United States Department of Agriculture
Research, Education, and Economics

ARS ERS NASS NIFA

Policies and Procedures

Title:	**REE Issuance Review**
Number:	**P&P 010 v.5**
Date:	**August 23, 2016**
Originating Office:	**Office of the Chief Information Officer**
This Replaces:	**P&P 010 dated 1/15/97, 5/25/99, 5/3/11**
Distribution:	**REE Offices in Headquarters, Business Service Centers**

This P&P is updated to include a new form titled "REE Originator Issuance Checklist" to ensure Issuance Guidelines have been met. Failure to use this form may delay the final processing of issuances.

This Policy and Procedure (P&P) describes the new procedures for the Research, Education, and Economics (REE) issuance review process. The P&P also provides guidelines for all issuances and includes the purpose, background, policy, responsibilities, authorities, definitions, procedures, issuance types, and formatting guidelines for the review and clearance process.

This P&P is updated to reflect the AFM restructuring into Business Service Centers (BSC) and provide a numbering system for REE Administrative Issuances. The numbering system for issuances is based on Departmental rules and guidelines.

Table of Contents

1. Purpose

This P&P outlines the process for developing and gaining approval of REE issuances, including P&Ps, Bulletins, and Manuals. This process will henceforth be used for all issuance reviews and approvals. In addition, this P&P describes issuance structure, outlines user responsibilities, and explains the processes involved in writing, reviewing, and approving each type of issuance in the REE issuance review process.

Federal laws and regulations provide guidance for agencies to manage administrative affairs. As the rules are created or changed, managers and specialists issue guidance to ensure that agencies' internal policies adhere to Federal laws and regulations in areas such as budget, personnel, procurement, travel, and information technology. The guidance, referred to as an issuance, ensures that employees understand how the laws and regulations affect their daily work environment. Issuances serve a variety of functions:

- To extract, condense, and interpret important laws and regulations that will significantly affect agency missions and programs;
- To clarify complex functional procedures and explain related programs and activities to provide employees with clear instruction;
- To provide guidance on job performance by serving as an aid to train and instruct employees, and
- To ensure that employees understand how the laws and regulations affect them in their daily work environment.

2. Background

This P&P has been updated to establish new procedures for all REE issuances. The new policy discontinues the use of paper copies, which are to be replaced by electronic versions that are created, routed, and monitored by the office responsible for the issuance. This P&P also describes the standard format for all issuances.

3. REE Issuance Review Process

The issuance process requires the use of automation for the REE issuance review and approval process. Originators will submit electronic versions of an issuance for review, revision, and final approval.

4. Policy

All issuances created for distribution to any or all REE agencies will follow the procedures and guidelines presented in this document. The REE issuance procedures will be used for the review and approval process.

To ensure accuracy and reliability of the information provided to all REE agencies, all official issuances must be posted in the same location. The REE Administrative Issuances Web site is the **OFFICIAL** site for all REE issuances. Divisions may link to the REE Administrative Issuance Web site to reference a specific issuance(s) from any of their individual Web pages. Divisions may not post issuances on their Division's independent Web site. This process between the originating office and the REE Administrative Issuance Manager will ensure that the latest version of an issuance(s) is available and no other copies exist.

5. 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 Issuance Review Process. The REE Issuance Manager reports to the Branch Chief, Policy and Information Assurance Branch Manager (PIAB).

5.1 Issuance Originator

The Issuance Originator is the person who is assigned to create or update an issuance. This person gathers the necessary information to write the issuance and then obtains input from subject-matter experts (SMEs) and peers to finalize the draft. Once the draft is approved by the Division or Office Director, the Issuance Originator can submit the document for the management review and approval processes.

5.2 Peer Reviewers

Peer Reviewers are coworkers who can review the document for format, style, and grammar. This review takes place prior to submitting the issuance for management reviews.

5.3 Subject-Matter Experts (SMEs)

Subject-Matter Experts are staff members or appropriate personnel who are well-informed on the subject matter of the issuance. They provide guidance to the originator on technical points of the document.

5.4 Correspondence Management Unit

The Correspondence Management Unit (CMU) provides service to the ARS Office of the Administrator, Associate Administrator for Research Operations Management; and the Associate Administrator for the Office of National Programs. CMU is responsible for ensuring that all correspondence is prepared in accordance with the policy and procedures of ARS and the ARS Correspondence Manual. CMU's objectives are to improve the quality of correspondence and provide for its creation in an economical and efficient manner. The ARS Correspondence Manual provides guidance for the preparation of correspondence inside and outside the Department of Agriculture (USDA). The correspondence manual also covers envelopes and mailing, electronic communications, models of address, capitalization, spelling, compound words, punctuation, abbreviations, numerals, and word division. Controlled foreign correspondence should be directed to the CMU. The URL link to the ARS Correspondence Manual is http://www.afm.ars.usda.gov/ppweb/PDF/261-2Manual.pdf.

