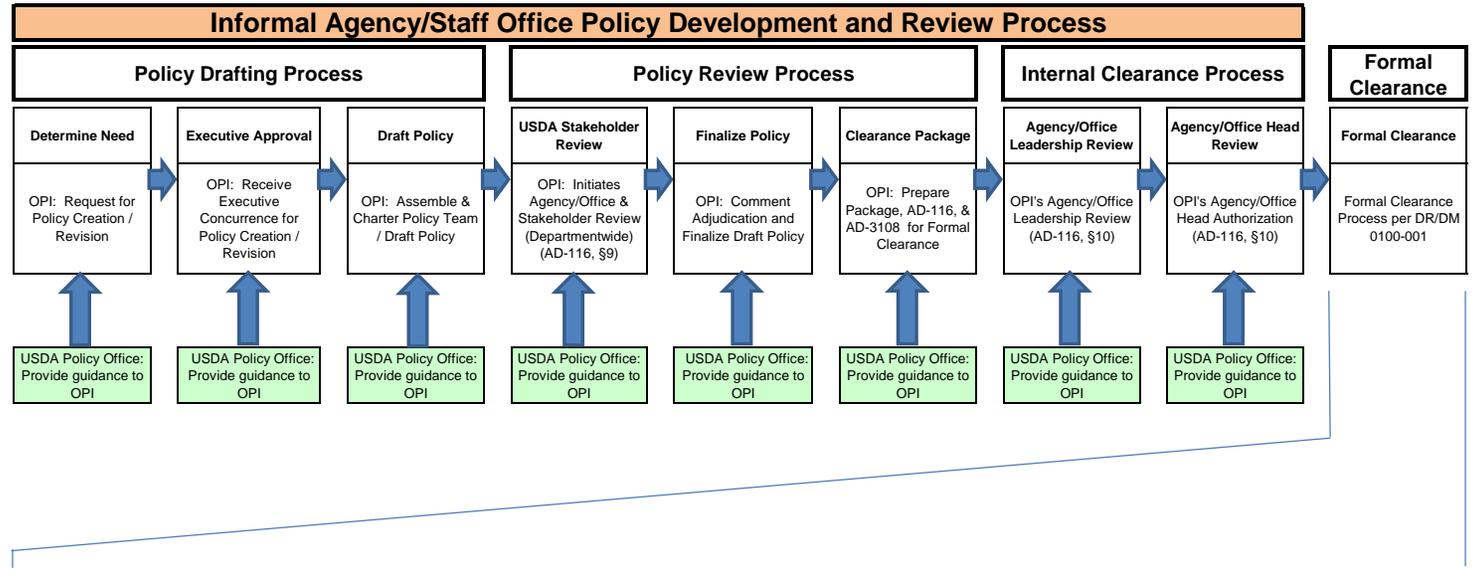
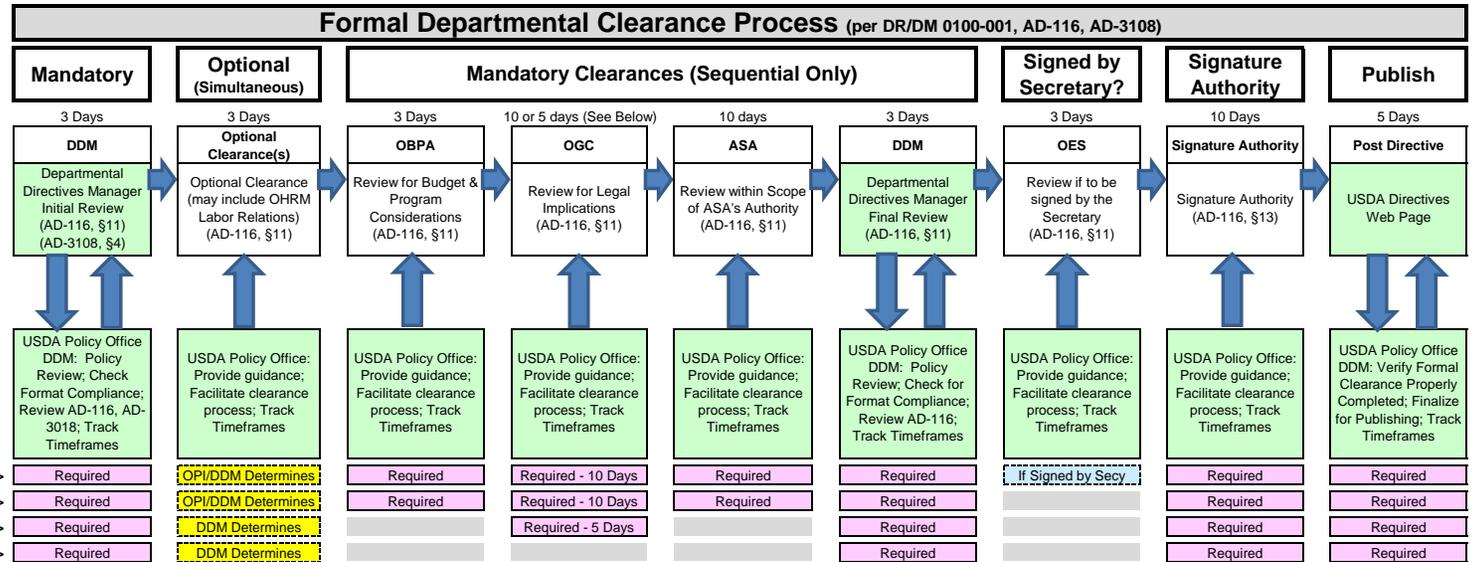


