

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

DEPARTMENTAL REGULATION		Number: 0100-001
SUBJECT: Departmental Directives System	DATE: July 25, 1996	
	OPI: Information Resources Management	

1 PURPOSE

This regulation prescribes policies, responsibilities, standards, and procedures for issuing Departmental Directives. The principal changes which are as follows:

- a DR 0120-1 and DR 0130-1 were incorporated in this directive;
- b Appendices are now procedure oriented, rather than directive specific; and
- c Instructions for classifying and distributing directives are included.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

This regulation is a revision of DR 0100-1 and cancels DR 0100-1, dated August 24, 1983.

This directive also cancels DR 0120-1, Departmental Directives Classification System, dated June 20, 1983, and DR 0130-1, Departmental Directives Distribution dated July 17, 1985.

3 POLICY

- a Use of the Departmental Directives System. Departmental Directives are used to issue policies, procedures, and guidance which have general applicability to employees and two or more USDA agencies, or staff offices, of the Department. Directives that are applicable to only one staff office or agency are not a part of the Departmental System.
- b Management of the Departmental Directives System. The directives system will be managed and administered by the Information Management Division, PACC-IRM.

c Issuing Authority

- (1) Regulations, Manuals, and Notices. The following officials have authority to issue Departmental Regulations, Manuals, and Notices within the scope of their delegated authority and assigned functions: the Secretary, the Deputy Secretary, Under Secretaries, Assistant Secretaries, other General Officers, agency heads, and directors of Departmental staff offices. These officials may delegate issuing authority to their principal subordinates, and must notify PACC-IRM-IMD in writing of such delegations.
- (2) Secretary's Memoranda. Only the Secretary or Acting Secretary may issue Secretary's Memoranda.

4 COMPONENTS OF THE DEPARTMENTAL DIRECTIVES SYSTEM

This section discusses the different types of Departmental directives and their intended use. Generally, the content and format of each is similar. For a discussion of contents and format, and illustrations see Appendix B and Figures B-1 through B-8 of this directive.

a Permanent Directives are continuing directives that are in force until specifically canceled. They are:

- (1) Regulations promulgate Departmental policy; delegate authority; establish responsibility; establish statutory, national advisory, or interagency committees; and prescribe procedures governing USDA activities and operations. DR's may also include selected material of an administrative nature that is published in the Federal Register or the Code of Federal Regulations.
- (2) Manuals will be used for detailed, relatively lengthy technical guidance that is procedural in nature and Departmentwide in scope. Manuals generally are written for "specialist" audience. They provide standards and guidance pertaining to a particular subject or administrative function, generally of the type that must be referred to on a daily or frequent basis. Some manuals implement an external agency directive series with USDA policy and procedural guidance.

- b Temporary Directives are not to exceed one year and CANNOT BE AMENDED. They are:
- (1) Notices announce:
 - (a) Policy or procedure of Departmentwide interest that is temporary or of a one-time nature that normally addresses a single subject;
 - (b) Permanent policy or procedure which requires immediate dissemination and will be codified into a Departmental Regulation or Manual or an agency directives system within one year; or
 - (c) Delegations of authority from Assistant Secretaries and other General Officers pending publication in the Federal Register.
 - (2) Secretary's Memoranda establish or announce changes in major policy concerning missions and programs of the Department, direct or implement action on these programs, or redirect or change policy or action in these areas. Examples include actions which by law require the endorsement of the Secretary; and delegations of authority by the Secretary.

Items not requiring the Secretary's endorsement should be issued in another format.

5 OTHER DEPARTMENTAL ISSUANCES

There are issuances with Departmentwide interest which are non-directive in nature, and which ARE NOT part of the Departmental Directives System. They are:

- a Secretary's Announcements. The Secretary's vehicle for issuing transitory material of special interest and other information which does not conform to the description of a directive. While they are NOT part of the Departmental Directives System, IMD will review and process them to ensure that they do not contain directive material.
- b Departmental Announcements. The vehicle that the Deputy Secretary, Under Secretaries, Assistant Secretaries, General Officers, and heads of agencies and staff offices use for announcing informational

items of wide interest (outside their own agency or staff office) that need not be signed by the Secretary. Examples of such material are special interest days or weeks or "drives" where participation is discretionary in nature. Recipients are not bound by Departmental Announcements. (IMD WILL NOT process Departmental Announcements.)

6 AGENCY AND STAFF OFFICE DIRECTIVE SYSTEMS

The agencies and staff offices are responsible for managing internal issuances which interpret Departmental directives, external directives, or which enable legislation. They are not bound by the format prescribed here and may, within their internal directive, implement departmental directives as they choose.

7 ABBREVIATIONS

AD	-	Agriculture Department (for forms use only)
AML	-	Automated Mailing List
DADS	-	Departmental Automated Directives System
DM	-	Departmental Manual
DN	-	Departmental Notice
DR	-	Departmental Regulation
DSLO	-	Directives System Liaison Officer
GPO	-	Government Printing Office
IMD	-	Information Management Division
IRM	-	Information Resources Management
M&RMD	-	Mail and Reproduction Management Division
OBPA	-	Office of Budget and Program Analysis
OC	-	Office of Communications
OGC	-	Office of the General Counsel
OPI	-	Office of Primary Interest
PACC	-	Policy Analysis and Coordination Center
SM	-	Secretary's Memoranda

8 FORMS

The following forms will be used in preparing, clearing, and issuing Departmental directives. Forms can be obtained through the Landover Warehouse, or if only 1 or 2 copies are desired IMD, will provide them.

a	Form AD-116	Clearance and Approval for Departmental Issuances
b	Form AD-811	Departmental Regulation (first page)
c	Form AD-812	Departmental Manual (first page)
d	Form AD-813	Departmental Notice (first page)
e	Form AD-778	Secretary's Memorandum (first page)

- f Form AD-811a Amendment to Departmental Regulation
- g Form AD-811b Amendment to the first page of the Departmental Regulation
- h Form AD-812a Amendment to Departmental Manual
- i Form AD-812b Amendment to the first page of the Departmental Manual
- j Form AD-814 Guidesheet for second and subsequent pages of all Departmental directives.
- k Form AD-833 Distribution Requirements

