

PART 2006 - MANAGEMENT

Subpart A - National Directives

Table of Contents

<u>Sec.</u>		<u>Page</u>
2006.1	General.	1
2006.2	Observance of directives.	1
2006.3	Authorized types of national directives.	1
	(a) Instructions.	2
	(b) Administrative Notices (ANs).	2
	(c) Forms.	2
	(d) Form Letters.	3
	(e) Guide Letters.	3
	(f) Procedure Notices.	3
	(g) Table of Contents for the Procedure Manual.	4
	(h) Handbooks.	4
	(i) Reference Manuals.	4
2006.4	Discontinued types of national directives.	4
2006.5	Classification and numbering of directives.	4
	(a) RD Instructions.	5
	(b) ANs.	5
	(c) Forms, Form Letters, and Guide Letters.	5
2006.6	Dating of directives.	6
	(a) New Instructions.	6
	(b) ANs.	6
	(c) Forms Manual Inserts.	7
2006.7	Use of abbreviations in Rural Development directives.	7

<u>Sec.</u>	<u>Page</u>
2006.8 Distribution of directives.	7
(a) Within Rural Development.	7
(b) Special distributions by State Offices.	8
2006.9 Coordination of release of directives.	8
2006.10 Manual maintenance.	8

PART 2006 - MANAGEMENT

SUBPART A - NATIONAL DIRECTIVES

§ 2006.1 General.

The directives described in this Instruction constitute the established policies and methods necessary to conduct the programs of the Rural Development. Directives will be processed in accordance with prescribed authorities and procedures. Published directives, other than Administrative Notices, will not have the signature of the approving official; appropriate officials will indicate approval on the official record copy. Temporary Changes will no longer be used as directives in accordance with § 2006.4.

§ 2006.2 Observance of directives.

Directive requirements must be put into effect immediately on receipt, unless an effective date is otherwise indicated in the body of the directive or in the Procedure Notice. Employees will observe directive requirements at all times; failure to do so, subjects employees to appropriate disciplinary action. If the issuance appears inadequate for its purpose, a report should be made through regular administrative channels, or an employee suggestion should be submitted in accordance with RD Instruction 2006-H, "Employee Suggestion Program." All new and revised directives must be studied carefully by employees affected. As appropriate, each new or revised directive will be discussed in staff conference so that all employees will reach a common understanding of its effect.

§ 2006.3 Authorized types of national directives.

The following are authorized types of National Office directives: Instructions, Administrative Notices (AN), National Forms and Forms Manual Inserts (FMI), Form Letters, Guide Letters, Procedure Notices, Tables of Contents for the Procedure Manuals, Handbooks and Reference Manuals. The master copy of each of the above will be maintained by the Regulations and Paperwork Management Branch (RPMB). The Administrator or the representative to whom has, in writing, delegated authority will approve all or specific types of directives. The Chief, RPMB, is authorized to review all directives

DISTRIBUTION: WSAL

Administration
Management

to determine the need for Federal Register (FR) publication and approval by the Office of the General Counsel (OGC) for legal sufficiency. All Rural Development Directives will be published in the FR unless the Administrator concurs with the decision of the Chief, RPMB, to make an exception to this requirement. All directives must be approved by OGC unless the Administrator concurs with the decision of the Chief, RPMB, to make an exception to this requirement. [NOTE: Unnumbered Letters (ULs) are not part of the directives system. The use and filing of ULs are to be in accordance with RD Instruction 2030-C.]

(a) Instructions. Statements of policy, rules, and regulations prescribing the methods for conducting business will be issued as a type of directive under the classified manual system (see § 2006.5).

(b) Administrative Notices (ANs).

(1) ANs, in memorandum format, may be used to make temporary clarifications of existing Instructions, Forms, or FMIs; to convey information on subjects covered by these issuances; or to provide temporary operating policies or procedures. ANs may not be used to change Instructions, Forms, or FMI's (except as indicated in the preceding sentence for temporary policies or procedures); to prescribe continuing operating policies or procedures; or to prescribe policies or procedures, even though temporary, that require FR publication.

(2) RPMB reviews all ANs before they are submitted to the signing official. OGC reviews ANs only when legal matters are involved. ANs are not ordinarily published in the FR but are available for public inspection. ANs have an expiration date of one year. The month and day of the expiration date should be the last day of the month of issuance and the year should be no later than one year later.

(3) ANs are filed in the Procedure Manuals in accordance with the filing instructions noted on the AN.

(4) RPMB assigns a serial number for ANs after they are signed and issues a checklist of ANs which is maintained by manual holders. Destroy ANs omitted from the current checklist or ANs that have expired, have been rescinded, or have been superseded. Expired ANs are not to be utilized.

(c) Forms. A form is a reproduced document with blank spaces for insertion of information. All forms will be identified by a number, except forms used one time. This exception applies to special report and survey forms which are reproduced only once, and exhausted at one time.

§ 2006.3(c) (Con.)