# Policy Process for Departmental Directives (DRs, DMs, DNs, DGs, and SMs)



- USDA Resources:**
- [DR 0100-001](#) Departmental Directives System
  - [DM 0100-001](#) Preparing Departmental Directives
  - [Form AD-811](#) DR Template
  - [Form AD-812](#) DM Template
  - [Form AD-813](#) DN Template
  - [Form AD-814](#) DG Template
  - [Form AD-778](#) SM Template
  - [Form AD-116](#) Clearance & Approval for Departmental Issuances
  - [Form AD-3108](#) Note to Reviewers for Draft USDA Departmental Directives



- AD - Agriculture Department (Departmental Form Prefix)
- ASA - Assistant Secretary for Administration
- DDM - Departmental Directives Manager (in Departmental Policy Office)
- DG - Departmental Guidebook
- DM - Departmental Manual (Process or Procedure)
- DN - Departmental Notice
- DR - Departmental Regulation (Policy)
- OBPA - Office of Budget and Program Analysis
- OES - Office of the Executive Secretariat
- OGC - Office of the General Counsel
- OHRM - Office of Human Resources Management
- OPI - Office of Primary Interest (the Policy Owner/Sponsor)
- SM - Secretary's Memorandum

- Note 1: Mandatory Clearance Office - AD-116 Responses:**
- **Concur with No Comments** - Proceed to the next step.
  - **Concur with Comments** - Adjudicate the comments and proceed to the next step (see Note 3).
  - **Nonconcur** - Revise or rewrite the policy and restart the formal clearance process (see Note 3).
- Note 2: ASA - AD-116** - If ASA makes any changes, the policy loops back to OGC for review.
- Note 3: OPI Comment Adjudication and Directive Revision Timeframes in Formal Clearance:**
- Within 5 business days for standard resolution of comments.
  - Within 20 business days for Mandatory Clearance Office nonconcur requiring remedy.
  - Within 4 calendar months for Mandatory Clearance Office nonconcur requiring review.

**Note 4: Stakeholder** - An official, mission area, agency, staff office, or component with a defined role and responsibility or vested interest (e.g., affected organization) in a Departmental directive.