9 DEFINITIONS

- a Agency. Organizational units of the Department, other than staff offices as defined in 9u below, whose heads report to officials within the Office of the Secretary.
- b Agency Directives. Issuances which originate within Department agencies or staff offices as interpretations of Departmental directives, external directives, or enabling legislation.
- c Amendment. A change to part of a Departmental Regulation or Departmental Manual.
- d Camera Copy. The final approved version of a directive which is ready for reproduction.
- e Checklist. A listing of current and obsolete directives.
- f Classification. The arrangement of directives into categories and subcategories according to their subject matter. In the Departmental Directives System, categories are identified and their subdivisions logically related by a numbering system. (See Appendix E, Distribution and Classification Systems.)
- g Classification Code. A number indicating the basic subject matter of a specific directive; e.g., code 1041 indicates that the subject of a directive is committee management.
- h Classification Number. The number which uniquely identifies each Departmental directive. It consists of a series designator, a classification code, and a serial number; e.g., DR 1041-1 would be the first Departmental Regulation on committee management.
- i Codification. The issuance of a directive, appropriately numbered, in permanent form, or the

conversion of a temporary directive to permanent.

- j Departmental Automated Directives System. A mainframe text retrieval system which provides on-line access to the text of U. S. Department of Agriculture Directives. It contains all Departmental regulations as well as those of participating USDA agencies.
- k External Directives. Federal regulations, Executive Orders, or other issuances which originate outside USDA but may apply to USDA operations.
- l Format. The design of directive pages for positioning constant information such as directive number, subject, OPI, date, page number, margins, etc.
- m Head. Agency Administrator or office director, or the person acting as head.
- n Index. An Alphabetical listing of subjects identifying directives which have been written on each subject.
- o Office of Primary Interest. The office responsible for the origination and content of a directive related to a particular function or program.
- p Office of the Secretary. This term includes the immediate office of the Secretary, the Deputy Secretary, the Under Secretaries, and Assistant Secretaries.
- q Recision. The cancellation of a directive.
- r Revision. A complete rewrite and reissuance of an existing Departmental Regulation or Manual.
- s Secretary. The Secretary of Agriculture.
- t Serial Number. A sequential number assigned by IMD which identifies a specific directive within a classification category or subcategory. Serial numbers are assigned consecutively within each directives series. (See Appendix E item 3b(2)).
- u Series Designator. An alphabetical abbreviation indicating the series of a particular Departmental directive (e.g., DR, DM, DN, SM).
- v Staff Office. Departmental administrative offices whose heads report to officials within the Office of

the Secretary.

10 RESPONSIBILITIES

- a The Information Management Division , Information Resources Management will:
- (1) Manage all aspects of the Departmental Directives System, serving as a central control point to prevent overlapping, duplication, and conflict;
 - (2) Establish policies, standards, and procedures for the Departmental Directives System;
 - (3) Provide assistance, advice, and training to originators of Departmental directives;
 - (4) Recommend the issuance of new or revised Departmental directives to responsible officials;
 - (5) Review all draft Departmental directives prior to formal clearance to ensure that provisions of this regulation are met;
 - (6) Process approved Departmental directives following formal clearance and approval. Processing includes adding the classification number and date to all pages, as well as, assigning and adding the serial number to directives prior to printing;
 - (7) Manage the Departmental Directives Classification System and ensure that all Departmental directives are properly classified (see Appendix E of this directive, "Classification");
 - (8) Maintain an electronic system (DADS), and operating procedures to ensure immediate access to Departmental Directives. (See DM-0100-2, DADS Users Manual");
 - (9) Ensure training in the use of DADS;
 - (10) Maintain and periodically issue appropriate indices and checklists for current Departmental directives;
 - (11) Manage a distribution system for Departmental directives, and provide the initial supply of all new or revised Departmental directives to requesting agencies;

- (12) Maintain historical files of Departmental directives, including copies of current and superseded directives, clearance forms, and other pertinent records;
- (13) Maintain a central reference set of Departmental directives and other frequently used external issuances; and
- (14) Periodically audit the Departmental Directives System, evaluate and approve suggestions for improving the directives system, eliminate Departmental directives where possible, and ensure that the Departmental Directives System is in agreement with other management programs and controls.

b Department Agencies and Staff Offices will:

- (1) Ensure that their staffs are aware of and comply with the provisions of this regulation;
- (2) Ensure that all Departmental directives in their area of responsibility are complete, accurate, and current;
- (3) Manage a system for distribution, and provide additional copies of Departmental directives to their staffs, upon request;
- (4) Appoint a DSLO to manage, control, and coordinate all Departmental directive activities within their organizations; and send the name, complete mailing address, and telephone number of the appointed DSLO (or any replacement) to IMD;
- (5) Ensure that their organization has an up-to-date reference set(s) of current Departmental and external directives; and
- (6) Ensure access to, and coordinate training of, appropriate staff in the use of DADS.

c Offices of Primary Interest will:

- (1) Prepare Departmental directives within the scope of their delegated authority;
- (2) Determine the impact of external agency directives

(OMB, OPM, GSA, etc.) on assigned functions and issue or amend Departmental directives as appropriate to implement or incorporate the external issuances;

- (3) Coordinate and clear proposed Departmental directives with affected organizational units (including forms and reports specialists if forms or reports are required by, modified, or canceled by the proposed directive);
- (4) Be responsible for typing and proofing Departmental directives; and typing approved series designator and classification code on the final copy of directives initiated in their organizations prior to the formal clearance process;
- (5) Recommend a classification number and distribution code(s);
- (6) Provide IMD a camera ready copy and a WordPerfect copy on a diskette of each newly approved directive;
- (7) After issuance of a Departmental directive, retain background material (e.g., comments received during clearance and the camera copy of the directive (except for Secretary's Memoranda)); and
- (8) At least annually, review Departmental directives for which they are responsible; and revise, amend, rescind, or codify as appropriate.

d Clearance Offices will:

- (1) Participate in informal coordination sessions when requested by the OPI;
- (2) Review proposed Departmental directives and indicate formal concurrence/nonconcurrence; and
- (3) Return comments to the OPI by the established deadline.

e The Departmental Correspondence Review Officer will:

- (1) Ensure that directives to be signed by the Secretary have been properly and completely cleared; and

- (2) Forward these directives to the Secretary for signature.

