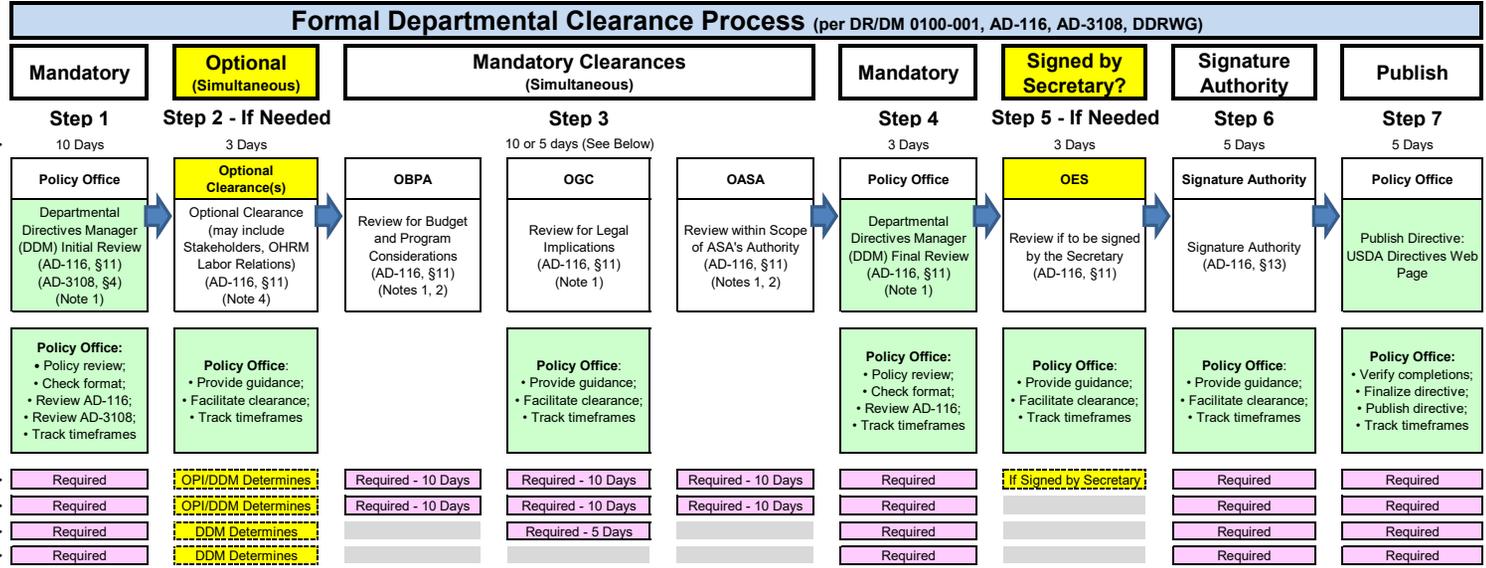
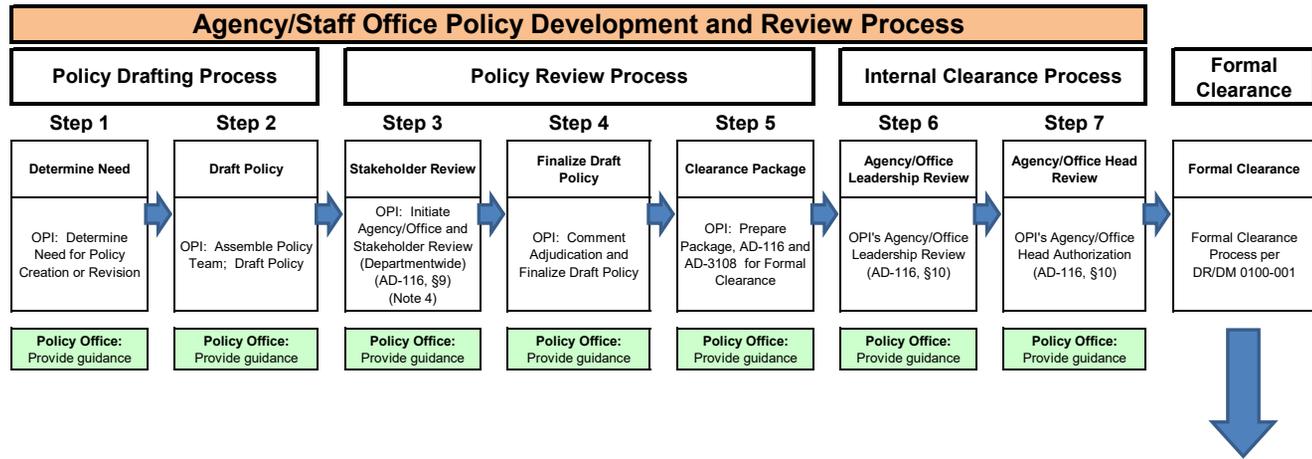


Policy Process for Departmental Directives (DRs, DMs, DNs, DGs, and SMs)



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 nonconcurring 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*