Any correspondence requiring the signature(s) of the Office of the Administrator and staff must be sent to CMU to be logged into a tracking system and should also include an ARS Correspondence Synopsis Form. (To receive the form, contact CMU at 301-504-4513. The form will be added to this P&P when finalized.) Failure to follow these directions will delay the approval process.

5.5 Issuance Manager

The REE Issuance Manager is responsible for guiding P&Ps, Bulletins, and Manuals (defined in Section 6) through the issuance review process. When an originator is ready to submit a document for management review, the REE Issuance Manager must first review the document and assign a number, based on USDA guidance. After an issuance is approved, the REE Issuance Manager ensures that it is posted on the REE Issuance Web site and an e-mail is sent to the appropriate personnel to announce the posting of the document.

5.6 Management Reviewers

The BSC Directors and, if applicable, the issuance reviewers for the Economic Research Service (ERS), the National Agricultural Statistics Service (NASS), and the National Institute of Food and Agriculture (NIFA) are considered Management Reviewers. The Management Reviewers are initially asked to comment and/or edit the draft document. Management Reviewers have 10 business days to review and comment on the issuance. If no comments are made, Management Reviewers will respond with "No Comment(s)." When all reviewers agree on the draft issuance, the Management Reviewers are then asked to approve or reject the issuance. Several review cycles may be required before the issuance is acceptable for publication.

5.7 Division / Office Director

The Division or Office Director assigns the development or update of an issuance to the originator. This person reviews the draft document and, if acceptable, approves the issuance to go through the review and approval process. The Division/Office Director participates as a Management Reviewer and, when so designated, has signature authority to authorize the issuance.

5.8 Executive Reviewer

The Executive Reviewer is the Administrative and Financial Management (AFM) Associate Deputy Administrator or his/her designee. The Executive Reviewer is invited to review a proposed issuance when the Management Reviewers have approved the document. At this stage, only one person is invited to review and either accept or reject the document. This step is to confirm that all aspects of the issuance have been properly considered, including legal issues, fiscal soundness, defend ability, content, use of plain language, and proper structure. Executive Reviewers have 5 business days to accept/concur or reject the proposed issuance.

5.9 Approval of REE Administrative Issuances

Once the issuance has been through the draft process and all comments have been incorporated into the final version, the originator (from the sponsoring Division) and the REE Issuance Manager must use the REE Administrative Final Approval Routing and Transmittal Sheet for final approval of the issuance.

The "REE Originator Issuance Checklist" form (REE-30) provides 16 questions that the originating office must answer prior to the final approval and posting of the issuance on the REE Administrative Issuance Web site. Examples: Is this a new or revised issuance? Does this issuance cite authorities (Departmental laws, Rules, Regulations, Executive Orders, etc.)? If so, are the citations correct? The form must be filled out by the originator and signed and dated by the Division Director.

The forms can be found on the REE Administrative Issuances Web site at the following URL: http://www.afm.ars.usda.gov/ppweb. If you have any questions, please contact Jacqueline M. Sharp-Hendrix, REE Issuance Manager, via telephone at 301-504-1065 or e-mail at Jackie.Sharp@ars.usda.gov.

5.10 Agency Administrator

The ARS Agency Administrator or his/her designee approves the final issuance by signing a paper copy of the document.

6. Definitions

Words used to explain or show the meaning of a word or phrase to describe someone or something clearly and completely.

6.1 Policy and Procedures (P&Ps)

P&Ps are current and officially approved issuances that govern and affect all REE agencies. When there are major differences in a P&P's relevance to an agency, originating offices may create an agency-specific version of the P&P. The ARS Administrator or AFM Deputy Administrator (DAAFM) or their designees may approve REE or ARS P&Ps. The other REE Administrators may approve agency-specific P&Ps. Minor differences in a P&P will be incorporated into paragraphs or sections that are agency-specific within that particular REE P&P. The content included in a P&P will remain in effect for at least 1 year, until it is superseded or cancelled. P&Ps are to be updated every 5 years. If the information contained within the P&P is still relevant, the issuance will need to reflect a current effective date. P&Ps may be extended; however, the requesting office is responsible for preparing a brief explanation that outlines the reasons for requesting an extension. This information can be sent by e-mail to the appropriate reviewers, including the REE Issuance Manager.