- f Signature Authorities will approve the issuance of Departmental directives in accordance with their delegated authorities and assigned functions.

- g Executive Correspondence and Records will maintain the camera copy, original clearance form, and all relevant background material on all directives signed by the Secretary.

- h Office of Communications will approve all printing requests that exceed 25,000 units, and determine where the material should be printed.

- i Office of Operations
 - (1) Mail and Reproduction Management Division will:
 - (a) Request Automated Mailing List to prepare mailing labels as required for a particular distribution;
 - (b) Upon OC's approval, print Departmental directives according to IMD instructions;
 - (c) Distribute copies of Departmental directives according to distribution instructions; and
 - (d) Review and approve establishment, consolidation, and deletion of mailing lists.
 - (2) AML (M&RMD) will:
 - (a) Maintain distribution lists for Departmental directives according to information provided by IMD; and
 - (b) Prepare mailing labels as required for distribution of Departmental directives.

- j Directives System Liaison Officers (see section 10b(4)) will serve as liaison to IMD on all matters relating to the Departmental Directives System including:
 - (1) Establishing distribution lists for Departmental directives within their organization and ensuring that these directives are distributed on a need-to-know and need-to-act basis;

- (2) Furnishing IMD with distribution requirements for their organizations;
- (3) Approving all changes to their organizations' distribution lists; and
- (4) Approving requests from their organization for supplemental distribution of directives (see Appendix E).

11 USER AIDS

IMD will periodically issue the following checklists:

- a Checklist of current and obsolete Departmental Directives; and
- b Checklist of Secretary's Memoranda and Departmental Notices requiring codification by the OPI.

In addition to the checklists, the Departmental Automated Directives System (DADS) offers a list of current or obsolete directives as well as the text of both.

12 IMPLEMENTATION OF EXTERNAL DIRECTIVES

External issuances may be supplemented by internal instructions. The issuance may maintain a separate identity; or it may be incorporated in, attached to, or referenced in Departmental directives.

13 EFFECTIVE DATE

The date that the signature authority signs the clearance form is the effective date, unless otherwise indicated under "SPECIAL INSTRUCTIONS."

14 CODIFICATION

OPI's are responsible for codifying material of a permanent nature that is originally issued as a temporary directive. All such material is to be codified, in less than 1 year after issuance, in either a Departmental Regulation or Manual or in an agency directive, as appropriate. In the Codification/Expiration block of Form AD-813, state the expiration date of the issuance. Recommended statements are:

- a To be codified in (document) OR will expire (date).

- b Will not be codified; expires (date) OR (event).
IMD will notify OPI's periodically of all outstanding temporary directives which have not been codified.

15 CANCELLATION

- a DR's and DM's can be cancelled by another Departmental directive or upon request from the OPI. (See Appendix B of "Checklist of Departmental Directives" for a list of obsolete directives.)
- b DN's and SM's can be canceled by:
 - (1) Another Notice or Secretary's Memorandum, but only a Secretary's Memorandum can cancel a Secretary's Memorandum;
 - (2) Codification into a Departmental Regulation or Manual. The DR or DM should include the cancellation instructions;
 - (3) Expiration; or
 - (4) Announcement in a checklist.

Signed By:

HOLLACE L. TWINING

APPENDIX A
COORDINATION CLEARANCE AND APPROVAL

1 APPLICABILITY

The procedures prescribed in this appendix apply to all Departmental directives, including amendments and revisions.

2 CLEARANCE PROCEDURES (DR's, DM's, and DN's)

OPI's are responsible for coordinating and obtaining formal clearance of proposed directives with AFFECTED ORGANIZATIONS, particularly when policy or legal implications are involved. Prior to informal or formal clearances, the informal coordination of directives is encouraged. It can greatly speed the formal process and decrease the chances of last minute nonconcurrence or substantive changes.

a Informal Clearance. The OPI prepares the draft directive in final format and an AD-116, and forwards both to IMD. (Completely prepare the AD-116; see figures A-1 and A-2 for an illustration of the form.) IMD will review the directive for clarity and readability and the AD-116 for appropriate clearances. Upon completion, IMD will return the directive package to the originator along with any appropriate comments.

b Formal Clearance. The appropriate changes are to be made by the OPI prior to forwarding the package to the remaining clearance officials. Forward the directive package to the clearance officials by one of the methods listed in section 4 of this appendix. Clearance officials are to confine their comments to those matters that are within their functional area.

3 CLEARANCE DEADLINES

Monitor clearances to ensure that established deadlines are met. If requested and justified, the OPI can grant an extension of the following deadline date.

a Establish a realistic deadline date for clearance action (generally not to exceed 5 workdays per clearance office for DR's and 2 workdays per clearance office for DN's and SM's (DO NOT INCLUDE MAIL TIME). For DM's and longer DR's, the OPI may need to allow more time. The deadline date should be indicated in the appropriate block of the AD-116.

- b If a clearance office cannot meet this deadline, it should notify the OPI and request an extension.
- c Except for mandatory clearances specified in section 5 of this appendix, and unless more time has been allowed, CLEARANCE OFFICES WHICH DO NOT RESPOND WITHIN ESTABLISHED DEADLINES WILL BE ASSUMED TO HAVE CONCURRED UNLESS AN EXTENSION IS REQUESTED OF AND GRANTED BY THE OPI.

4 METHODS USED IN CLEARING A DIRECTIVE

The desired turn around time should determine the clearance method. Directives which are urgent can be hand carried between clearance offices by the OPI. The methods which may be used are as follows:

- a Simultaneous Clearance. The OPI attaches a copy of the AD-116 to each clearance office copy of the directive. Each addressee is identified by making a check mark next to a name and title on the AD-116.

