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

**Agency/Staff Office Policy Development and Review Process**

**Step 1**
- Determine Need
  - OPI: Determine Need for Policy Creation or Revision
  - Policy Office: Provide guidance

**Step 2**
- Draft Policy
  - OPI: Assemble Policy Team; Draft Policy
  - Policy Office: Provide guidance

**Step 3**
- Stakeholder Review
  - OPI: Initiate Agency/Office and Stakeholder Review (Departmentwide) (AD-116, §9) (Note 4)
  - Policy Office: Provide guidance

**Step 4**
- Finalize Draft Policy
  - OPI: Comment Adjudication and Finalize Draft Policy
  - Policy Office: Provide guidance

**Step 5**
- Clearance Package
  - OPI: Prepare Package, AD-116 and AD-3108 for Formal Clearance
  - Policy Office: Provide guidance

**Internal Clearance Process**

**Step 6**
- Agency/Office Leadership Review
  - OPI's Agency/Office Leadership Review
  - Policy Office: Provide guidance

**Step 7**
- Agency/Office Head Authorization Review
  - OPI's Agency/Office Head Authorization Review
  - Policy Office: Provide guidance

**Formal Clearance**

**Formal Departmental Clearance Process** (per DR/DM 0100-001, AD-116, AD-3108, DDRWG)

- **Step 1**
  - 10 Days
  - Policy Office: Optional Clearances
    - Departmental Directives Manager (DDM) Initial Review (AD-116, §11) (AD-3108, §4) (Note 1)
    - Review if to be signed by the Secretary

- **Step 2** - If Needed
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Determine Need for Policy Creation or Revision
    - OPI: Assemble Policy Team; Draft Policy
    - Review AD-3108; Track timeframes
    - Review if to be signed by the Secretary

- **Step 3**
  - 10 or 5 Days (See Below)
  - Policy Office: Optional Clearances
    - Review for Budget and Program Considerations (AD-116, §11) (Notes 1, 2)
    - Review within Scope of ASA's Authority (AD-116, §11) (Notes 1, 2)

- **Step 4**
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Review for Legal Implications (AD-116, §11) (Note 1)
    - OASAs Review of ASA's Authority (AD-116, §11) (Notes 1, 2)

- **Step 5** - If Needed
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Comment Adjudication and Finalize Draft Policy
    - Review AD-116; Track timeframes

- **Step 6**
  - 5 Days
  - Policy Office: Optional Clearances
    - Policy Office: Final Review
    - Agency/Office Leadership Review
    - Policy Office: Provide guidance

- **Step 7**
  - 5 Days
  - Policy Office: Optional Clearances
    - Policy Office: Final Review
    - Agency/Office Head Authorization Review
    - Policy Office: Provide guidance

**Review Timeframe Objectives**

- **Policy Process for Departmental Directives (DRs, DMs, DNs, DGs, and SMs)**
  - **Mandatory Clearances** (Simultaneous)
    - **Step 1**
      - 10 Days
    - **Step 2** - If Needed
      - 3 Days
    - **Step 3**
      - 10 or 5 Days (See Below)
    - **Step 4**
      - 3 Days
  - **Optional Clearances** (Simultaneous)
    - **Step 1**
      - 10 Days
      - Policy Office: Optional Clearances
        - Departmental Directives Manager (DDM) Initial Review (AD-116, §11) (AD-3108, §4) (Note 1)
        - Review if to be signed by the Secretary
      - **Step 2** - If Needed
        - 3 Days
        - Policy Office: Optional Clearances
          - OPI: Determine Need for Policy Creation or Revision
          - OPI: Assemble Policy Team; Draft Policy
          - Review AD-3108; Track timeframes
          - Review if to be signed by the Secretary
      - **Step 3**
        - 10 or 5 Days (See Below)
        - Policy Office: Optional Clearances
          - Review for Budget and Program Considerations (AD-116, §11) (Notes 1, 2)
          - Review within Scope of ASA's Authority (AD-116, §11) (Notes 1, 2)
        - **Step 4**
          - 3 Days
          - Policy Office: Optional Clearances
            - OPI: Review for Legal Implications (AD-116, §11) (Note 1)
            - OASAs Review of ASA's Authority (AD-116, §11) (Notes 1, 2)
        - **Step 5** - If Needed
          - 3 Days
          - Policy Office: Optional Clearances
            - OPI: Comment Adjudication and Finalize Draft Policy
            - Review AD-116; Track timeframes
        - **Step 6**
          - 5 Days
          - Policy Office: Optional Clearances
            - Policy Office: Final Review
            - Agency/Office Leadership Review
            - Policy Office: Provide guidance
        - **Step 7**
          - 5 Days
          - Policy Office: Optional Clearances
            - Policy Office: Final Review
            - Agency/Office Head Authorization Review
            - Policy Office: Provide guidance

**Notes**

- **Step 1**
  - Mandatory Clearance Office - AD-116 Response:
    - 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).
    - Concur with Comments - Review or revise the directive and restart the formal clearance process (see Note 3).

