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Bulletin

Title: REE Issuance Review Process

Number: 12-010

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Originating Office: Office of the Chief Information Officer, ARS

This Replaces: Bulletin 11-004, dated 5/4/11.

Distribution: REE Employees

This bulletin provides updates to reflect the Organizational change to the Business Service Centers and the new numbering system for REE Issuances which now includes assigned numbers for the Office of the Administrator (OA), Deputy Administrator, Administrative Financial Management (DAAF), and Office of Outreach, Diversity, and Equal Opportunity, (ODEO). The issuance identifies a new process for reviewing, commenting, and approving REE Issuances via Outlook e-mail. This process will be done with the use of email rather than hard-copy routing of a document which caused major delays in the routing process. The numbering process for issuances is based on Departmental guidelines.

1. Purpose

This bulletin identifies a new process for reviewing, commenting, and approving Research Education and Economics (REE) Issuances via Outlook e-mail and assigned numbers for the Office of the Administrator (OA), Deputy Administrator, Agriculture Financial Management (DAAFM), and the Office of Outreach, Diversity, and Equal Opportunity (ODEO). The numbers are assigned based on Departmental rules and guidelines.

2. Background

The issuance review process has previously been done through hard-copy routing of draft issuances. This routing process led to delays. An automated process for routing draft issuances is planned for future deployment. In the interim, the following process should be followed for routing issuances through the approval process.

3. Policy

All issuances created for distribution to any/or all REE agencies will follow the procedures and guidelines presented in the P&P 010 Issuance Reviews. To facilitate the review process, all issuances will be circulated using Outlook e-mail. A final approval will be circulated through priority mail. All reviewers will sign the form OF-41 “Routing and Transmittal Sheet” and route it to the next reviewer. This should expedite the review process.

4. Roles and Responsibilities

The Agricultural Research Service (ARS) Office of the Chief Information Officer (OCIO) is responsible for the Issuance Review Program. The REE Issuance Manager oversees and maintains the day-to-day operation of the REE Issuances Review System. The principle roles and responsibilities are:

4.1 Division Director

- Assigns the development or update of an issuance to a staff member.
- Reviews the draft(s) and final versions of issuance(s).
- Has signature authority to authorize the issuance for posting on REE issuance website.

4.2 Originator

- Person assigned to create/update an issuance.
- Gathers information to write the issuance.
- Obtains information from Subject Matter Experts (SMEs) and Peers.
- Attaches the draft issuance to an e-mail requesting reviewers to comment and send comments back to originator via e-mail.
- Tracks responses from reviewers and sets review time parameters.
- Submits final version of issuance to Division Director for approval and signature.

4.3 Peer Reviewers

- Reviews the draft issuance for format, style, and grammar.

4.4 Subject Matter Experts (SMEs)

- SMEs are staff members or appropriate personnel who are well-informed on the subject matter of the issuance. They are asked to review an issuance for accuracy.

4.5 Agency Administrator or Designee

- Approves the final issuance by signing a paper copy of the document.

4.6 Issuance Manager

- Responsible for guiding all issuances through the issuance review process.
- Assigns numbers to all issuances based on USDA guidelines.
- Has issuances posted on the REE Issuances website.
- Sends e-mail to the appropriate personnel to announce the posting of the issuance.

4.7 Management Reviewers

- Deputy Directors, Division Directors, Office Directors, and reviewers for ERS, NASS, and NIFA are considered Management Reviewers.
- Comment and/or edit the draft issuance.
- Approve or reject final version of issuance.

5. Authorities

USDA Departmental Manual 0100-001, titled “Procedures for Preparing Departmental Directives, dated December 20, 2006. The manual can be reviewed via the following URL: www.ocio.usda.gov under “*Find Policies and Directives.*”

6. Procedures

All issuances will be distributed using Outlook e-mail. No hard copies will be accepted for review. The originator will track, send, and receive comments from the reviewers. The default time frame for reviewing P&Ps will be two weeks, and Bulletin reviews will be one week. Once the issuance has been finalized, the OF-41 form will be routed through priority mail for signature and concurrence by all reviewers. The reviewers will be required to complete the form and route it to the next reviewer on the list. Once the form is completed, the issuance can be manually signed by the approver and submitted to the Issuances Review Manager for posting to the website.

Minor revisions to Bulletins and P&Ps only require approval of the division/office manager. Minor revisions include:

- Updating office names/acronyms.
- Extending dates of coverage.
- Updates reflecting organizational changes.

- Changes that do not alter the intent of the issuance.

Paul R. Gibson
ARS OCIO

Date

Appendix 1 - Guideline to Numbering All Agency Specific P&Ps, Manuals, and Bulletins

Series	Assigned Division	Subject Area
00-50	Office of the Chief Information Officer (OCIO)	Information technology for ARS, LAN technology, Infrastructure, Web-based technology, Systems development and support, E-mail system, Cyber-security, Telecommunications.
51-81	Office of the Administrator and Deputy Administrator for Administrative and Financial Management	Public Information Management such as committee management, information programs, delegations of authority, organizations, correspondence management and other similarly related programs.
82-102	Office of Outreach, Diversity, and Equal Opportunity	Programs to provide both proactive and preventative dispute resolution services to all REE Mission Area employees
103-150	Information Staff (IS)	Correspondence and related papers pertaining to public affairs functions, including responses to public inquiries, the preparation of publications containing program information, the clearance of publications and audiovisual materials for issuance and distribution, and the promotion of program activities.
151-199	Facilities Division (FD)	Programs handling safety, health, construction, environmental, real property, facility engineering, contracting, and space management.
200-299	Acquisition and Property Division (APD)	Programs related to acquisitions, procurement, supplies, personal property, and contracting interfaces.
300-399	Financial Management Division (FMD)	Programs supporting Appropriation Level Management of treasury and financial management, maintains Travel and Relocation initiatives relating to traveler concerns, and provides training in addition to supporting FMMI financial interface systems such as ARMPS, SAMS, CAM, CATS, NFC, ALPS, and HYPERION
400-499	Human Resource Division (HRD)	Initiatives regarding human resource operational and policy support in areas of position classification and position management; recruitment and merit promotion; employee benefits; pay and leave; performance management and employee recognition; employee and labor relations; employee development; quality of work-life.

500-599	REE Agency Programs	Programs not requiring separate series and support functions such as Delegations of Authority, Homeland Security, and program planning.
600-699	Agency Programs – Research and Correspondence Management (ARS, OIRP, ONP, OTT)	Programs such as Office of National Programs not requiring separate series and support functions such as program planning, redirection, projects and other related initiatives. Administrative management of correspondence for REE
700-799	Extramural Agreements Division (EAD)	Administrative management of grants, cooperative agreements, other extramural agreements and memoranda of understanding.