The clearance official indicates the date the directive package was received and the date it was returned to the OPI. The clearance official also initials the appropriate column concurrence/nonconcurrence and returns the directive, the AD-116, and any comments to the OPI. The OPI makes corrections, if any, and forwards the AD-116 to the signature authority. A consolidated AD-116 may be made for the convenience of the signature authority with the individual AD-116's attached as backup.

- b Sequential Clearance. The OPI attaches an AD-116 to the directive identifying each clearance office in routing sequence and forwards the package to the first clearance office.

Each clearance official indicates the date the directive package was received and the date it was sent forward to the next office (or returned to the OPI). Each clearance official also initials the appropriate column of the AD-116 to indicate concurrence/nonconcurrence and forwards the package to the next clearance official unless problems need to be resolved with the OPI. If there are no problems, the last clearance official forwards the directive package to the signature authority.

When a directive is TO BE SIGNED BY THE SECRETARY, all clearance officials will indicate concurrence by initialing and dating the salmon copy of the directive, in addition to initialing and dating the AD-116.

5 MANDATORY CLEARANCES

- a IMD. All Departmental directives must be routed through IMD. List IMD as the first and last clearance point on the AD-116.
- b OGC. All Departmental directives being signed in the Office of the Secretary, as well as those being signed at a lower level which have legal implications, will be referred to OGC for legal clearance.
- c OBPA, Assistant Secretary for Administration, and the Correspondence Review Officer. All Departmental directives being signed in the Office of the Secretary must be routed through OBPA, the Assistant Secretary for Administration, and the Departmental Correspondence Review Officer.

6 CLEARANCE GENERATED COMMENTS

The OPI will address all comments before forwarding the directives package to the signature authority. The OPI:

- a Determines which comments should be incorporated and revises the draft accordingly;
- b Obtains a second clearance from affected clearance officials if the directive is significantly revised;
- c Prepares a memorandum to the signature authority explaining any recommendations not adopted and why. Include the names and titles of clearance officials who do not respond; and
- d Forwards the revised directive, with the memorandum described in section 6c above and all initialed AD-116's to the signature authority.

7 SIGNATURE AUTHORITY'S APPROVAL

- a DR's, DM's and DN's. The signature authority signs and dates the AD-116 signifying approval of the directive. There are to be NO SIGNATURES ON DR's, DM's, and DN's. If coordination is simultaneous, the signature authority need only sign the original AD-116.) The

July 25, 1996

complete directive package is returned to the OPI. The OPI forwards the directive and all copies of the AD-116 to IMD for review and processing.

- b SM's and SA's. Only the Secretary or Acting Secretary will sign Secretary's Memoranda. (See figure A-3 for a sample format of a Secretary's Memorandum.) The original copy of Secretary's Memoranda and Announcements are also signed in addition to the AD-116.

APPENDIX B

CONTENTS, FORMAT, AND COPY REQUIREMENTS

1 CONTENTS

a Required Sections

Each directive MUST contain the following sections:

- (1) Purpose. Briefly state the purpose and scope of the directive and its applicability to various agencies and offices. Pertinent references to relevant laws, Executive Orders, external directives, etc., can be made here. If references are lengthy, a separate paragraph entitled "REFERENCES" may be used.
- (2) Special Instructions/Cancellation. This section may be entitled "SPECIAL INSTRUCTIONS", "CANCELLATION", or both as appropriate. Use it to provide special instructions or to cancel a previous directive.

b Optional Sections

- (1) Policy. Provide a brief summary of the principal policy promulgated in the directive.
- (2) Background. Provide a brief summary of the historical information or the circumstance which necessitates the directive.
- (3) Abbreviations. Use to identify abbreviations used throughout the directive. It is not necessary to explain these abbreviations in the text.
- (4) Report(s). Identify any reports affected by the directive. Include complete title and number.
- (5) Form(s). Identify any forms affected by the directive. Include complete title and number.
- (6) Definitions. Use to provide meanings for words and phrases as they are to be interpreted in the context of the directive.
- (7) Responsibilities. Identify responsible officials, offices, agencies, and functional specialists and their duties relative to the directive.

- (8) Additional Sections. After the preceding 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 of presentation.
- c Additional Components of a Directive. In addition to the main text, directives may include the following:
- (1) Covers. Departmental Regulations and Notices will normally be printed without covers. However, depending on the number of pages and the expected frequency for handling and referencing, the OPI may submit a request to IMD that the regulation be printed with a cover. Format for the cover design will be cleared by OC through IMD. ALL MANUALS WILL HAVE COVERS.
 - (2) Forewords. Forewords are introductory messages which may be used as needed in directives which require a cover. Capitalize and center the word "FOREWORD" on the first introductory page, three lines above the text. Begin the foreword on a separate page, facing upward, preceding the first page of the directive. Normally, paragraphs in a foreword are not numbered, nor is the page(s) numbered. (See Figure B-1.)
 - (3) Table of Contents
 - (a) Directives with Covers. Use a table of contents in all directives requiring a cover. Begin the table of contents on a separate odd-numbered page. Completely capitalize and center the words "TABLE OF CONTENTS" three lines above the listing. (See the table of contents to this regulation for appropriate format, and Figure B-2.)
 - (b) Directives Without Covers. Use a table of contents for directives without covers when the directive consists of more than 4 pages. Instead of the words " TABLE OF CONTENTS", type the word "Section" 3 lines below the masthead and to the left hand side of the page. Two lines below the word Section list the table of contents. Three lines below the table of contents start the text of the

directive. (See Figure B-3.)

