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Directives

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This page provides links to formal Human Resources (HR) issuances (policies and guides) that cover employees of USDA's Marketing & Regulatory Programs (MRP) mission areas.

View Agricultural Marketing Services (AMS) Administrative Issuances

Permanent Issuances

Permanent issuances are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions.

- 1000-1999 General Management and Administrations
- 2000-2999 Budget and Finance
- 3000-3999 Information Resources Management
- 4000-4999 Personnel Management and Safety and Health
- 5000-5999 Property and Resource Management
- 6000-8999 Reserved
- 9000-9999 Program Areas
- Administrative Notices, Manuals and Guidelines

View the MRP Issuances Classification System

Number	Issue Date	Title, Attachments, Other	Last Review Date
APHIS 103.2	06/10/80	Designating Employees to Administer Oaths, Affidavits, and Affirmations	2017
APHIS 120.1	06/06/77	Research Evaluation of Agricultural Chemicals	2017
APHIS 205.1	02/15/84	Employee Indebtedness: Employee Exit Inventory	2017
APHIS 402.3	03/16/84	Premium Pay for Employees Performing Inspection and Quarantine Services Relating to Imports and Exports	2017
APHIS 460.2	05/28/76	Employee Liability-Action Taken Within the Scope of Employment	2017
1000-1999 - GENERAL MANAGEMENT AND ADMINISTRATION			
APHIS 1030.1	05/17/22	Delegation of Authority to the Director, Financial Management Division	2022
APHIS 1040.1	06/20/06	Relationships with Native Americans and Tribal Governments	2017
APHIS 1040.2	12/29/05	Establishment of the APHIS/Centers for Disease Control and Prevention (CDC) Coordination Group	2017
APHIS 1040.3	01/19/12	Consultation with Elected Leaders of Federally Recognized Indian Tribes	2017
APHIS 1530.1	03/23/93	Other Government Agency and Non-Federal Reviews of APHIS Activities	2017
MRP 1620.1	03/14/14	Changes to Space and Lease of Field Offices and Facilities	2017
APHIS 1650.1	09/01/04	APHIS National Security Program APHIS 511 - APHIS ID/Access Request APHIS 515 - Incident Report	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
APHIS 1650.2	02/28/06	APHIS Aviation Security Program Guide for the Conduct of Aviation Resource Management Surveys	2017
APHIS 1650.3	02/05/01	APHIS National Seismic Safety Program	2017
MRP 1660.1	03/23/10 Issuance Change 1, 04/02/2018	Pre-Tax Parking Benefit Program AD-1185 - Pre-Tax Parking Application	2018
APHIS 1810.1	08/09/23	APHIS Emergency Notification System	2023
APHIS 1810.2	03/12/24	APHIS National Incident Management System (NIMS) Training and Exercise Program (NTEP) (236.99 KB)	2024
2000 - 2999 BUDGET AND FINANCE			
APHIS 2150.1	08/05/11	Developing User Fees for APHIS Services	2017
APHIS 2250.1	05/11/09	Imprest Funds at Overseas Posts	2017
APHIS 2280.1	06/20/2014	Suspension and Debarment	2017
APHIS 2300.1	12/09/2016	Authorizing the Payment of Relocation when Recruiting and Filling Positions APHIS Form 348 APHIS Form 349	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
MRP 2301.1	07/23/98	MRP Supplements to the Agriculture Travel Regulations	2017
APHIS 2450.1	04/10/20	Agreements Services	2020
3000 - 3999 INFORMATION RESOURCES MANAGEMENT			
APHIS 3010.1	07/07/04	Issuance Management System	2017
MRP 3010.2	07/26/04	MRP Issuance System	2017
MRP 3020.1	08/10/11	Forms Management Program for Marketing and Regulatory Programs (MRP)	2017
APHIS 3031.1	06/22/04	Clearance of Public Reporting and Recordkeeping	2017
MRP 3040.2	08/12/98	MRP Records Management Program	2017
MRP 3040.3	08/12/98	MRP Electronic Records Management Program	2017
MRP 3050.1	08/16/01	MRP Mail Management Program	2017
MRP 3050.2	06/25/09	Commercial Payment for Postage	2017
APHIS 3120.2	04/29/13	APHIS ITD SOP — Computer Naming Convention Protocols (SharePoint)	2017
MRP 3130.1	03/21/2022	Information Technology Exception Request	2022
MRP 3140.2	04/12/2022	Electronic Mail Use, Security, and Privacy Policy	2017
APHIS 3140.3	05/26/00	APHIS Internet Use and Security Policy	2017
MRP 3140.5	10/31/19	MRP Information Systems Security (ISS) Roles and Responsibilities	2019

