Departmental Directives - Streamlined Formal Clearance Process
Per DR 0100-001 (01/04/18) and DM 0100-001 (01/04/18)

New DR, DM, DN, or SM

<table>
<thead>
<tr>
<th>Existing DR or DM Revision</th>
<th>Existing DR or DM Amendment</th>
<th>Existing DG Revision</th>
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<tbody>
<tr>
<td>Major Changes</td>
<td>Minor Changes</td>
<td>Any Changes</td>
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</tbody>
</table>

OPI Internal Clearance

- OPI Applicable Internal Management Review
- OPI Agency Head

Approval for Submission into Formal Clearance

- OPI Agency Head

Mandatory Clearance Office - Sequential Review

- DDM Initial Review 3 Days
- OPI Comment Adjudication 5 Days
- OPI Comment Adjudication 5 Days
- DDM Final Review 3 Days
- OPI Comment Adjudication 5 Days

Optional Clearance Office(s) - Simultaneous Review

- Optional Clearance(s) (Determined by OPI/DDM) 3 Days
- Other Clearance(s) (Determined by DDM) 3 Days
- OPI Comment Adjudication 5 Days

Mandatory Clearance Office - Sequential Review

- OBPA Review 3 Days
- OPI Comment Adjudication 5 Days

Mandatory Clearance Office - Sequential Review

- OGC Review 10 Days
- OPI Comment Adjudication 5 Days

Mandatory Clearance Office - Sequential Review

- ASA Review 10 Days
- OPI Comment Adjudication 5 Days

Mandatory Clearance Office - Sequential Review

- DDM Final Review 3 Days
- OPI Comment Adjudication 5 Days

Note 1: OPI comment adjudication and directive revision within 5 business days for standard resolution of comments.
Note 2: OPI comment adjudication and directive revision within 20 business days for Mandatory Clearance Office nonconcurrence requiring remedy.
Note 3: OPI comment adjudication and directive revision within 4 calendar months for Mandatory Clearance Office nonconcurrence requiring a rewrite.
Note 4: Directive submissions will be automatically withdrawn from formal clearance if approval for publication is not secured within 1 calendar year.

USDA Departmental Policy Office
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