6.2 Manuals

Manuals provide detailed procedures for specific administrative functions. Originators should incorporate procedures into Manuals, whenever possible. All Manuals must be written using "plain language" principles and approved style formatting. The section headings and text are left to the discretion of the originator. Because of the nature of the Manual, the information should be reviewed by a variety of stakeholders, the REE Issuance Manager, and the SMEs. There are circumstances where introducing policy within a Manual is acceptable; however, the content that is being presented as policy should be clearly identified as separate from the content of the Manual. If a Manual needs approval and clearance from the DAAFM or any REE Agency Administrator, the issuance review process must be followed. Manuals are updated as needed and should reflect the current effective date.

6.3 Bulletins

Bulletins are used to publish temporary or time-sensitive information that generally require immediate attention. They are used to issue notices, reminders, or changes. The bulletin format should be simple and limited to one page, when possible. Section headings within the text of the bulletin are optional and left to the discretion of the originator. Although bulletins only need abbreviated review and clearance, draft copies should be sent for comments to people having interest in the subject. Bulletins are approved by the Director of the originating office and automatically expire 2 years from the date of issuance, unless they are assigned an earlier expiration date. Bulletins may be extended; however, the requesting office is responsible for preparing a brief explanation that outlines the reasons for requesting an extension. This information can be sent via e-mail to the appropriate reviewers and the REE Issuance Manager. Bulletins must be updated every 2 years. If the information contained in the Bulletin is still relevant, the Bulletin should reflect a current effective date. Cancelled Bulletins will remain in the REE Issuance Archival Database for a maximum of 5 years after the cancellation or expiration date.

6.4 Plain Language

Plain language refers to writing that is easy to read and understand. It allows a writer to reach a wider audience by using specific techniques for layout, design, and content of written text. Clear writing avoids the complications created by verbose and complex writing that is commonly used in technical, legal, and similar fields. Writers can refer to the **USDA Plain Writing Web Page for resources and/or the following Web sites:**

- USDA Plain Writing Web Site: http://www.usda.gov/wps/portal/usda/usdahome?navid=PLAIN_WRITING
- Plain Language.gov: Improving Communication from the Federal Government to the Public: http://www.plainlanguage.gov
- The Securities and Exchange Commission Web site: Handbook for legal and technical documents: http://www.sec.gov/pdf/handbook.pdf
- Federal Register Plain Language Guidance: http://www.archives.gov/federal-register/write/plain-language/

- Helpful training tool from the National Institutes of Health: http://plainlanguage.nih.gov/CBTs/PlainLanguage/login.asp
- Center for Plain Language: http://centerforplainlanguage.org/

6.5 Policy

A policy is a statement of Official Agency Policy based on Departmental or legislative rules. For example, this issuance covers current and officially approved Policy and Procedures that govern and affect all REE agencies.

6.6 Procedures

A procedure is a series of steps followed in a regular definite order. The procedure lists the process for adhering to the policy.

6.7 URL

The universal resource locator (URL) is the address of a Web site on the Internet.

6.8 Web

The "Web" is the World-Wide Web or the Internet.

7. Procedures for Issuance Creation, Review, and Approval

7.1 Structure of the P&P

This section describes the requirements for writing REE issuances. Creating a structure will provide consistency for all REE issuances.

7.1.1 Cover Page

The cover page provides the basic information pertaining to the subject matter of the issuance.

7.1.1.1 Title

The P&P title should accurately reflect the content of the P&P. If the P&P will replace an older version, the title should be the same as the old version. Enter the number of the original issuance followed by **v.#** for the "version number." A change in scope would require a new title.

7.1.1.2 Numbering

The REE Issuance Manager assigns all document numbers before the review process begins. The Department has developed a numbering scheme that all USDA agencies must follow:

- **P&Ps and Manuals** – A three-digit number identifies P&Ps and Manuals. The three digits indicate the general subject area as defined by the Department. When a P&P or Manual is revised, it will be indicated by a **"v"** for "version" and the version number (e.g., P&P 412 v.2). P&Ps usually apply to all REE agencies; however, if a P&P affects only one agency or if the P&P for that agency differs substantially, that particular agency's initials will follow the number (e.g., P&P 412-ERS). The distribution line on the cover page indicates which agency(s) is affected.

- **Bulletins** – Bulletins are identified by the calendar year. The first two digits represent the year the bulletin was issued followed by an assigned, 3-digit, sequential number (e.g., 03-010). The last three digits represent the subject classification. Each Department/Division is assigned a group of numbers that represent the subject classification. See Appendix 4.

7.1.1.3 Date

This is the date of final approval and will be added when the document is signed.

7.1.1.4 Originating Office

Enter the organization/division/branch name, followed by the agency; e.g., Acquisition and Property Division (APD), Acquisition Branch (AB), AFM ARS.

