

ARS CSREES ERS NASS

Bulletin

Title: New Numbering System for REE Administrative Issuances

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Originating Office: Office of the Chief Information Officer
Customer Support Branch

Distribution: ARS Administrator
Deputy Administrator, AFM
Assistant Deputy Administrator, AFM
AFM Division Directors
AFM Secretaries

Information within this Bulletin provides a new Numbering System for each division to write issuances using the REE Administrative Issuance Process.

INTRODUCTION

This Policy and Procedure (P&P) provides instructions on issuances to the Originators of Research, Education, and Economics (REE). The term “P&P” includes Policies and Procedures, Bulletins, and Manuals. This Issuance will describe different types of REE Administrative Issuances, and their numbering system.

Policies and Procedures (P&Ps)

P&Ps contain current and officially approved Policies and Procedures that govern and affect all REE agencies. However, when there are major differences in Policies and Procedures, originating offices can create agency-specific versions of P&Ps. The Deputy Administrator, AFM, and any REE Agency Head that is specifically affected will approve P&Ps. Minor differences in Policy and Procedures will be incorporated into paragraphs or sections that are agency specific within that particular REE P&P. The content included in a P&P will remain relevant for more than 1 year or until it is superseded. Signature blocks are needed for Policy and Procedures (P&Ps).

Manuals

Manuals provide detailed procedures for specific administrative functions. Originators should incorporate procedures into Manuals whenever possible. The Manual format should resemble the concise, reader-friendly style of a Policy and Procedure (P&P), containing block style paragraphs and sections whenever possible. The section headings and text are left to the discretion of the originator. Due to the nature of a Manual, the information should be reviewed by a variety of actual users, the REE Issuance Manager, and other key personnel. There are circumstances where introducing policy within a Manual is acceptable, however; the content being presented as policy needs to be clearly identified as being separate from the content of the Manual. If a Manual needs approval and clearance from DAAFAM or any of the REE agency heads, the issuance clearance process must be followed (*P&P 010, See Section nine*). After the Manual has been cleared and approved by the head of the originating office, forward the issuance to the REE Issuance Manager for inclusion on the issuance website. Signature blocks are not needed for Manuals.

Bulletins

Bulletins, which are temporary in nature, are used to publish temporary or time sensitive information that generally requires immediate attention. Bulletins are used to issue notices, reminders, or changes. The Bulletin format will be simple, uncomplicated, and generally limited to one page. Section headings within the text of the Bulletin are optional and left to the discretion of the originator. Although Bulletins only need an abbreviated review and clearance process, draft copies should be sent for comments to other people having interest in the subject (*P&P 010, See Section nine*). Bulletins are approved by the Head of the originating office and expire within a 1 year timeframe from the date of issuance, unless it is assigned an earlier expiration date. If necessary, Bulletins can be extended upon request; however, it becomes the responsibility of the requesting office to prepare a brief explanation outlining the reasons for

requesting the extension. A template will assist in the preparation of the Bulletin. The expiration date for Bulletins should be as time specific as possible, i.e.: not to exceed 1 year. Signature blocks are needed for Bulletins.

Retrieval of the issuance templates:

- Open MS Word
- On the right of the screen, click “General Templates”, a template dialog box appears
- Select the ARS-P&P tab
- Select the appropriate template for each issuance

The following chart, Table 6- Guideline to Identifying Agency Specific P&Ps, Manuals & Bulletins, provides information and the numbering system for each division within AFM.

Note: Please disseminate this information to the appropriate staff within your area.

If you require further information regarding the REE Administrative Issuance Numbering system, please contact Jacqueline M. Sharp-Hendrix, REE Administrative Issuance Manager at 202-720-5507 or via e-mail at JSharp@ars.usda.gov.

Michele Koff, Branch Chief
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Table 6 - Guideline to Identifying Agency Specific P&Ps, Manuals & Bulletins

Series	Assigned Division	Subject Area	Issuance Type	Related Agency
00-100	Office of the Chief Information Officer	Information technology for ARS, LAN Technology, Infrastructure, Web-based technology, Systems development and support, e-mail system, Cybersecurity, Telecommunications	All Issuances	REE
101-150	Information Staff (IS)	Public Information Management such as committee management, information programs, delegations of authority, organizations and other similar related programs	All Issuances	REE
151 - 199	Facilities Division (FD)	Programs handling safety, health, construction, environmental, real property, facility engineering, contracting, and space management	All Issuances	REE
200-299	Acquisition and Property Division (APD)	Programs related to acquisitions, procurement, supplies, personal property and contracting interfaces	All Issuances	REE
300-399	Financial Management Division (FMD)	Programs supporting Appropriation Level Management of treasury and financial management, maintains Travel and Relocation initiatives relating to traveler concerns and provides training in addition to supporting all FFIS financial interface systems such as, TRVL, BRIO, LOTS, ARMPS, SAMS, CAM, NASS, NFC and ALPS	All Issuances	REE
400-499	Human Resource Division (HRD)	Initiatives regarding human resource operational and policy support in areas of position classification and position management; recruitment and merit promotion; employee benefits; pay and leave; performance management and employee recognition; employee and labor relations; employee development; quality of worklife	All Issuances	REE
500-599	REE Agency Programs - General	Programs not requiring separate series and support functions such as Delegations of Authority, Homeland Security, program planning	All Issuances	REE
600-699	Agency Programs - Research	Programs such as the National Program Staff not requiring separate series and support functions such as program planning, redirection, projects and other related initiatives	All Issuances	REE
700-799	Extramural Agreements Division (EAD)	Administrative management of grants, cooperative agreements, other extramural agreements and memoranda of understanding	All Issuances	REE

Example of numbering for a Human Resource (HRD) issuance is as follows:

- 04-400 for a Bulletin**
- 400.0 for a P&P**
- 400.0-M for a Manual**