Number	Issue Date	Title, Attachments, Other	Last Review Date
APHIS 3220.1	02/04/13 Issuance Change 1, 06/05/2014	APHIS Information Technology (IT) Acquisition Approval Request (AAR) Requirements	2017
MRP 3330.1	05/18/23	Radio Communications Management	2023
APHIS 3440.2	07/31/07	Disposal of APHIS Data Center Computer Room Media and Equipment Policy Attachment 1-AD 112 Attachment 2 - Instructions for AD 112	2017
MRP 3515.2	08/13/22	Cyber Security - Clean Desk Policy	2022
APHIS 3525.1	07/15/08	Remote Access Management Policy APHIS 516 - Remote Access Account Control Form APHIS User Account Management Policy	2017
APHIS 3575.1	07/31/07	Attachment 1 - User Account Recertification Process Metastorm Online Version Instructions (PDF)	2017
APHIS 3610.1	03/17/09	APHIS Local Registration Authority (LRA) Program Attachment 1 - Local Registration Authority Standards and Best Practices Attachment 2 - APHIS Form 106	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
4000 - 4999 PERSONNEL MANAGEMENT AND SAFETY AND HEALTH			
MRP 4030.1	02/06/20	Category Rating and Selection	2020
MRP 4060.2	11/05/09 03/23/10	Professional Liability Insurance Reimbursement	2017
MRP 4080.1	Issuance Change 1, dated 11/2/12	MRP Transit Incentive Program	2017
APHIS 4080.2	03/16/17	Child Care Tuition Assistance Program	2017
APHIS 4295.1	08/13/01	APHIS Program Identification Cards	2017
APHIS 4300.1	06/16/94	Outside Clinical Practice for APHIS Veterinarians	2017
MRP 4300.2	09/13/2024	Reasonable Accommodations Program (297.64 KB)	2024
MRP 4310.1	07/07/22	Restrictions on the Employment of Relatives	2022
MRP 4311.1	10/07/20	Authorization to Administer Employment Oath of Office	2020
APHIS 4315.1	10/14/11 Issuance Change 1, 07/25/12	Training Policy for APHIS Supervisors, Managers, and Executives Attachment 1 - Core Competencies & Definitions Attachment 2 - Learning Activities Training Policy for APHIS Supervisors, Managers, and Executives (SharePoint, Employees Only)	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
MRP 4335.1	11/24/2020 09/08/03	Voluntary Change in Official Duty Station	2020
MRP 4339.1	Issuance Change 1, dated 12/8/03 Issuance Change 2, dated 8/16/04	Medical Qualification Determinations for Appointment to Covered Positions within Marketing and Regulatory Programs	2017
APHIS 4340.1	6/11/2024	Workplace Violence Prevention and Response Program	2024
MRP 4351.1	03/26/13	Reduction-In-Force Attachment 1 Attachment 2 Attachment 3 Attachment 4 Attachment 5 Attachment 6	2017
MRP 4413.1	10/15/98	Career Enhancement Program	2017
MRP 4500.1	08/13/21	Recruitment and Retention Incentives	2021