7.1.1.5 Replacement

This is only used if an issuance has been updated from the original document. The title and original issuance date should be listed.

7.1.1.6 Distribution

In most cases, issuances will be distributed to "All REE Agencies"; however, some issuances will only apply to specific agencies. Distribution designations are indicated in Table 1.

Table 1 - Distribution Designation

All ARS Employees
All ARS Employees in Washington DC Metro Area
All AFM Employees
All AFM Offices
All NAL Employees
All ONP Employees
All OTT Employees
All NIFA Employees
All ERS Employees
All Employees, NASS Field Offices
All Employees, NASS Headquarters
All REE Agencies
REE Employees in Washington DC Metro Area

If distribution is required to a specific group, indicate the group name in parentheses by following one of the above distribution categories; e.g., All AFM Offices (Timekeepers).

7.1.1.7 Summary Box

The template will prompt the originator to write a summary of the P&P. The summary is presented in a shadowed box for readers to quickly determine the purpose of the P&P and if it applies to them. The summary box should give a brief description of the issuance and the reason for the P&P, such as a mandate from the Department, the President, or Congress (as shown in the following example). Be as concise as possible.

Table 2 - Example of Mandated Information in a Summary Box

In accordance with Executive Order 12759, REE agencies will comply with the USDA Energy Plan and work to reduce energy consumption. This P&P establishes policy and assigns responsibility for energy management.

7.1.2 Body of Document

Bulletins and Manuals do not have required sections. Most Manuals consist of detailed instructions for meeting the requirements contained in a P&P. The templates for both will consist of the cover page only. The P&P template will have the following required sections:

- Purpose
- Background
- Policy
- Responsibilities
- Authorities
- Definitions
- Procedures
- Exhibits

7.1.2.1 Purpose

This section explains the intent of the policy or bulletin and introduces the subject(s) covered by the issuance. The reason for the issuance and the anticipated outcome should be provided.

7.1.2.2 Background

The background is information that will help provide context to the information contained in the issuance.

7.1.2.3 Policy

A policy in this context is a high-level overall plan that embraces the general goals and acceptable procedures for an agency. The policy statement should be clear and concise.

7.1.2.4 Responsibilities

This section is used to define the responsibilities of management and staff that are affected by the issuance. List the positions in descending order by rank: Agency Administrator(s), Division Director(s), Supervisors, specific groups of employees, and general employees. Bold each position title; list responsibilities in written paragraph format using small bullets, and use active verbs such as coordinate, consult, inform, conduct, establish, and so forth.

Table 3 - Example of Responsibilities List

Responsibilities **Supervisors** • Write performance elements and standards for each employee. • Hold progress reviews during the appraisal period. **Employee Relations Specialists, HRD/AFM** • Provide advice and assistance to supervisors regarding the program.

7.1.2.5 Authorities

The authorities have the power to provide legitimacy to the issuance. Issuances may be authorized by a presidential directive, a Congressional mandate, a statute for a specific public purpose, or a decision that may be used as a guide or precedent.

7.1.2.6 Definitions

This section defines the unique terminology used in the issuance. The definition is a statement that expresses the essential nature of the term that ensures the statement is definite and clear. Abbreviations, acronyms, or jargon within the issuance should be identified in an "Appendix" at the end of the document.

7.1.2.7 Procedures

The procedures section explains how the policy is to be implemented. It provides the basic directions of how to follow the policy. If the methodology is complex, a manual should be produced with detailed step-by-step instructions.

7.1.2.8 Appendix/Exhibits

If supplementary material need to be included in the document, that material should be listed as "Exhibits" and should be added at the end of the issuance. Exhibits should be numbered and included in the Table of Contents as a major heading.

7.2 Referencing Forms and Other P&Ps

References are similar to abbreviations as the originator must define a referenced form or P&P the first time it is mentioned. Define forms by listing the form number and then the form name set off by commas. Define P&Ps by listing the number; and then, set off the title by commas and quotation marks. P&Ps can be located by using the following URL: http://www.afm.ars.usda.gov/ppweb/.

7.2.1 REE 30 TITLED "REE ORIGINATOR ISSUANCE CHECKLIST"

This form provides the originating office with 16 questions that must be answered prior to final approval by the Division Director or acting official and posting to the REE Administrative Issuance Web site. For example: Is this a new or revised issuance? Does this issuance cite authorities (Departmental laws, rules, regulations, Executive Orders, et cetera)? If so, are the citations current and correct? Form REE 30 must be filled out and failure to do so may delay the processing of the issuance.

