLY MANAGEMENT

5400 FLEET MANAGEMENT

5500-5900 RESERVED

9000 SERVICE AND REGULATORY PROGRAMS

9010 Complaints  
9020 Exemptions and Waivers  
9030 RESERVED  
9040 RESERVED  
9050 RESERVED  
9060 Cooperative Agreements  
9070 Management Control Program  
9080 Crop Quality  
9090 Labor Management  
9100 Commodity, Standardization, Grading, and Inspection  
9110 RESERVED  
9120 Standards and Specifications  
9130 RESERVED  
9140 RESERVED  
9150 RESERVED  
9160 Facilities and Equipment  
9170 Sampling Methods and Procedures  
9180 Inspection and Grading Methods and Procedures  
9190 RESERVED  
9200 Labels and Grade Markings  
9210 RESERVED  
9220 RESERVED  
9230 Examining and Licensing  
9240 RESERVED  
9250 RESERVED  
9260 RESERVED  
9270 RESERVED

9280 RESERVED  
9290 RESERVED  
9300 RESERVED  
9310 RESERVED  
9320 RESERVED  
9330 RESERVED  
9340 RESERVED  
9350 RESERVED  
9360 RESERVED  
9370 RESERVED  
9380 RESERVED  
9390 RESERVED  
9400 RESERVED  
9410 RESERVED  
9420 RESERVED  
9430 RESERVED  
9440 RESERVED  
9450 RESERVED  
9460 RESERVED  
9470 RESERVED  
9500 REGULATORY ACTS

**ISSUANCE FORMATTING EXAMPLE**

United States Department of Agriculture  
Grain Inspection, Packers and Stockyards Administration  
**Directive**

ISSUANCE TITLE

1. PURPOSE

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. REPLACEMENT HIGHLIGHTS

- a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. POLICY

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

4. RESPONSIBILITIES

- a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (1) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (2) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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- (a) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (b) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- 2 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Distribution:

Originating Office:

**ISSUANCE FORMATTING EXAMPLE – CONTINUED**

- b.       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

5.       CHANGES

- a.       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- b.       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- c.       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

6.       INQUIRIES

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Approving Official)  
  
Attachment

**FGIS FORM 122, DOCUMENT CLEARANCE AND APPROVAL**

<b>DOCUMENT CLEARANCE AND APPROVAL</b>	<b>DATE:</b>
	<b>MGMT. CODE:</b>
	<b>ORIG. OFFICE:</b>

**TITLE:**

**SUMMARY OF CHANGE (S) OR REMARKS:**

CLEARANCES			
NAME	SIGNATURE	DATE	
		CONCUR	NONCONCUR
Originating Official			
Originating - Branch Chief			
Originating - Director			
Other Division Directors			
LMR-Program Manager			
Chief, SIMB			

**REASON (S) FOR NONCONCURRENCE:**



**DEVELOPING AND PROCESSING ISSUANCES**

