

**UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250**

**SECRETARY'S MEMORANDUM 1076-019
January 4, 2018**

USDA Departmental Directives System Update

1. PURPOSE

This Secretary's Memorandum (SM) initiates a phased process for updating the Departmental Directives System. This SM reissues five (5) directives, directs several offices of USDA to review and revise sixteen (16) human resources, cybersecurity, and property management directives, and cancels eighteen (18) obsolete directives across various Program areas.

2. POLICY

One of USDA's seven strategic goals is to ensure that USDA programs are delivered efficiently, effectively, with integrity, and a focus on customer service. Achieving this goal requires that USDA's internal processes be as efficient as possible. I am reissuing some revised directives, directing a phased review and revision of USDA's Department-wide directives, and cancelling obsolete directives with the objective of reducing the internal Departmental regulatory burden to enable more effective and efficient implementation of USDA's programs. Directives should be reviewed for efficiencies that can be gained by streamlining processes, consolidating overlapping directives, and cancelling redundant or unnecessary directives. Directives should also be reviewed for policy goals specific to each category of directives set forth below. The first phase of directive review will focus on three areas: human resources management, cyber security, and property management. Additional phases of directive review will be announced in the coming months.

3. ACTIONS ORDERED

- a. Revised and Reissued Directives: The below-listed Departmental directives have been revised and are being reissued. The revised and reissued directives are attached to this SM, and are effective immediately. Prior issuances of these directives are cancelled and superseded.

- (1) Departmental Regulation (DR) 0100-001, *Departmental Directives System*
- (2) Departmental Manual (DM) 0100-001, *Preparing Departmental Directives*

- (3) DR 1010-001, *Organization Planning, Review, and Approval*
- (4) DR 4080-811-002, *USDA Telework Program*
- (5) DR 5200-003, *Gift Acceptance Policy*

Directives DR 0100-001, DM 0100-001, and DR 1010-001 have been revised to streamline internal USDA processes related to Departmental directives and organizational changes with a focus on reducing burden and increasing the efficiency of USDA's operations. Directive DR 4080-811-002 has been revised to support managers, provide clarity for employees, and to ensure that customer service is appropriately balanced with employee flexibility. Directive DR 5200-003 has been revised to clarify the process for approval and acceptance of conditional gifts, and to remove references to the Cooperative State Research, Education, and Extension Service with references to the National Institute for Food and Agriculture.

- b. Human Resources Management Directives: Delivering USDA's programs efficiently, effectively, with integrity, and a focus on customer service depends on USDA's professional workforce. To ensure that USDA's professional workforce is best able to meet its program delivery mission, the Office of Human Resources Management (OHRM), in coordination with the Office of the General Counsel (OGC) as appropriate, is instructed to coordinate a review of the below-listed Departmental directives related to human resources management. The review should focus on increasing operational efficiencies, eliminating redundancies, and balancing all appropriate legal requirements while maximizing program delivery and collaboration among agencies and offices that provide similar services. The review should also focus on improving stewardship of resources and engaging and empowering employees to facilitate the delivery of USDA's programs. I am directing OHRM to recommend specific updates to amend, revise and reissue, or cancel the below-listed directives and any other related directives, policies or guidance not later than 60 days from issuance of this SM.
 - (1) DR 1041-001, *Advisory Committee Management* (February 8, 1993) requires a general update. Also requires a review to determine whether any of the advisory committees currently operated by USDA should be disbanded. Additionally, consideration should be given to whether advisory committee management at USDA could be made more efficient by consolidating DR 1041-002, *Diversity in Task Force and Committee Assignments* (June 4, 1996) or any other directives related to management of advisory committees into DR 1041-001.
 - (2) DR 4040-430, *Performance Management* (September 30, 2013) requires revision to be consistent with recent guidance from the Office of Personnel Management.
 - (3) DR 4040-451-001, *USDA Employee Awards and Recognition Program* requires updating to incorporate DR 4040-451-004, *Referral Bonus Awards*, so that there is only one reference regarding employee awards.