List all forms that are referenced in the issuance alphabetically in the glossary. All forms referenced in an issuance must be available in e-Forms. Verify if the forms listed are accurate and current. Use the following URL to locate forms: https://reeforms.ars.usda.gov/reeforms/.

Table 4 - Example of Referencing Forms in an Issuance

Complete Form SF-71, Application for Leave, in advance. See P&P 010, "REE Issuance Review" for more information.

7.3 Writing Issuances

This section provides information on writing style, grammar, capitalization, abbreviations, acronyms, and entering text information in the proper format.

7.3.1 Researching

Before writing the proposed issuance, the following table suggests available resources that may assist in researching the subject:

Table 5 –Suggested Resources

- U. S. Code (USC)
- Code of Federal Regulations (CFR)
- Federal Information Resources Management Regulations (FIRMR)
- Federal Acquisition Regulation (FAR)
- Federal Travel Regulation (FTR)
- Agricultural Property Management Regulations (AGPMR)
- Departmental Directives
- Comptroller General Decisions
- General Services Board of Contract Appeals (GSBCA)

If an issuance already exists on the subject, refer to the document first to determine the current policy and procedures. If a user is interested in an older version of a P&P, the REE Issuance Manager and the originating office maintain current and historical files. If there is no REE issuance on a given subject, employees should consult Departmental or Federal Regulations. Other sources of information may be other Government agencies such as the Office of Personnel Management, the Office of Management and Budget, or the General Services Administration. Additional resources for information include other agency Web sites and SMEs.

7.3.2 File Maintenance

The official file for each issuance will be maintained by PIAB with the original signed copy maintained on file by the REE Issuance Manager. The originator may save an unofficial copy of the issuance, paper notes, and related documents for future reference.

7.3.3 Writing Style

Use a writing style that is reader-friendly, concise, and direct. Making issuances more readable will better serve REE customers. Keep the reader in mind at all times. Refrain from using complex sentences and undefined technical terms.

Consider the following tips for using "Plain Language":

- Make headings informative. Questions work well: "Why is interest due?"
- Use verbs in the active (not passive) voice. For example, write: "Test the sample," not "The sample must be tested," or write "Supervisors submit forms to the National Finance Center (NFC)," not "Forms are submitted to NFC."
- Keep words and sentences simple and to the point. Use short sections and paragraphs.

- Review USDA's "Plain Writing" pledge and resources at http://www.usda.gov/wps/portal/usda/usdahome?navid=PLAIN_WRITING
- Check the Plain Language.gov Web site "Improving Communication from the Federal Government to the Public" at http://www.plainlanguage.gov.

Use the following current guidelines for "capitalization" of REE issuances:

- Capitalize "agency" only when using it as a synonym for a particular agency (i.e., ARS, ERS, NIFA, or NASS).
- Capitalize "Department" as a synonym for USDA.
- Capitalize "Departmental Regulations."
- Do not capitalize "federal," "president," "congress," and "government" if used in general terms.
- Do not capitalize titles of a position (e.g., branch chief, division director, agency head), unless referring to a specific person or position (e.g., John Jones, Administrator).
- Use the spell-check feature available in Microsoft (MS) Word on the final draft, keeping in mind that spell check may not indicate that homophones are incorrectly used (e.g., two, to and too; their, they're and there; due, do and dew, and so forth). Also, two spaces should be placed after each period that ends a sentence.

Information regarding writing styles, abbreviations, and capitalization can be obtained from the GPO Web site: https://www.gpo.gov/ or https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/pdf/GPO-STYLEMANUAL-2008.pdf.

7.4 Grammar, Standard Usage, and Style

To ensure uniformity of style in REE issuances, this section provides a brief summary of some important usage rules, as well as style preferences. Generally, the standard for grammar, usage, and mechanics can be found in the Government Printing Office (GPO) Style Manual. The guidelines in this section either supplement or amend the rules established by GPO. If you need information on a topic that is not covered in this section, consult the GPO Style Manual. The rules listed in this section pertain only to REE issuances and may not necessarily apply to other agency documents.

7.4.1 Acronyms

Use abbreviations or acronyms that are familiar to agency employees. The originator does not need to introduce abbreviations of any of the REE agencies or major departments such as AFM, ARS, NIFA, ERS, NASS, the National Agricultural Library (NAL), or REE. When referring to the Department of Agriculture, abbreviate as USDA. When referring to a subsection of an agency or a non-REE agency within USDA, always introduce the acronym. **Example**: All employees must complete an Individual Development Plan (IDP). Supervisors must submit IDPs to the Human Resources Division (HRD).