Number	Issue Date	Title, Attachments, Other	Last Review Date
		Electronic Statement of Earnings and Leave (SEL)	
MRP 4501.1	12/04/07	MRP 350 - Statement or Earnings and Leave (SEL) Waiver Request Form (or Cancellation)	2017
MRP 4511.2	09/11/2018	Position Classification	2018
MRP 4531.1	03/25/13	Salary Rate Determinations	2017
MRP 4537.1	03/07/03	Repayment of Student Loans	2017
MRP 4550.1	06/28/99 03/18/02	Electronic Funds Transfer	2017
MRP 4550.2	Issuance Change 1, dated 6/12/02 Issuance Change 2, dated 11/19/12	Premium Pay	2017
MRP 4591.1	10/12/20	Uniform Policy	2020
MRP 4610.1	09/16/16	Tours of Duty	2017
APHIS 4620.1	04/27/10	Background Investigations for APHIS Federal and Contract Pilots	2017
MRP 4630.1	01/28/20 07/12/02	Absence and Leave	2020
MRP 4630.2	Issuance Change 1, dated 8/27/02	Mentoring/Tutoring Programs	2017
MRP 4771.1	09/08/06	Marketing and Regulatory Programs (MRP) Administrative Grievance System	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
MRP 4790.1	11/15/13	Marketing and Regulatory Programs (MRP) Safety and Health Program Non-Lethal Personal Protective Devices	2017
APHIS 4790.1	08/22/01	APHIS Form 301-R, Discharge of a Non-Lethal Personal Protective Device (NLPPD), APHIS Form 302-R, Inventory Control Record for Non-Lethal Personal Protective Devices (NLPPD)	2017
APHIS 4790.2	04/15/03	APHIS Ergonomics Program	2017
APHIS 4790.3	03/25/03	Automated External Defibrillators	2017
APHIS 4790.4	02/10/04	Defensive Driver Training Requirements	2017
5000 - 5999 PROPERTY AND RESOURCE MANAGEMENT			
MRP 5000.3	06/07/22	Government Furnished Equipment for Telework and Remote Employees	2022
MRP 5000.2	04/10/20	Sensitive Property Management	2021
MRP 5003.1	08/15/12	Appropriations Restrictions for Financial Transactions with Felons and Tax Delinquent Corporations	2017
MRP 5036.1	06/07/22	MRP Construction Management Policy	2022
MRP 5101.1	02/05/01	Real Property Management	2017
APHIS 5170.1	09/18/2024	APHIS Policy for Planning, Designing, and Constructing Modernized Laboratory Facilities (280.05 KB)	2024
MRP 5400.2	10/23/07	Allocating Parking Spaces at Field Locations	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
APHIS 5600.3	09/03/99	Evaluating APHIS Programs and Activities for Ensuring Protection of Children from Environmental Health Risks and Safety Risks	2017
APHIS 5640.1	04/19/02	Environmental Monitoring for APHIS Pest and Disease Control and Eradication Programs	2017
6000 - 8999 RESERVED			
APHIS 6501.1	08/04/95	Delegation of Enforcement Authority	2017
APHIS 6701.1	05/27/04	Foreign Service Assignments IS Form 1 - Assignment History and Preference List IS Form 2 - Background and Skills Resume IS Form 3 - Requirements for Position IS Form 4 - Rotational Assignments Bid Form IS Form 5 - Candidate Scoring Form IS Form 6 - Candidate Tally Form	2017

Number	Issue Date	Title, Attachments, Other	Last Review Date
		Foreign Service Limited Non-Career Appointments	
APHIS 6740.1	02/17/22	IS Form 10 - Assignment and Policy Commitment	2022
		IS Form 11 - Foreign Service Limited Non-Career Appointment Agreement	
APHIS 6750.1	06/11/15	Retention and Distribution of Official and Diplomatic Passports	2017
APHIS 6792.1	06/16/22	Representation Allowances and Expenses Pursuant to the Foreign Service Act of 1980	2022
APHIS 6800.1	05/10/06	Ensuring the Protection of Employees Involved in Highly Pathogenic Avian Influenza Control and Eradication Activities	2017
APHIS 6901.1	09/30/05	Registration, Use Management, and Coordination of Pesticides	2017

Related Links

- Human Resources Desk Guide
- Records Management Handbook, Schedules, and Guidance
- USDA Directives by Category

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