

**ARS □ ERS □ NASS □ NIFA**

*Bulletin*

**Title:** REE Issuance Review Process

**Number:** 11-004

**Date:** 5/04/2011

**Originating Office:** OCIO Mission Area for REE  
Office of the Chief Information Officer, ARS

**This Replaces:** New

**Distribution:** REE Employees

This bulletin identifies a new process for reviewing, commenting, and approving REE Issuances via Outlook e-mail. This process used to be done through hard-copy routing of a document which caused major delays in the routing process.

## **1. Purpose**

This bulletin identifies a new process for reviewing, commenting, and approving REE Issuances via Outlook e-mail.

## **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 form will be circulated through eForms. Using the electronic signature in eForms, all reviewers will sign the form and route it to the next reviewer. This should expedite the review process.

## **4. Roles and Responsibilities**

The 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 Issuance Manager is a member of the OCIO Mission Area for REE (OMAR). 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 Area Directors, Division Directors, Office Directors, Area 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 dated December 20, 2006. The manual can be reviewed via the following URL: [www.ocio.usda.gov](http://www.ocio.usda.gov) under “*Find Policies and Directives.*”

## 6. Forms

REE will use one form in conjunction with the issuance process.

- **ARS-485 titled “REE FINAL ISSUANCE CLEARANCE SHEET.”** This is the only approval form that will be used for issuances. Standard reviewers will be prelisted on the sheet. The originator will indicate if additional people need to review the issuance by adding their name and title to the list. The form will be routed to the first reviewer on the list who will complete, sign, and forward it to the next reviewer on the list. If the issuance is an REE issuance, the originator will include NIFA, ERS, and NASS on the form.

Upon completion of the review process, the REE Issuance Manager will have the issuance posted to the REE Issuances website and provide an announcement stating the issuances availability.

## 7.0 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 ARS-485 form will be routed through eForms for electronic 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 originator receives the completed form, 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.

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Date