Do not use an acronym or abbreviation that will be used fewer than three times in the document except if referenced twice in the same paragraph, then define and use the abbreviation or acronym. Acronyms and abbreviations must be included in the glossary. The originator may redefine an abbreviation or acronym if it has not been used for several pages. Include the REE agencies and departments in the glossary for clarity.

7.4.2 Issuance Templates

In order to write in the proper format, the originator must use specifically designed templates that are available on the REE Issuance System Home Page. The title page headings with the "Summary Box" will be generated automatically.

The P&P and Manual templates consist of the Cover Sheet and Table of Contents with the required headers. The Bulletin template consists of the Cover Page. The Table of Contents is not required for a Bulletin. Microsoft (MS) Word style sheets are included in all issuance templates. Follow the templates headers as closely as possible, there may be headers or sub-headers not needed. These headers and sub-headers cannot be changed or deleted. Use Non- Applicable (N/A) where necessary.

All templates must be saved to the originator's home drive (H) and named accordingly, as the originators will submit electronic versions of an issuance for review(s) or revision(s) and will need to refer to the issuance several times.

7.4.3 Issuance Format

Once the title page has been completed, the originator is ready to begin the body of the issuance. The following formatting guidelines must be used to ensure that all REE issuances are consistent.

7.4.3.1 Font Settings

Body:	Times New Roman 12.
Headings:	
Level 1	Arial 14 - Bold.
Level 2	Arial 12 - Bold.
Level 3	Arial 12 - small caps
Level 4	Arial 12 - italics
Summary Box:	Times New Roman 12

Headings for P&Ps and Manuals are numbered. Headings for Bulletins are optional.

7.4.4 PARAGRAPHS

The beginning of each paragraph should reference the content of that paragraph.
- Avoid unnecessary information or detail.
- Be brief and direct.
- Do not indent the first sentence of a paragraph.
- Skip a line between paragraphs.
- Use **bolding** sparingly for emphasis.
- Do not use ALL CAPITAL LETTERS or underlining for emphasis.
- Use bullets. Bullets make information easier to find and digest.
- Use small circular bullets.

7.4.5 USING TABLES VS. COLUMNS

Tables convert easily into Hypertext Markup Language (HTML), the programming language used for the issuances Web site. Columns do not convert into HTML. Text in the column format should be converted into tables to maintain proper alignment. The originator may also use text boxes, graphics, or images. Borders and lines of the table can stay or be removed.

7.4.6 GENERATING A TABLE OF CONTENTS

The Table of Contents (TOC) follows the cover page and should be created after the issuance has been completed. The TOC should have four levels, all left-justified. The template has predefined heading styles which include the settings for generating the TOC. The TOC should automatically generate and can be automatically updated by clicking "Update TOC" on the tool bar.

7.4.7 EXITING DOCUMENT

Save the document before exiting MS Word. Remember the document name and the directory where the document is stored.

7.5 Effective Dates, Changes, and Cancellations

It is customary for P&Ps and Manuals to be reviewed for relevancy every 3-to-5 years. After doing so, it becomes the responsibility of the originating office to decide if an issuance requires rewriting or updating. When an issuance becomes obsolete, the originating office is responsible for canceling it, after obtaining the appropriate approval from the Agency Administrator or his/her designee. When canceling an issuance, the originating office is also required to notify the REE Issuance Manager via e-mail.

7.6 Selecting Reviewers

Determine who will review and provide feedback on the draft issuance. Refer to Appendix 3, Guide for Selecting Issuance Reviewers for guidance. If the issuance applies to only one agency, other REE agencies are not required to review the issuance.

7.7 Comments Resolution

It is expected that the originator of an issuance will attempt to incorporate reviewers' suggestions. When two or more reviewers disagree on certain issues or language, the originator should work with the reviewers to negotiate a compromise and/or clarify the wording. If concurrence is not achieved, then the originator should discuss the issues with the Division/Office Director to resolve any issues. The originator then resubmits the issuance for another review at the same level until concurrence is achieved.

7.8 P&P, Manual, and Bulletin Review Process

The required reviewers for ARS, ERS, NASS, NIFA, and REE issuances are listed in Appendix 3.

7.9 The P&P Web site

The issuance Web site at http://www.afm.ars.usda.gov/ppweb contains the current P&Ps, Bulletins, and most Manuals. Issuances on the Web site will be the most current. Users may also review information from the originating office's Web site. **Example:** Travel bulletins may also be obtained from the Financial Management Division's (FMD) Web site.

