## Departmental Directives - Streamlined Formal Clearance Process

**Effective December 2019**

Based on DR 0100-001 (01/04/18) and DM 0100-001 (01/04/18) - with Modifications for the DDRWG

### New DR, DM, DN, or SM

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<tr>
<th>New DG</th>
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### Existing DR or DM

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### New DG

**OPI Applicable Internal Management Review**

**OPI Agency Head**

### Existing DG

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### OPI Comment Adjudication

- **Major Changes**
  - 5 Days 1, 2, 3
- **Minor Changes**
  - 5 Days 1, 2, 3
- **Any Changes**
  - 5 Days 1, 2, 3

### Other Clearance(s) (Determined by DDM)

- **3 Days**

### OES Review (If to be signed by the Secretary)

- **3 Days**

### Notes

1. OPI comment adjudication and directive revision within 5 business days for standard resolution of comments.
2. OPI comment adjudication and directive revision within 20 business days for Mandatory Clearance Office nonconcur requiring remedy.
3. OPI comment adjudication and directive revision within 4 calendar months for Mandatory Clearance Office nonconcur requiring a rewrite.
4. Directive submissions will be automatically withdrawn from formal clearance if approval for publication is not secured within 1 calendar year.

### Acronyms

- **DDM** - Departmental Directives Manager (within OBPA/LRAS/DPO)
- **DDRWG** - Departmental Directives Reform Working Group
- **DG** - Departmental Guidebook (detailed process/procedure)
- **DM** - Departmental Manual (high-level process/procedure)
- **DR** - Departmental Regulation (policy)
- **OPI** - Office of Primary Interest - the directive owner/sponsor

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USDA/OBPA/LRAS/Departmental Policy Office

Revised 04/06/2021