- (1) National Forms. Forms needed to transact Rural Development business will be prescribed by the National Office. Normally, forms used in connection with particular types of transactions are identified in the directives prescribing the procedures for handling such transactions. Rural Development forms will be issued when an appropriate Standard Government or Department of Agriculture form cannot be used.
 - (2) Forms Manual Inserts (FMIs). FMIs will be issued by the National Office primarily for the assistance of Rural Development employees. The FMIs will provide a sample of each form used in field offices, with detailed instructions regarding purposes of the form; references to basic Instructions and other directives, except ANs, requiring its use; information to be inserted in the form; number of copies to be prepared and signed by various parties to the transaction; and distribution. Detailed instructions about completing a form will be omitted from the text of Instructions. Forms to be completed by the general public will have instructions available.
- (d) Form Letters. A Form Letter is a pre-composed letter, the text of which may not be altered and that is required by an RD Instruction.
- (e) Guide Letters. A Guide Letter is a sample letter which prescribes the style and contains information for use in preparing a letter or memorandum. The text of a Guide Letter may be altered to fit the situation at hand. Guide Letters are intended to save time in composition, obtain uniformity in the handling of similar transactions, and expedite the flow of work. Guide Letters are useful when it is not practical to establish a printed form, or when typed letters are more appropriate than a printed form. They will contain cross references to appropriate Instructions and other directives regarding their use.
- (f) Procedure Notices (PNs).
- (1) Serially numbered PNs will be issued at planned intervals to transmit directives to manual holders in various Rural Development offices. Such PNs will be used to:
 - (i) Transmit general notices,
 - (ii) Indicate effective date of a procedure item, as appropriate,
 - (iii) Provide manual maintenance instructions regarding the insertion, removal, correction, change, and marking of directives,

RD Instruction 2006-A
§ 2006.3(f) (1) (Con.)

(iv) Announce new, revised, and replacement forms, designate obsolete and superseded forms, provide for the disposition of replaced or obsolete forms, and provide form supply and requisitioning information, and

(v) Provide summary statements of purposes of new and revised directives.

(2) Unnumbered "Special" Procedure Notices will be used for the purposes stated in paragraph (f) (1) of this section to transmit directives and notices when such material requires immediate release before issuance of the numbered Procedure Notice.

(g) Table of Contents for the Procedure Manual. A Table of Contents will be issued consisting of a list of all current directives in the order of their classification, showing under each item its distribution, all sheet revisions, modifying, and supplementing references made since issuance of last complete revision of the item. Tables of Contents are issued periodically to provide a checklist of current directives and also to serve as a supplement to the classification system in locating material.

(h) Handbooks. For more convenient use by employees, selected directive and informational material may be issued as Handbooks. Handbooks will be considered as authorized types of directives only when so referenced by an Instruction or other authorized type of directive.

(i) Reference Manuals. Selected informational material for use by employees in performance of their respective duties may be assembled in reference manuals. Such material may be distributed by use of announcement in a PN. The PN will specify potential use, by whom generally used, and any special filing instructions. Issuing Unit Directors are responsible for an annual review of material being maintained in the reference manual and will advise by PN when specific items are to be replaced or deleted.

§2006.4 Discontinued types of national directives.

Temporary Changes may no longer be used to clarify, modify, or otherwise change Instructions or other directives.

§2006.5 Classification and numbering of directives.

Each directive will be numbered and classified in accordance with the Procedure Classification System as prescribed in this section. This number provides a guide for filing the material in the manual and affords a systematic and logical grouping of related material under corresponding

§2006.5 (Con.)

numbers so that material pertaining to a given procedure or subject can be located readily. The classification number for Instructions will be of two types as discussed in this Instruction. The old three-digit instruction numbers will, as soon as possible, be replaced with the present four-digit number consistent with the numbering system used in the FR.

(a) RD Instructions.

(1) The classification number of an Instruction currently consists of a four-digit number consistent with the FR system. The four-digit number is followed by a subpart letter, both of which constitute the classification number. The old three-digit classification number which is followed by a decimal point and a serial number does still exist on a few Instructions. The serial number is not part of the classification number, but represents the number assigned to the individual document as issued under the designated classification.

(2) The overall functions of Rural Development have been divided into several parts consistent with the FR System. Part 2000 will be used for Instructions pertaining to "Administration," "Business Services," "Personnel," and "Fiscal Services." Part 1900 will be used for "Program Operations." Part 3500 will be used for instructions concerning only the Rural Housing Service. Part 4200 will be used for instructions concerning only the Rural Business-Cooperative Service and the Rural Utilities Service. The last two digits of the number would indicate a more specific kind of instruction and would be followed by a dash and the subpart letter completing the instruction number. The number and the subpart letter will constitute the classification number.

(b) ANs. These issuances will be numbered in the order in which they are issued. The appropriate directive classification will be shown in parentheses following the serial number.

(c) Forms, Form Letters, and Guide Letters.

(1) Three-digit number. No new three-digit numbers will be assigned.