7.10 Cancelled Issuances and Archival Database

P&Ps, Manuals, and Bulletins will remain on the REE Issuances Administrative Web site until their expiration date or cancellation by the originator. Upon cancellation or expiration, the issuance will be removed from the current listing on the REE Administrative Issuance Web site and placed in issuance archival storage for 5 years; after which, they will be transferred to the National Archives and Records Administration (NARA) for permanent storage. Users can contact the REE Records Management Officer to retrieve information from NARA.

7.11 Announcing New Issuances

When new issuances are added to the issuance Web site or major changes to issuances are made, the REE Issuances Manager will announce the additions or changes by e-mail to the REE Offices in Headquarters (all employees), ERS, NASS, NIFA Administrative units, AFM Division Directors, and ARS.

7.12 Distribution

With the availability of all REE issuances on the ARS Web site, hard copies will not be distributed. Users will be able to print hard copies from the Web site.

7.13 Changes to Issuances

Coordinate minor revisions/changes with the REE Issuances Manager. Comments from reviewers are not required for minor changes to issuances. Minor changes include: organizational name changes, address changes, changes in formatting, rewording, text corrections, additional information that clarifies content, and so forth. Announcements of minor changes to issuances are not required. Revisions that modify or alter the meaning or content of an issuance are considered major changes and will undergo the review and approval process before they can be posted to the issuance Web site. Originators of issuances will determine when major changes are needed, make the approved change(s), and initiate the issuance review process. **Any major or minor changes to issuances should be placed in the "Summary Box" located on the front page of the issuance.**

Signature for approval:	Date of approval:
	08/23/2016
/sd/	
___________________________	_________________
Paul R. Gibson Chief Information Officer, ARS	

Appendix 1 - List of Tables

Appendix 2 - Acronyms

AO	Area Officer
AC	Administrative Counsel
AFM	Administrative and Financial Management
AGPMR	Agricultural Property Management Regulations
APD	Acquisition and Property Division
ARMPS	Annual Resource Management Plan System
ARS	Agricultural Research Service
BSC	Business Service Center
CFR	Code of Federal Regulations
COS	Central Operations Staff
CMU	Correspondence Management Unit
CRS	Civil Rights Staff
DAAFM	Deputy Administrator, Administrative and Financial Management
DADs	Deputy Area Director(s)
EAD	Extramural Agreements Division
EBSC	Eastern Business Service Center
ERS	Economics Research Service
FD	Facilities Division
FAR	Federal Acquisition Regulation
FIRMR	Federal Information Resources Management Regulations
FMD	Financial Management Division
FMMI	Financial Management Modernization Initiative
FTR	Federal Travel Regulation
GPO	General Printing Office
GSA	General Services Administration
GSBCA	General Services Board of Contract Appeals
HRD	Human Resources Division
HTML	Hypertext Markup Language
IDP	Individual Development Plan
LAN	Local Area Network
MS	Microsoft
NAL	National Agricultural Library
NARA	National Archives and Records Administration
NASS	National Agricultural Statistics Service
NCRBSC	National Capital Region Business Service Center
NIFA	National Institute of Food and Agriculture
NFC	National Finance Center
NPR	National Partnership for Reinventing
OA	Office of the Administrator
OCIO	Office of the Chief Information Officer
ODEO	Office of Outreach, Diversity, and Equal Opportunity
OGC	Office of the General Counsel
ONP	Office of National Program(s)
OPM	Office of Personnel Management
OTT	Office of Technology Transfer
REE	Research Education and Economics
URL	Universal Resource Locator
USC	United States Code
USDA	United States Department of Agriculture

WBSC	Western Business Service Center
WWW	World Wide Web

Appendix 3 - Guide for Selecting Issuance Reviewers

Type of Review	P&P	Manual	Bulletin
Peer			
	REE Issuance Manager	REE Issuance Manager	REE Issuance Manager
	Subject Matter Experts	Subject Matter Experts	Subject Matter Experts
	ARS Union Representatives (Union Representatives have 30 days to comment)	ARS Union Representatives (Union Representatives have 30 days to comment)	
	Civil Rights Staff	Civil Rights Staff	
Management			
	Business Service Center Directors and/or their designee	Business Service Center Directors and/or their designee	Branch Chief(s) (Division sponsored issuances)
	Area Officers	Area Officers	
	Office of Technology Transfer (OTT)	Office of Technology Transfer (OTT)	
	ARS Information Staff (IS)	ARS Information Staff (IS)	
	Appropriate Division Directors (AFM)	Appropriate Division Directors (AFM)	Appropriate Division Directors (AFM)
	Office of General Counsel (OGC)	Office of General Counsel (OGC)	
	Originator's internal chain of command	Originator's internal chain of command	Originator's internal chain of command
Executive			
	Director for Originator's Office, ARS	Director for Originator's Office, ARS	Director for Originator's Office, ARS
	Management and Policy Officer/Specialist, NIFA	Management and Policy Officer/Specialist, NIFA	
	Director, COS (Central Operations Staff), ERS	Director, COS (Central Operations Staff), ERS	
	Associate Deputy Administrator for Field Operations, NASS	Associate Deputy Administrator for Field Operations, NASS	
	Associate Deputy Administrator, AFM	Associate Deputy Administrator, AFM	
Administrator			
	ARS Administrator	ARS Administrator	
	Deputy Administrator, AFM and/or their designee	Deputy Administrator, AFM and/or their designee	
	Research Education and Economics (REE) Administrators, as necessary	Research Education and Economics (REE) Administrators, as necessary	