- (4) Appendix. Use an appendix for detailed procedural or supplementary material. Give each appendix a short, descriptive title. Capitalize and center the title and the alphabetic appendix designation, three lines above the body of the appendix. (See page B-1 of this appendix for a sample format.) Begin appendices on odd-numbered pages. Number paragraphs in the text of an appendix in the same manner used in the text of the directive. Number the pages as directed in section 2f of this appendix.
 - (5) Figure. Use a figure for graphic presentations, forms, and illustrations. Give each figure a short, descriptive title. Capitalize and center the figure designation (Arabic numerals; i.e., 1, 2, 3) six lines above the figure followed by the title which is to be typed three lines above the form or illustration. If a figure is in an appendix, precede the Figure number with the appendix number; e.g., Figure B-3. (See figures B-1 and B-2 for sample formats.)
 - (6) Table. Use a table for listing data. Use the same numbering and titling conventions as for figures but number separately (i.e., Table 1, Figure 1).
- d Specialized Components. FOR MANUALS ONLY. Manuals may be divided into chapters, parts, and sections. THEY WILL ALL HAVE COVERS and TABLE of CONTENTS; they may have forewords.
- (1) Chapters. Give each chapter a brief, descriptive heading (title) and start it on an odd-numbered page. Designate chapters by Arabic Numerals which are preceded by the word CHAPTER (i.e., CHAPTER 1, CHAPTER 2, CHAPTER 3). Capitalize the chapter designation and center it three lines below the preprinted masthead. Two lines below the chapter heading completely capitalize and center the title. Begin the text three lines below the title. (See Figure B-4.)

Begin each new chapter on an odd-numbered page, six lines from the top of the page and three lines above the section(s) it encompasses. Number paragraphs in the text of a chapter. Number the

pages consecutively. Appendices and figures will be treated as shown in sections 1c(4) and (5) of this appendix.

- (2) Parts. Lengthy chapters, depending on their complexity, may be divided into parts. The first page of each new chapter will bear the chapter designation and title and the part number and title. Capitalize, center, and position the chapter designation and title on one line, three lines below the preprinted masthead. Capitalize, center, and position the part designation and title two lines below the chapter designation and title. Start the text three lines below the part number and title. (See Figure B-5.)

Begin each new part on an odd-numbered page, six lines from the top of the page and three lines above the section(s) it encompasses. Capitalize and center the title two lines below the part number. The first page of each new part within a chapter will bear the new part number and title only (not the chapter and title).

Consecutively number Parts throughout a chapter, using capitalized Roman numerals (i.e., I, II, III). (See figures B-5 and B-6). Number pages consecutively. Appendices and figures will be treated as shown in section 1c(4) and (5), and 2f of this appendix.

- (3) Sections. Treat sections as described in sections 1b(7), 2a(1) and (2), and 2c(1) of this appendix.

2 FORMAT

a Units of Text

- (1) The basic unit of text in a directive is the numbered section.
- (2) A numbered section may consist of a single paragraph or of several paragraphs and/or subparagraphs. Use subparagraphs to separate complex issues within paragraphs or to list conditions, exceptions, or procedures.
- (3) If paragraphs are subdivided, there must be at least two subparagraphs for every subdivision level.

b Headings

- (1) Capitalize section headings. Do not underscore. Omit a period. Do not begin text on the same line.
- (2) Within each section, as a rule, give first- and second-level subdivisions a brief, descriptive heading. When beneficial, use headings at any subdivision level provided each subparagraph within that specific subdivision bears a heading. Be consistent.
- (3) Capitalize the first letter of the first word and all major words in subdivision headings. Underline the heading. Close with a period and begin text on the same line unless the heading stands alone. In such cases, omit the period.

c Numbering of Subdivisions

Number or letter all subdivisions as follows:

- (1) Section. Use Arabic numerals; i.e., 1, 2, 3, etc.
- (2) First Level Subdivision. Use small letters of the alphabet; i.e., a, b, c, etc.
- (3) Second Level Subdivision. Use Arabic numerals in parentheses; i.e., (1), (2), (3), etc.
- (4) Third Level Subdivision. Use small letters of the alphabet in parentheses; i.e., (a), (b), (c), etc.
- (5) Fourth Level Subdivision. Use Arabic numerals underlined; i.e., 1, 2, 3, etc.

d Spacing and Indenting

- (1) The general rule is set forth below and is illustrated in Figure B-7. Additional guidance as necessary will be found in later appendices.
 - (a) Single space the text.
 - (b) Double space between paragraphs.
 - (c) Triple space between numbered sections.
- (2) In cases where the items in a listing consist of one line each, as above, they should be single

spaced.

- e Type Style. Letter Gothic, 12 characters to the inch, is the preferred type style. If you do vary from this type style DO NOT USE a print that is smaller in height than is used in this directive, has curlicues, or is bold. As shown in this paragraph, to emphasize a point, capitalize the word or line, etc.
- f Page Numbers. All right hand pages will be odd numbered; all left hand pages will be even numbered. In the main text of a directive, use Arabic numerals centered one-half inch from the bottom of the page. Number pages consecutively, including pages that contain figures or tables. Begin numbering with the second page. Number appendix pages A-1, A-2, A-3; B-1, B-2, B-3, etc. Use small Roman numerals for a foreword or table of contents.
- g END. To identify the last page of the basic portion of text type "- END -" centered 2 lines below the last line of text in the body of the directive, before any appendices. (Do not use in appendices.)

3 PAPER AND COPY REQUIREMENTS

- a First and Subsequent Pages. Type the first page of each directive on the appropriate directive guide sheet. (See basic portion, Section 8, of this directive for a list of guide sheets.) Use an AD-814 for second and subsequent pages or plain bond paper. (See Figures B-3 and B-7 for instructions on entering standard information on the first page of a regulation. (See Figure B-8 for later pages.)
- b Paper Color. Permanent directives, including appendices will be printed on white paper. Temporary directives will be distinguished from permanent by the use of colored paper. Secretary's Memoranda and Announcements will be printed on buff paper and Departmental Notices will be printed on green paper.
- c Directives Signed by the Secretary. In addition to the original, the OPI should prepare the following tissue copies: 1 salmon, 2 white, 1 pink, and 1 green.

APPENDIX C

REFERENCING PROCEDURES

1 ENTIRE DIRECTIVE

To refer to one directive in another directive, use the directive series designator, number, and title the first time the directive is referenced (e.g., DR 0100-2, Departmental Automated Directives System Users Manual). Thereafter, use only the series designator and number (e.g., DR 1010-1).