- **Step 2**
  - Optional Clearances:
    - Departmental Clearances (may include Stakeholders, OHRM Labor Relations) (AD-116, §11) (Notes 4)
    - Review if to be signed by the Secretary
    - Review AD-3108; Track timeframes
    - Review if to be signed by the Secretary

- **Step 3**
  - Optional Clearances:
    - OPI: Review for Budget and Program Considerations (AD-116, §11) (Notes 1, 2)
    - Review within Scope of ASA's Authority (AD-116, §11) (Notes 1, 2)
    - Review if to be signed by the Secretary

- **Step 4**
  - Optional Clearances:
    - OPI: Review for Legal Implications (AD-116, §11) (Notes 1)
    - OASAs Review of ASA's Authority (AD-116, §11) (Notes 1, 2)
    - Review if to be signed by the Secretary
    - Policy Office: Final Review
    - Agency/Office Leadership Review
    - Policy Office: Provide guidance

- **Step 5** - If Needed
  - Optional Clearances:
    - OPI: Comment Adjudication and Finalize Draft Policy
    - Review AD-116; Track timeframes
    - Review if to be signed by the Secretary
    - Policy Office: Final Review
    - Agency/Office Leadership Review
    - Policy Office: Provide guidance

**Acronyms and Abbreviations**

- AD - Agriculture Department (Departmental Form Prefix)
- ASA - Assistant Secretary for Administration
- DDRWG - Departmental Directives Reform Working Group
- OHRM - Office of Human Resource Management
- OES - Office of the Executive Secretariat
- OBPA - Office of Budget and Program Analysis
- DG - Departmental Guidebook
- OASA - Office of the Assistant Secretary for Administration
- DMM - Departmental Manager (Process or Procedure)
- DN - Departmental Notice
- DM - Departmental Manual (Process or Procedure)
- DR - Departmental Regulation (Policy)
- OPI - Departmental Directive Initial Review
- SM - Secretary's Memorandum

**USDA Resources**

- DR/DM 0100-001
- AD-116
- AD-778
- AD-3108
- DDRWG
- OGC
- OPI
- OHRM
- OES
- OBPA
- OASA
- DMM
- DN
- DM
- DR
- OPI
- OHRM
- OES
- OBPA
- OASA

**Formal Clearance Process**

- **Step 1**
  - 10 Days
  - Policy Office: Optional Clearances
    - Departmental Directives Manager (DDM) Initial Review (AD-116, §11) (AD-3108, §4) (Note 1)
    - Review if to be signed by the Secretary

- **Step 2** - If Needed
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Determine Need for Policy Creation or Revision
    - OPI: Assemble Policy Team; Draft Policy
    - Review AD-3108; Track timeframes
    - Review if to be signed by the Secretary

- **Step 3**
  - 10 or 5 Days (See Below)
  - Policy Office: Optional Clearances
    - Review for Budget and Program Considerations (AD-116, §11) (Notes 1, 2)
    - Review within Scope of ASA's Authority (AD-116, §11) (Notes 1, 2)

- **Step 4**
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Review for Legal Implications (AD-116, §11) (Note 1)
    - OASAs Review of ASA's Authority (AD-116, §11) (Notes 1, 2)

- **Step 5** - If Needed
  - 3 Days
  - Policy Office: Optional Clearances
    - OPI: Comment Adjudication and Finalize Draft Policy
    - Review AD-116; Track timeframes
    - Review if to be signed by the Secretary

- **Step 6**
  - 5 Days
  - Policy Office: Optional Clearances
    - Policy Office: Final Review
    - Agency/Office Leadership Review
    - Policy Office: Provide guidance

- **Step 7**
  - 5 Days
  - Policy Office: Optional Clearances
    - Policy Office: Final Review
    - Agency/Office Head Authorization Review
    - Policy Office: Provide guidance

**USDA/OBPA/LRAS/Departmental Policy Office (DPO)**

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