Appendix 4 - 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, Infra-structure, Web-based technology, Systems development and support, E-mail system, Cyber security, Telecommunications.
51 – 81	Office of the Administrator (OA) and Deputy Administrator for Administrative and Financial Management (DAAFM)	Public Information Management such as committee management, information programs, and delegations of authority, organizations, correspondence management and other similarly related programs.
82 – 102	Office of Outreach, Diversity, and Equal Opportunity (ODEO)	Programs to provide both proactive and preventative dispute resolution services to all REE Mission Area employees.
103-150	Information Staff (IS)	Public Information Management such as committee management, information programs, delegations of authority, organizations, and other similarly related programs.
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 Financial Management Modernization Initiative (FMMI), financial interface systems such as Annual Resource Management Plan System (ARMPS), Salary Management System (SAMS), CRIS Allocation Module (CAM), CRIS Allocation Tracking System (CATS), and National Finance Center (NFC).
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	Programs such as Office of National Programs not requiring separate series and support functions such as program planning, redirection, projects, and other related initiatives.
700-799	Extramural Agreements Division (EAD)	Administrative management of grants, cooperative agreements, other extramural agreements, and memoranda of understanding.

Appendix 5 REE-30 REE Originator Issuance Checklist

United States Department of Agriculture
Research, Education, and Economics

REE Originator Issuance Checklist

This checklist must be completed by the originating office and included with the final processing of Agency (ARS) and REE Issuances.

	Originator Questions	**Type of Issuance**	**Yes**	**No**
1	Is this a New or Revised Issuance?	☐ New Issuance ☐ Revised Issuance		
2	Has the Division Director approved creating/originating/implementing this issuance?			
3	Did the originating office retrieve issuance templates from REE Administrative Issuance Web site?			
4	Has the Issuance Manager assigned a number to this issuance?			
5	Does the issuance cite authorities or have any impact on Labor laws, Departmental laws, Rules, Regulations, Executive Orders, Records Management, FOIA issues, etc.? If so, are the citations correct? **Note:** *The Office of the General Counsel prefers citing U.S. Code rather than Public Law.* **Human Resource Division - Employee Relations Branch will assist with these matters.**			
6	Are the responsibilities clearly identified for the Agency and staff officials who are responsible for implementing this issuance?			
7	Are the appendices, definitions, and glossaries consistent within the issuance?			
8	Are all the acronyms spelled out the first time they are used? Does the acronym immediately follow in parentheses if you intend to use the word again in the issuance? [e.g., Microsoft (MS)] Did you run grammar/spell check on the issuance?			
9	Has the Originator used guidance from the ARS Correspondence Manual and the GPO Style Manual for grammar and spelling - Example: **Numbers** ***(numbers 1 thru 9 are to be spelled out, numbers 10 and above are figures only) ARS Correspondence Manual Page 10-6)***			
10	Have you included all necessary organizations that should be involved in the review and clearance of this issuance?			
11	Is it clear which existing issuances this one supersedes or replaces?			
12	Has the issuance been reviewed through an internal review process (e.g., co-workers, team leaders, etc.)?			
13	Have Subject Matter Experts (SMEs) reviewed the issuance inside and outside the Agency (ERS, NASS, and NIFA), if it is a REE issuance?			
14	Is the issuance geared to a specific group? If so, is the group identified in Outlook? If not, has originator provided appropriate names to the Issuance Manager for distribution?			
15	If this is an issuance to be signed by the ARS Administrator, has the issuance been sent to the Correspondence Management Unit for review and tracking?			
16	Has the Division Director reviewed the issuance prior to finalization?			

Comments:

Name and Title	Signature	Date

If this checklist is incomplete, the issuance cannot be processed and will be returned to the originating office. **If you have any questions, please contact the REE Issuance Manager.**

REE-30 (08/2014) This form was electronically produced by USDA/ARS/OCIO/ADB.

<u>This form is to be used as a record for finalizing REE Administrative Issuances</u>