2 TEXT WITHIN THE SAME DIRECTIVE

To refer to text within a directive, use the following conventions:

- | | | | |
|---|--|---|-----------------------------|
| a | A section | : | section 6 |
| b | Several consecutive sections | : | sections 5
through 9 |
| c | Several nonconsecutive sections | : | sections 2, 6,
and 9 |
| d | A subdivision | : | section 11c |
| e | Several consecutive subdivisions | : | sections 3a
through c |
| f | A subdivision of a subdivision | : | section 2a(3) |
| g | Several nonconsecutive
2c(1),
subdivision | : | sections

(3), and(8) |
| h | A figure or table | : | figure 2,

table 2 |
| i | A figure within a Departmental Manual
chapter (e.g., figure 1 within chapter 3) | : | figure 3-1 |
| j | A figure within an appendix (e.g.,
figure 5 within appendix A) | : | figure A-5 |
| k | An appendix | : | appendix A |
| l | A chapter | : | chapter 8 |

3 TEXT WITHIN OTHER DIRECTIVES

Use the directive series designator and number, title, and text referencing as illustrated in section 1 above.

4 LAWS AND EXTERNAL REGULATIONS

Use the citation standards prescribed in the GPO Style Manual or in the regulation itself (e.g., the Code of Federal Regulations state how it should be cited).

5 FORMS AND REPORTS

Use the form or report number and title the first time the form or report is referenced in. Thereafter, reference the form by using its number only (e.g., AD-116).

6 UNITS OF ORGANIZATIONS

Use the official title of the organization the first time it is referenced and the acronym thereafter. Continued use of the official title is discretionary.

APPENDIX D

REVISION AND AMENDMENT PROCEDURES

1 CHANGES TO REGULATIONS AND MANUALS

ONLY regulations and manuals may be amended. Correct minor errors such as misspellings, punctuation, or grammar only when a substantive change to a page is also necessary. Standards and procedures for making changes are set forth below. Revisions and amendments follow the same clearance procedures as the basic regulations. PEN-AND-INK CHANGES ARE NOT AUTHORIZED IN DEPARTMENTAL DIRECTIVES.

- a Revision. Completely revise and reissue a DR or DM when more than 40 percent of the existing regulation must be changed, or it does not comply with current directives format and/or standards.

A revision of an existing DR or DM carries the same classification and serial number, but a new date. In the "CANCELLATIONS" section, state that the new DR or DM is a revision of and cancels (number), (old date). Explain the nature of the revision in this section or in the "PURPOSE" section. When there is a complete revision do not use asterisks to identify changes in the text.

- b Amendment. An amendment transmits changed pages in a regulation when a revision would not be appropriate. It includes a summary of (and reasons for) the change and filing instructions.

Use AD-811a (See Figure D-1) to issue amendments to DR's and an AD-812a to issue amendments to DM's. Use an AD-811b (See Figure D-2) to amend the first or header page of a DR and an AD-812b to amend the first or header page of a DM. Both forms allow the originator to show the original date of the directive, which does not change, as well as the amendment date.

2 DN's SM's and SA's

DN's SM's and SA's CANNOT BE AMENDED; they must be reissued if information in the original is in error or omitted. The reissued directive carries the same classification number as the original, along with a new serial number. The new directive cancels the original. In the "CANCELLATIONS" section, state that the new DN, SM, or SA cancels the (number) (old date).

3 IDENTIFICATION OF CHANGES IN TEXT

Use an asterisk in the left margin to indicate the material that has been changed. Do not use asterisks in the text. Delete old asterisks when making a new change to a page that has been previously changed. Asterisks will be used as follows:

- a Opposite each line where a change has been made;
- b Opposite a paragraph heading to signify several minor changes or extensive revision within that paragraph; and/or
- c Opposite a section heading to signify several changes or extensive revision within that section.

Do not use asterisks to identify correction of minor errors in spelling, punctuation, or grammar, etc. Asterisks need not be used to denote changes in figures or tables when their use would be confusing.

4 EXPANDING TEXT

Use the following guidelines to avoid renumbering and reprinting the entire regulation when inserting additional material.

- a Appendices. Additional appendices will follow existing appendices. Use the next unassigned letter.
- b Sections. When inserting new sections BETWEEN other sections, number the additional sections by using the preceding section number followed by a dash and consecutive number, e.g., section 4-1.
- c Paragraphs. When inserting a new paragraph BETWEEN existing paragraphs, number the new paragraph by using the preceding paragraph number followed by a dash and a consecutive Arabic numeral, e.g., 3a-1.
- d Figures and Tables. Number newly inserted figures and tables with the preceding figure or table number followed by a consecutive small letter of the alphabet.
- e Pages. When added text results in extra pages, retype only the pages whose text is disturbed by the insertion (e.g., if text is inserted on page 3, retype page 3, the new text, and page 4.) Number additional pages by

using the preceding EVEN-NUMBERED page number, followed by a dash and a consecutive Arabic numeral. As an example: 4-1, 4-2, 4-3 (reverse blank).

NOTE: As appropriate, revise the table of contents to show the addition of information.

5 WITHDRAWING TEXT

Use the following guidelines to withdraw text as part of an amendment.

- a Sections, Paragraphs, Figures, or Tables. Reissue the page(s) showing deletion of a section, paragraph, figure, or table. Use the word "WITHDRAWN" followed by the amendment number that requires the deletion. For example, if section 6 is to be withdrawn:
 - (1) 6 (WITHDRAWN) Amendment 2
 - (2) As appropriate, revise the table of contents to show withdrawals.
- b Appendices. Show deletion of an appendix only in a table of contents if there is one. Use the word "WITHDRAWN" followed by the amendment number that requires the deletion.
- c Pages. The following examples will serve as guides when withdrawing pages from a regulation:
 - (1) Page 13 is withdrawn but not page 14. Reissue a blank page numbered "13." In the center of the page, show the word "WITHDRAWN" and the amendment number that requires the deletion. Print page 14 unchanged on the reverse side.
 - (2) Page 14 is deleted and no change is made to page 13. Reissue page 13 with its current date (and amendment number). Number page 14, and show the word "WITHDRAWN" in the center of the page and the amendment number.
 - (3) Pages 14 through 20 are deleted. Page 13 is printed without any change. Number the reverse page as "14 through 20." Show the word "WITHDRAWN" in the center of the page and the amendment number that requires the deletion.