- (4) DR 4060-630-002, *Leave Administration Excused Absence/Administrative Leave* (October 19, 2016) requires revision to be consistent with recent statutory changes.
 - (5) DR 4070-771, *Administrative Grievance System* (October 6, 2010) requires revision to improve and promote increased consistency in the processing, examination procedure, recordation, and disposition of administrative grievances. Pending the clearance process, USDA can address or reconcile whether additional exclusion of grievances based on telework determinations is required based on *Administrative Grievance System* revision and the revised DR 4080-811-22, *USDA Telework Program* directive.
 - (6) DR 4080-811-01, *USDA Child Care Tuition Assistance Program* (August 23, 2002) requires updating to be consistent with recent statutory changes.
 - (7) DR 4090-920-002, *Senior Science and Technology Service* (March 29, 2012) requires revision to update procedural guidance regarding the performance management system.
- c. Cybersecurity and Information Technology Directives: Delivering USDA's programs efficiently, effectively, and with integrity and a focus on customer service requires USDA's information technology (IT) network to be streamlined and secure. To ensure that USDA's IT network is positioned to assist USDA's professional workforce in meeting its delivery mission, the Office of the Chief Information Officer (OCIO) is instructed to coordinate a review of the below-listed Departmental directives related to cybersecurity and IT. USDA's cybersecurity policies require updating to be consistent with current statutory requirements and National Institute of Standards and Technology (NIST) guidance. The review also should focus on strengthening strategic IT governance, consolidating end-user services enabling a strategic approach to data management, introducing data-driven capabilities, and improving the USDA customer experience both for external and internal USDA customers. I am directing OCIO to recommend specific updates to amend, revise and reissue, or cancel the below-listed directives and any other related directives, policies or guidance not later than 60 days from issuance of this SM.
- (1) DR 3140-001, *USDA Information Systems Security Policy* (May 15, 1996) requires general updating to be in line with current statutory and Executive Order requirements and modern information security protocols.
 - (2) DR 3140-002, *USDA Internet Security Policy* (March 7, 1995) requires general updating to be in line with current statutory and Executive Order requirements and modern information security protocols.
 - (3) DR 3300-1-K, *Building Telecommunications Cabling* (March 23, 1999) is technologically obsolete, and is in the process of being revised to reflect current NIST requirements for telecommunications cabling.

- (4) DM 3500-000, *Cyber Security Manual* (July 15, 2004) encompasses the 3500 series of directives each related to different aspects of cyber security. All directives encompassed in the manual should be reviewed to ensure they reflect the most current cyber security policies and requirements. Additionally, the 3500 series of directives require reorganization to streamline and consolidate overlapping or redundant directives.
 - (5) DR 3600-000, *USDA Information and Technology Transformation* (November 2, 2004) requires general updating to reflect the current status and structure of USDA's information technology program.
 - (6) DR 3630-001, *USDA Enterprise Shared Services* (June 1, 2005) requires general updating to reflect the current status and structure of USDA's Enterprise Shared Services framework.
- d. Property Management Directives: Delivering USDA's programs efficiently, effectively, with integrity, and a focus on customer service requires USDA's property management system to be streamlined. To ensure that USDA's property management system is positioned to assist USDA's professional workforce in meeting its delivery mission, the Office of Procurement and Property Management (OPPM) and the Office of Operations (OO) are instructed to coordinate a review of the below-listed Departmental directives related to property management. The review should focus on streamlining property management processes, improving stewardship of taxpayer-funded personal property resources, and right-sizing USDA's inventory, particularly USDA's fleet inventory, to maintain only those resources necessary to perform USDA's mission effectively and efficiently. I am directing OPPM and OO to recommend specific updates to amend, revise and reissue, or cancel the below-listed directives and any other related directives, policies or guidance not later than 60 days from issuance of this SM.
- (1) DR 5200-001, *Personal Property Management Property Passes* (April 9, 1984) requires general updating with a focus on streamlining and modernizing Departmental property management processes.
 - (2) DR 5200-002, *Central Shipping and Receiving* (May 13, 1985) requires general updating with a focus on streamlining and modernizing Departmental property management processes. Also, requires updating to reference current General Services Administration requirements rather than the obsolete *Federal Property Management Regulation*, which is now the *Federal Management Regulation*.
 - (3) DR 5400-005, *Use of Government Vehicle for Home to Work* (October 1, 2009) requires amendment to update non-working website links, and focus on appropriate use of Government vehicles for commute between the office and home.
- e. Cancellation of Obsolete Directives: The following DRs are cancelled effective immediately.