(2) Four-digit number. The four-digit number and subpart letter of a Rural Development Form number and the number assigned to a Rural Development Form or Guide Letter will be assigned according to the RD Instruction that prescribes it.

(3) Suffix number. The three-digit or four-digit number will be followed by a dash and a suffix number which will be assigned serially. To further identify Rural Development Legal Series Forms prescribed (or individual States), the abbreviation of the name of the State will be shown following the suffix of the form number (see RD Instruction 2006-B.)

§ 2006.6 Dating of directives.

All directive material will bear the date on which it is signed by the approving official. Following are standard practices for dating Rural Development directives.

(a) New Instructions.

(1) Issuance date. The date of issuance of an RD Instruction will be shown on each odd numbered page in the lower left corner. The number of the PN with which the Instruction is transmitted will follow the date of issuance.

(2) Partial revisions. When paragraphs are revised, added, or renumbered without the reissuance of the complete Instruction, the date of approval and the number of the PN transmitting the Instruction will follow the text of the appropriate paragraph; for example, "(Revised 07-16-03, PN 361.)." The number of the original PN will be retained following the original issuance date in the lower left corner on each odd numbered page. When pages are issued which contain paragraph revisions or additions, there will be entered below the page number "(Revision 1)," "(Revision 2)," and so forth. The revision number will indicate the number of times the page has been reissued since the date appearing in the lower left corner on each odd numbered page.

(3) Complete revisions. When an Instruction is completely revised, all paragraph revision dates, page revision numbers, original issuance dates, and PN numbers will be removed. The date of the complete revision and the number of the PN transmitting the revision will be entered in the lower left corner on each odd numbered page.

(b) ANs. The date of issuance of an AN will be shown in the heading on the first page. The number of the PN if used, with which the AN is announced, will be shown under the distribution in the lower left corner on the first page. The date and PN number will be shown on each succeeding front page.

§ 2006.6 (Con.)

(c) Forms Manual Inserts. The date of an FMI and the number of the PN transmitting the insert will be shown in the lower left corner of each odd numbered page.

§ 2006.7 Use of abbreviations in Rural Development directives.

If the organizational unit, type of loan, or other applicable term is referred to only once in a particular directive, abbreviations will not be used. If referred to more than once, the term will be written out the first time it is used, followed by the abbreviation in parentheses; for example, "Single Family Housing (SFH) Loan." The abbreviation may be used for subsequent references in the directive.

§ 2006.8 Distribution of directives.

(a) Within Rural Development. The following are general procedures established for distributing directives to employees at various organizational levels:

(1) Distribution by codes. Directives will be distributed to employees according to their respective needs. These directives are sometimes limited in their application to areas, offices, or individuals. A convenient method of indicating distribution is by the use of "Distribution Codes." All holders of a given type of manual (material bearing a given distribution code) will receive all directives bearing that particular code, except as otherwise specified. For example, the code "W" indicates distribution to all National Office Employees, including the St. Louis, MO, Office. If distribution is to be made to New York only, "Distribution: W; AL in New York" will indicate distribution to National Office and St. Louis, MO, Office, and to Area and Local Offices in New York only. The following chart shows distribution codes:

<u>Distribution Code</u>	<u>Directives For</u>
W	National Office including St. Louis, MO, Office
S	State Offices
A	Area Offices
L	Local Offices
P	Employment Officers and others engaged in personnel work

(2) Distribution schedule. All official issuances will be distributed via the Internet and can be found at <https://www.rd.usda.gov/publications/regulations-guidelines>. An e-mail list does exist if an employee wishes to be notified when there is a posting to the Internet. An employee may request to be added to this e-mail list by sending an e-mail to comments@wdc.usda.gov. (01-25-06, PN 394.)

(b) Special distributions by State Offices. The State Office will distribute copies of directives for designated counties, designated attorneys, participating title insurance companies, and County Committeemen.

§ 2006.9 Coordination of release of directives.

(a) Generally, all directives will be made available on the Internet only; however, in a few isolated cases, forms are still being printed and stocked at the St. Louis, MO, Office. These new or replacement forms will be released to reach the Internet at approximately the same time as stock supplies of the new or replacement forms are in the St. Louis, MO, Office to be ordered by using offices.

(b) If it is necessary to release the directive before supplies of a new or replacement form are available, the PN covering the directives will indicate that the form will not be available for requisitioning until further notice. Field offices will be advised by another PN when supplies of the form will be distributed or may be requisitioned.

§ 2006.10 Manual maintenance.

Heads of offices and supervisory officials are responsible for seeing that the contents of directives are brought to the attention of, and made available to, all employees concerned. Since National Office directives are available on the Internet, the National Office does not require field offices to maintain procedure manuals, except that State Offices are required to maintain master manuals in accordance with RD Instruction 2006-B. If there is a need to maintain paper copies of directives, including State directives, the State Director should issue a State Instruction prescribing the procedures and requirements for distribution and maintenance of paper directives.

oOo