APPENDIX E

DISTRIBUTION AND CLASSIFICATION SYSTEMS

1 SYSTEMS DESCRIPTIONS

- a Distribution System. Departmental directives will be distributed by major classification numbers, in the quantity requested, to a centralized location within each agency or staff office. The classification numbers that are used will be based on the Departmental Directives Classification System which is detailed in this appendix. Example: 20 copies of Classification number 1200, Program Planning and Evaluation, will result in the delivery of 20 copies of all issuances classified under 1200 (see section 3d of this appendix for a listing of classification numbers).
- b Classification System. The Departmental Directives Classification System is a comprehensive list of USDA's administrative subjects. It is adjusted, expanded, or contracted as needed. It is to be used in issuing, filing, and referencing Departmental directives. Classification numbers are based on subject matter; they are NOT reserved for individual organizations. Any USDA agency with a need to write on a given subject may do so.

All Departmental directives will be assigned a subject classification number in accordance with the subject classification codes which are contained in this appendix.

2 DISTRIBUTION OF DIRECTIVES

- a Placement of Distribution Codes. The first two numbers of the major classification number should be entered in the lower left-hand corner after the word "Distribution" on the regulation guide sheets (Forms AD-811, AD-812, AD-813, AD-778, AD-811a, and AD-812a.)
- b Setting Distribution Requirements
- (1) Internal Issuances. All standard distribution requirements for each organization will be reported on Form AD-833, (See Figure E-1). Form AD-833 should be reproduced locally or copies can be obtained from OIRM, IMD.
 - (2) External Issuances. Treasury Fiscal Manuals

(TFM's) and OMB Circulars are ordered through OIRM, and the Federal Information Resources Management Regulations (FIRMR's) are ordered by composite order, by each agency. All other external issuances will be distributed at the direction of the office of primary interest.

c Distribution of General Information Items. While it is important that all employees be informed of special interest items (special observance events, drives, etc.) it is not necessary that everyone receive an individual copy. The distribution methods listed below are designed to ensure the proper emphasis and recognition of events without having to distribute the maximum number of copies.

(1) "All Office" Distributions. Agencies and staff offices are to provide IMD with the number of copies they will require to bring these general information matters to their employees' attention.

These announcements can be posted on bulletin boards and in other highly visible areas as well as circulated to employees. There are three separate "All Office" distributions depending on the audience to be addressed. They are:

(a) AOD - All offices in the D.C., complex,

(b) AOM - All offices in the Metropolitan area,
and

(c) AON - All offices Nationwide

(2) "All Employee" Distributions. On occasion it may be necessary to distribute a Departmental issuance to all employees. In each instance the Assistant Secretary for Administration must approve the distribution. The types of distributions are:

(a) AED - All employees in the D.C. complex,

(b) AEM - All employees in the Metropolitan area,
or

(c) AEN - All employees Nationwide

d Funding. Initial distribution costs of Departmental issuances will normally be financed through Departmental Administrative funds. Supplemental or additional distribution costs will be charged to

requesting agencies or staff offices.

Exceptions to Departmental Administration funding are NEW Departmental issuances which are likely to be voluminous and very widely distributed (e.g., the Agriculture Travel Regulation) or for certain external issuances which are available on subscription basis only. For such issuances, agencies and staff offices are expected to bear the cost of the copies they order.

- e Request for Additional Copies. AFTER IMD makes the initial distribution, additional copies will be obtained from the appropriate agency or staff office, DSLO, or retrieved electronically through DADS.
- f Instruction for Completing AD-833. DSLO's may update distribution requirements or mailing addresses at any time. ENTER ONLY THOSE ITEMS WHICH NEED TO BE CHANGED. Obtain an AD-833, if needed, from IMD's Directives Unit.

3 CLASSIFYING DIRECTIVES

- a Originators of Departmental Directives will:
 - (1) Select a code from the subject classification codes section 3d below; the code should identify the subject matter of the proposed directive as narrowly and completely as possible; and
 - (2) Recommend the proposed code on the AD-116 submitted to IMD prior to formal clearance of the directive.
- b Assigning Classification Numbers
 - (1) When More Than One Subject Is Involved. When a directive can be classified under more than one, the OPI should determine the subject which captures the principal message of the directive.
 - (2) Within a Directives Series. IMD assigns serial numbers consecutively within each series.
- c Changes to the Classification System. Recipients of Departmental issuances will be notified of any changes to the classification system and given an opportunity to request copies of any new information.
- d Subject Classification Codes

0100 DEPARTMENTAL DIRECTIVES SYSTEM

- 0110 Directive Systems Management and Operation
- 0120 Classification
- 0130 Distribution Codes
- 0140 Indexing

1000-1999 GENERAL MANAGEMENT AND ADMINISTRATION

1000 ORGANIZATION, AUTHORITIES, AND FUNCTIONS

- 1010 Organization
 - 1011 Principles of Organization (General)
 - 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 Intradepartment Relations
 - 1051 Relations with Field Activities

1100 MANAGEMENT IMPROVEMENT

- 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

- 1210 Program Goals and Objectives
- 1220 Program Planning
- 1230 Program Review and Evaluation
- 1240 Program Impact Analysis
- 1250 Program Decision Systems
- 1260 Legislative Programs and Reports

1300 EXTERNAL RELATIONS

1310 Executive Branch Relations

- 1311 White House and Executive Office Relations
- 1312 Interdepartmental Relations
- 1313 Temporary Agencies, Commissions, Task Forces, etc.
- 1314 Formal Agreements and Memoranda of Understanding

1320 Legislative Branch Relations

- 1321 Senate Relations
- 1322 House of Representatives Relations
- 1323 Congressional Hearings and Testimony
- 1324 GAO/GPO/Other Legislative Branch Relations
- 1325 Reports to Congress

1330 Judicial Branch Relations

- 1340 State and Local Agency Relations
- 1350 International Relations
- 1360 Public and Special Interest Groups and Organizations
- 1370 Industrial and Commercial Organizations
- 1380 Professional Societies and Associations
- 1390 Educational Institutions (including Libraries, Museums, etc.)

