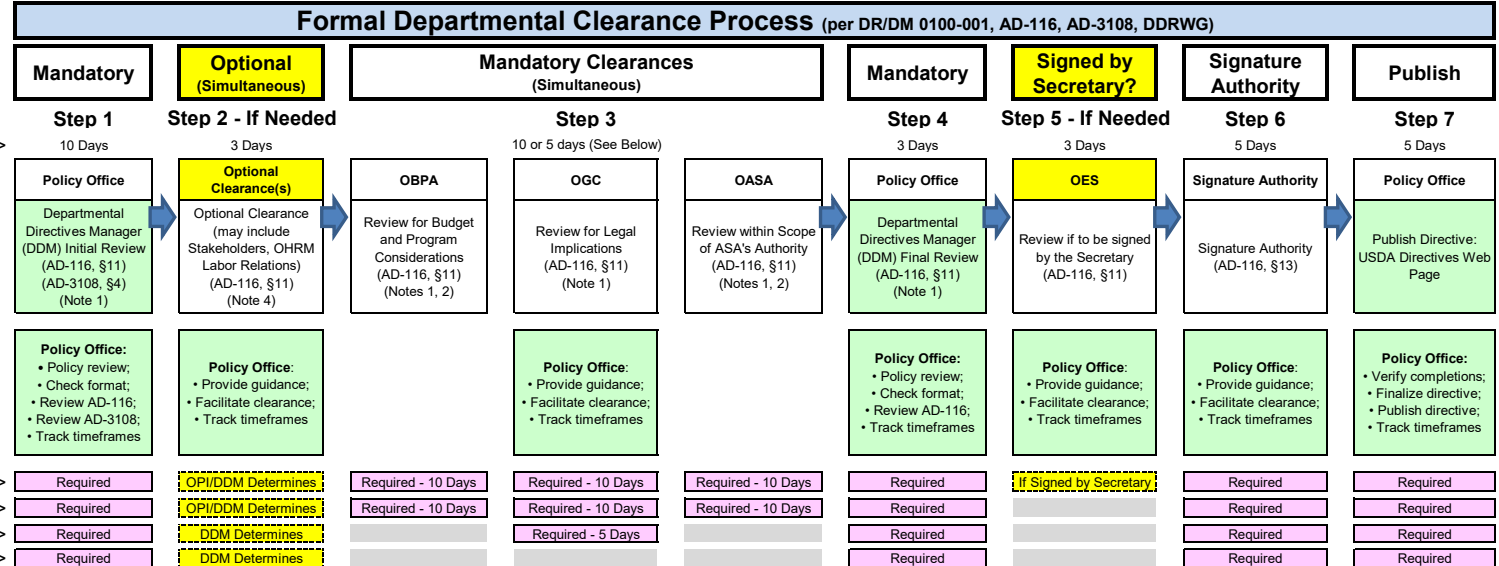
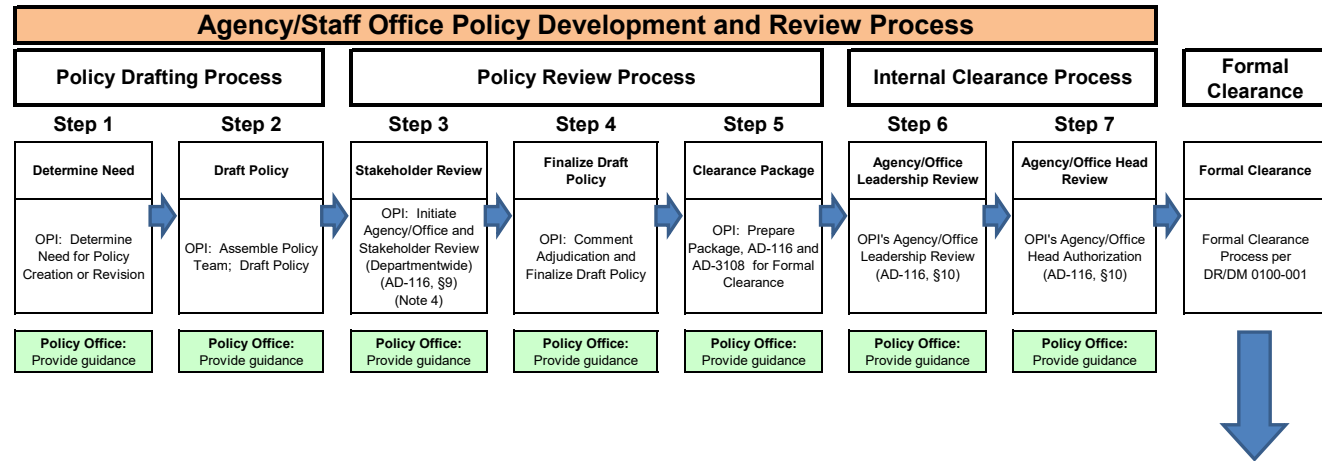


Policy Process for Departmental Directives (DRs, DMs, DNs, DGs, and SMs)



Acronyms and Abbreviations

AD - Agriculture Department (Departmental Form Prefix)
 ASA - Assistant Secretary for Administration
 DDM - Departmental Directives Manager (in Departmental Policy Office)
 DDRWG - Departmental Directives Reform Working Group
 DG - Departmental Guidebook
 DM - Departmental Manual (Process or Procedure)
 DN - Departmental Notice
 DR - Departmental Regulation (Policy)
 OASA - Office of the Assistant Secretary for Administration
 OBPA - Office of Budget and Program Analysis
 OES - Office of the Executive Secretariat
 OGC - Office of the General Counsel
 OHRM - Office of Human Resource Management
 OPI - Office of Primary Interest (the Policy Owner/Sponsor)
 SM - Secretary's Memorandum

Notes

Note 1: Mandatory Clearance Office - AD-116 Responses:
 - **Concur with No Comments** - Proceed to the next step.
 - **Concur with Comments** - Adjudicate the comments, revise the directive, and proceed to the next step (see Note 3).
 - **Nonconcur** - Revise or rewrite the directive and restart the formal clearance process (see Note 3).
 Note 2: OBPA and OASA - AD-116 - If OBPA or ASA make any significant changes, the policy loops back to OGC for review.
 Note 3: OPI Comment Adjudication and Directive Revision Timeframes in Formal Clearance (after any review step):
 - Within 5 business days for standard resolution of comments.
 - Within 20 business days for Mandatory Clearance Office nonconcur requiring remedy.
 - Within 4 calendar months for Mandatory Clearance Office nonconcur requiring rewrite.

Note 4: Stakeholder - An official, Mission Area, agency, staff office, or component with a defined role and responsibility or vested interest (e.g., affected organization) in a Departmental directive.

USDA Resources

[DR 0100-001](#)
[DM 0100-001](#)
[Form AD-811](#)
[Form AD-812](#)
[Form AD-813](#)
[Form AD-814](#)
[Form AD-778](#)
[Form AD-116](#)
[Form AD-3108](#)
 Departmental Directives System
 Preparing Departmental Directives
 DR Template
 DM Template
 DN Template
 DG Template
 SM Template
 Clearance & Approval for Departmental Issuances
 Note to Reviewers for Draft USDA Departmental Directives