

# United States Department of Agriculture

## Clearance and Approval for Departmental Issuances

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### Form Instructions

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The AD-116 form is used to document stakeholder and clearance official reviews and approvals of draft Departmental directives. This form must be completed and submitted electronically as part of the Departmental directives formal clearance package, along with the Microsoft Word version of the draft directive and the completed Form AD-3108, *Note to Reviewers for Draft USDA Departmental Directives*.

The Office of Primary Interest (OPI) or OPI Point of Contact (POC) must complete the following entries:

- 1. Clearance Type:** Select "Sequential" if the directive will be using the formal clearance process flow or select "Simultaneous" if the formal review is being expedited or if there are extenuating circumstances that prevents the standard formal review process. The Departmental Directives Manager (DDM) will make the final determination as to clearance type.
- 2. Document Action:** Select the applicable check box to identify if the submission is for a new, amended, or revised directive.
- 3. Expedited Formal Review:** Select the "Secretarial Priority" box if the directive requires expedited process for a Secretarial Priority. Select "Other" and enter a description if there is another reason for a directive to obtain an expedited review. The DDM may contact the OPI for further information for "Other" items.
- 4. Expedited Review Date:** Enter the date an expedited directive needs to have the formal review completed.
- 5. Directive Number and Title:** Enter the directive number (if submitting a directive for revision or amendment) and the full directive title.
- 6. Index/Search Terms:** Enter terms users could search on to locate the topic(s) related to the directive (separate search terms with commas).
- 7. Readability Statistics:** Use Microsoft Word to obtain this score. Select File, Options, Proofing. Under "When correcting spelling and grammar in Word" select the "Check grammar with spelling" and "Show readability statistics" check boxes and click "OK." To execute this ability, click the Review tab on the ribbon, select "Spelling and Grammar" to spell check the document. A dialog box will appear and display the reading ease scores. The score should be entered into the appropriate field.  
  
The Flesch Reading Ease scores may be interpreted as follows: 90-100=Very Easy; 80-89=Easy; 70-79=Fairly Easy; **60-69=Standard**; 50-59=Fairly Difficult; 30-49=Difficult; and 0-29=Very Confusing. Methods to improve the readability scores include: following Federal plain language writing guidelines; using simple words; writing in the active voice; writing short sentences; limiting sentences to one thought/topic area; and cutting useless words and information.
- 8. Office of Primary Interest (OPI) Point of Contact (POC):** Enter the agency, name, title, and phone number of the POC for the directive submission.
- 9. OPI Stakeholder Reviewers:** Enter the agency/staff office acronym, reviewing authority name and title, date in (policy received), date out (policy signed), check the appropriate comment response box ("no comments" or "with comments"), and the reviewer's signature (written or electronic).
- 10. OPI Internal Clearance Offices:** The officials entered here are usually people at the Director/Administrator level and the next lowest level, whatever the appropriate titles may be. Enter the agency/staff office acronym, reviewing authority name and title, date in (policy received), date out (policy signed), check the appropriate comment response box ("no comments" or "with comments"), and the reviewer's signature (written or electronic).
- 11. Departmental Formal Clearance Offices:** The OPI enters the following formal reviewer offices in the "Agency" field: USDA DDM, any optional clearance offices, OBPA, OGC, ASA, USDA DDM, and OES (only if the directive needs to be signed by the Secretary). The formal clearance reviewers enter the reviewing authority name and title, date in (policy received), date out (policy signed), check the appropriate comment response box ("Concur - no comments," "Concur - with comments," or "Nonconcur with comments attached"), and the reviewer's signature (written or electronic).
- 12. Comments:** Insert any comments or explanatory remarks for the reviewers (optional).
- 13. Signature Authority:** Enter the name and title of the agency or staff office official that approves the policy for publishing. The signature date is the directive publication date, unless directed otherwise by the signature authority.

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1. Clearance Type	2. Document Action	3. Expedited Formal Review	4. Expedited Review Completion Date Required
<input type="checkbox"/> Simultaneous  <input type="checkbox"/> Sequential	<input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Amended	<input type="checkbox"/> Secretarial Priority  Other <input style="width: 100px;" type="text"/>	Date <input style="width: 150px;" type="text"/>

**5. Directive Number and Title**

6. Index/Search Terms <small>(separate terms with commas)</small>	7. Readability Statistics
<input style="width: 100%;" type="text"/>	Flesch Reading Ease <input style="width: 100%;" type="text"/>

**8. Office of Primary Interest (OPI) Point of Contact (POC)**

Name and Title	Phone #	Agency	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**9. OPI Stakeholder Reviewers**

Agency	Name and Title	Date In	Date Out	No Comments	With Comments	Signature

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### 10. OPI Internal Clearance Offices

Agency	Name and Title	Date In	Date Out	No Comments	With Comments	Signature

### 11. Departmental Formal Clearance Offices

Agency	Name and Title	Date In	Date Out	Concur No Comments	Concur With Comments	Nonconcur Comments Attached	Signature

### 12. Comments

### 13. Signature Authority

Date 
 Title 
 Signature