1400 PUBLIC AFFAIRS

1410 Publishing

1420 Composition and Printing

- 1421 Copy and Duplication
- 1422 Photocomposition

1430 Publication Distribution

1440 News Releases, Speeches and Current Information

1450 Radio and Television

1460 Media and Public Liaison

1470 Graphic and Exhibit Design

1480 Photography
1490 Video and Film

1500 LEGAL AFFAIRS AND PROCEEDINGS

1510 Coordination and Clearance Services

1511 Legislative Review
1512 Regulatory and Program Review
1513 Legal Advice and Opinions

1520 Legal Proceedings

1521 Departmental and Administrative Proceedings
1522 Judicial Proceedings

1530 Employee Involvement in Legal Proceedings

1600 FACILITIES AND SPACE MANAGEMENT

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

1700 INVESTIGATIONS AND AUDITS

1710 Investigations
1720 Audits

1800 EMERGENCY PREPAREDNESS AND CONTINGENCY PLANNING

1810 Emergency Procedures and Planning (Crisis
Management)
1820 Civil Defense Program
1830 Nature and Other Disasters

2000-2999 BUDGET AND FINANCE

2000 BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION

2010 Budget Planning
2020 Budget Development
2030 Budget Presentation
2040 Budget Execution
2050 Budget Reporting

2100 FINANCIAL MANAGEMENT/ACCOUNTING

- 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

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

2300 TRAVEL AND TRANSPORTATION

- 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

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

2500 CLAIMS

- 2510 Claims against the U.S.
- 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

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

3000-3999 INFORMATION RESOURCES MANAGEMENT

3000 RECORDS MANAGEMENT

- 3010 Directives Management
- 3020 Forms Management
- 3030 Reports Management
 - 3031 Public Paperwork Burden Control
- 3040 Files Management
- 3050 Mail Management
 - 3051 Automated Mailing Lists
 - 3052 Messenger Services
- 3060 Correspondence Management
- 3070 Micrographics Management
- 3080 Records Disposition
- 3090 Vital Records

3100 MANAGEMENT OF INFORMATION RESOURCES

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

3200 ADP MANAGEMENT

- 3210 Design and Development
- 3220 Resource Acquisition
- 3230 Resource Utilization
- 3240 Operations

3300 TELECOMMUNICATIONS MANAGEMENT

- 3310 Voice Telecommunications

- 3320 Data Telecommunications
- 3330 Radio Communications
- 3340 Employee Locator Services

3400 INFORMATION MANAGEMENT

- 3410 Information Collection
- 3420 Information Dissemination
- 3430 Information Sharing
- 3440 Classified and Sensitive Information
- 3450 FOIA and Privacy

4000-4999 HUMAN RESOURCE MANAGEMENT

4000 EMPLOYMENT

- 4010 Recruitment, Selection, and Placement
- 4020 Personnel Actions
- 4030 Selective Placement Programs
- 4040 Special Appointments
- 4050 Position Classification, Pay, and Allowances
- 4060 Employee Benefits
- 4070 Attendance and Leave
- 4080 Reduction-in-Force
- 4090 Employee Responsibilities and Conduct

4100 EMPLOYEE DEVELOPMENT, PERFORMANCE, AND UTILIZATION

- 4110 Orientation
- 4120 Training
- 4130 Incentives and Awards
- 4140 Performance Evaluations

4200 PERSONNEL RELATIONS AND SERVICES

- 4210 Grievance Procedures
- 4220 Labor-Management Relations
- 4230 Special Activities and Programs

4300 EQUAL OPPORTUNITY

- 4310 Affirmative Action
- 4320 Complaint Investigations
- 4330 Compliance
- 4340 Civil Rights Impact Statements
- 4350 Equal Opportunity in Housing
- 4360 Outreach-Public Notification
- 4370 Data Collection and Evaluation

4400 SAFETY AND HEALTH

- 4410 Program Management
- 4420 Education/Training
- 4430 Employee Services
- 4440 Supervision
- 4450 Evaluation

4600 PERSONNEL SECURITY

- 4610 Security Clearance
- 4620 Identification Cards, Passes, and Badges

5000-5999 PROPERTY AND RESOURCE MANAGEMENT

5000 PROCUREMENT MANAGEMENT

- 5010 USDA Procurement Reporting System
- 5020 Debarred, Suspended, and Ineligible Bidders
- 5030 Sureties
- 5040 ADP
- 5050 Labor Standards
- 5060 Departmental Blanket Purchase Arrangements
- 5070 Consulting Services
- 5080 Disputes
- 5090 Socioeconomic Procurement

5100 REAL PROPERTY MANAGEMENT

- 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 ENERGY MANAGEMENT

5600 ENVIRONMENTAL PROTECTION

5700 PATENTS, COPYRIGHTS, AND TRADEMARKS

6000-8999 RESERVED

9000-9999 PROGRAM AREAS

9000 FOOD AND CONSUMER PROGRAMS

9100 MARKETING AND TRANSPORTATION PROGRAMS

9200 INTERNATIONAL AFFAIRS PROGRAMS

9300 COMMODITY PROGRAMS

9400 RURAL DEVELOPMENT PROGRAMS

9500 NATURAL RESOURCES AND ENVIRONMENTAL PROGRAMS

9600 SCIENTIFIC AND EDUCATION PROGRAMS

9700 SOCIOECONOMIC PROGRAMS

9710 Preference Programs

9720 Minority Bank Deposit Programs

9800 ECONOMIC AND STATISTICS PROGRAMS

Contact IMD on (202) 720-8958 for the exhibits that are cited in this directive.

END