- (1) DR 1042-135, *Land Between the Lakes Advisory Board* (November 4, 2004). The Board will continue to exist with its operations being governed by a charter. The DR is redundant of the charter and is unnecessary.
- (2) DR 1043-044, *Lake Tahoe Basin Federal Advisory Committee* (February 9, 2011). The Committee will continue to exist with its operations being governed by a charter. The DR is redundant of the charter and is unnecessary.
- (3) DR 1043-050, *Charter of the Consultative Group to Eliminate Child Labor and Forced Labor in Imported Agricultural Products* (March 25, 2010) is being cancelled because the authorizing statute created this group on a limited time basis with a set termination date of December 31, 2012. The last meeting of this group was on June 7, 2012. Due to the group being defunct and its statutorily set termination the DR operating the group is no longer necessary.
- (4) DR 1044-004, *Subcommittee on Food and Fitness* (July 10, 1985) is being cancelled because it is redundant of the Dietary Guidelines for Americans, issued jointly by USDA and the Department of Health and Human Services (HHS) every five years, and the Physical Activity Guidelines for Americans, issued by HHS in coordination with the President's Council on Fitness, Sports, and Nutrition. In addition, the President's Council on Fitness, Sports and Nutrition continues to engage, educate, and empower all Americans to adopt a healthy lifestyle that includes regular physical activity and good nutrition.
- (5) DR 1044-006, *USDA Forest Resources Coordinating Committee* (May 22, 1991). The Committee will continue to exist with its operations being governed by a charter. The DR is redundant of the charter and is unnecessary.
- (6) DR 1390-001, *Implementation of Executive Order 12320* (January 15, 1985) is being cancelled because Executive Order 12320 was revoked and replaced by Executive Order 12766 in 1989. Additionally, cancellation of the DR will not affect USDA's Research, Education, and Economics (REE) mission area work with and in support of Historically Black Colleges and Universities.
- (7) DR 1530-002, *Jury Service by Department Employees* (June 23, 1983) is being cancelled because USDA fully supports employee participation in jury service. Any extenuating circumstances requiring excuse from jury service can be addressed on a case-by-case basis without the need for a DR.
- (8) DR 1615-001, *SF-146 Changes in Telephone Listings* (November 13, 1981) is being cancelled because it is obsolete.
- (9) DR 2120-001, *Cash Management* (January 23, 1984) is obsolete because it implements a Department of Treasury (Treasury) manual and Office of Management and Budget (OMB) circular that have been rescinded. The continuing requirements related to the subject of this DR are now codified in 5 C.F.R. Part

1315, in part, and encompassed in current Treasury manuals, in part. A USDA directive to implement the continuing requirements would be redundant of the codified regulations and current Treasury manuals.

- (10) DR 2130-004, *IRS Reporting Requirements on Indebtedness* (November 27, 2006) is cancelled because it is redundant of OMB and Treasury guidance and instructions to agencies on this reporting requirement.
- (11) DR 2130-005, *Debt Collection* (November 27, 2006) is being cancelled because it was made obsolete by the promulgation of OMB Circular No. A-129, *Policies for Federal Credit Programs and Non-Tax Receivables*.
- (12) DR 3050-003, *Penalty Mail Stamp System* (October 16, 1984) is being cancelled because it is obsolete as the U.S. Postal Service ended its penalty mail stamp program in 2013.
- (13) DR 4030-002, *Personnel Management of USDA Employees Assigned to Reconstruction and Stabilization Activities* (September 23, 2010) is being cancelled because the program it implements no longer exists.
- (14) DR 5001-001, *Acquisition Workforce Training, Delegation and Tracking System* (September 30, 2003) is being cancelled because it lists tracking and training requirements that are obsolete.
- (15) DR 5039-007, *Procurement Authority for IT* (September 18, 1998) is being cancelled because it is obsolete. The current IT procurement authority requirements are addressed in other directives.
- (16) DR 5300-001, *Central Supply Stores* (December 4, 1992) is being cancelled because it is obsolete. The central supply store was closed in 2011, and was replaced by a contract with the base supply center, from which agencies purchase supplies directly using their Government purchase cards.
- (17) DR 9400-002, *Rural Telephone Bank* (November 8, 1993) is being cancelled because the Rural Telephone Bank was disbanded in 2008 (see 73 Fed. Reg. 10220 (Feb. 26, 2008)), and currently there are no plans for it to be reconstituted. If reconstitution of the Rural Telephone Bank occurs at some future point, a new DR should be written for the reconstitution rather than using the outdated 1983 directive.
- (18) DR 9600-002, *Biobased Products and Bioenergy Coordination Council* (August 26, 2002) is being cancelled because this council is no longer in existence; it has been approximately ten years since the last meeting of this council. This council was replaced by the Bioeconomy Council Coordination Committee, which was established by SM 1044-010 (September 9, 2013). The Bioeconomy Council Coordination Committee continues to provide coordination and dissemination of

information related to renewal energy and bioproducts. The Bioeconomy Council Coordination Committee last met in December of 2017.

4. EXISTING DIRECTIVES

- a. Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this SM shall remain in full force and effect.
- b. Cancellation of UDSA Departmental directives does not impact the statutory and regulatory obligations of USDA's offices, agencies, employees, or contractors.

5. EFFECTIVE DATE AND TERMINATION

This SM is effective immediately, and shall remain in effect for one year or until such earlier time as all actions ordered herein are completed.

/s/ SONNY PERDUE
SECRETARY OF AGRICULTURE