

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

2610.1
REVISION 6

4/23/12

FSIS ISSUANCE SYSTEM

PART ONE—BASIC PROVISIONS

I. PURPOSE

This directive:

- A. Specifies policy and procedures for the FSIS Issuance System.
- B. Provides employees with distribution, filing, and maintenance procedures.
- C. Prescribes the procedures for preparing, clearing, publishing, and cancelling FSIS issuances.

II. CANCELLATION

This directive cancels FSIS Directive 2610.1, Revision 5, dated 9/5/08.

III. REASON FOR REISSUANCE

This directive is revised to update responsibilities related to the FSIS Issuance System.

IV. REFERENCES

9 CFR, Animals and Animal Products
Handbook on Preparing FSIS Issuances

V. ABBREVIATIONS AND FORMS

The following appear in their shortened form in this directive:

AA	Assistant Administrator
ASD	Administrative Services Division, OM
EMD	Enterprise Management Division, OCIO
IMAB	Information Management and Analysis Branch, ASD
LERD	Labor and Employee Relations Division, OM
OCIO	Office of the Chief Information Officer
OM	Office of Management
OPI	Office of Primary Interest
OPPD	Office of Policy and Program Development
PID	Policy Issuance Division, OPPD

DISTRIBUTION:

Electronic; All Field Employees

OPI:

ASD – Information Management
and Analysis Branch

VI. POLICY

It is FSIS policy to provide written instructions for employees to effectively carry out their duties in support of the Agency's mission.

A. All official Agency policy is issued as:

1. **Directives.** Permanent issuances that do not expire until revised or canceled.

2. **Notices.** Temporary issuances that are effective for 1 year or less.

NOTE: Notices are not extended. They must be reissued, if necessary, with a new number and expiration date, according to the requirements in this directive. Any exceptions must be approved by IMAB and justified based on mitigating circumstances.

B. All FSIS directives and corresponding forms are numbered according to a Subject Matter Classification System Listing (see Attachment 1-1). Notices are numbered sequentially in the order that they are signed into official policy. Directives and notices must be maintained as described in paragraph XII.

VII. DELEGATIONS OF AUTHORITY

All FSIS issuances are approved by or issued under the Administrator's authority.

A. **Signature Authorities.**

1. The AA, OPPD, signs inspection-related issuances (such as issuances based on 9 CFR).

2. The AA, OM, signs administrative issuances.

3. The Administrator signs civil rights-related issuances.

B. **Cancellation Authorities.** Only an OPI can cancel an FSIS issuance. The OPI should consult with AAs and staff directors whose areas of responsibility are affected before proposing cancellation. OPIs should cancel obsolete procedures promptly by emailing IMAB at DirectivesManagementSection@fsis.usda.gov. IMAB can cancel issuances that do not have identified OPIs.

VIII. CLEARANCE REQUIREMENTS

A. Issuances are cleared through the appropriate designated clearance officials before signature. **EXCEPTION:** IMAB is authorized for administrative issuances and PID is authorized for inspection-related issuances, to waive normal clearance requirements in the following instances:

1. Issuances that only incorporate technical changes (**examples:** revised rates or dates).

2. When a specific deadline or implementation date must be met.

3. Information that is of a routine or recurring nature (**examples:** announcements of open seasons, listings of fiscal year pay periods and dates, and reminders of periodic actions).

B. All issuances are cleared through LERD to determine whether the issuance impacts bargaining unit working or employment conditions.

C. During Agencywide clearance, clearance offices that do not respond within the established timeframes are assumed to have concurred unless an extension is granted by IMAB or PID.

IX. TYPES OF ISSUANCES

The Agency prepares and distributes the following types of issuances. Any FSIS office may initiate an issuance. The FSIS Issuance System includes:

A. **Directives**, which provide continuing instructions to employees and remain in effect until revised or canceled.

B. **Notices**, which expire within 1 year and:

1. Provide interim guidance to employees until a directive is issued.
2. Inform employees of technical changes to existing policy or procedures.
3. Remind offices of periodic actions.
4. Call attention to existing procedures or regulations.

C. **Transmittals**, which convey changes to minimal pages within a directive and instructions on filing the affected pages.

D. **Checklists**, which provide details about all published or canceled issuances on a quarterly basis.

X. EFFECTIVE DATES

Directives and notices are dated based on when the approving official signs the issuance. The date that the directive or notice is signed is considered the effective date unless otherwise indicated on a transmittal or in the body of the issuance.

XI. NUMBERING SCHEMES

A standard subject classification system is used as the basis for classifying and identifying directives and corresponding forms. Notices are numbered sequentially each calendar year.

A. Directives are numbered according to the Subject Matter Classification Listing (see Attachment 1-1). The classification is determined by the predominant subject and the most common categories related to that subject.

1. Revisions include a revision number that reflects the current publication.
2. Amendments include an amendment number and date on each changed page.

B. Notices are assigned a two-part number. The first part reflects the sequence in which the notice was signed. The second part reflects the calendar year in which the notice was issued. A new series of notice numbers begins each year on January 1.

XII. FILING AND AVAILABILITY

A. **Filing.** A master set of all current issuances should be maintained by all FSIS offices.

1. **Directives.** File in ascending numerical order.
2. **Notices.** File in descending numerical order.
3. **Checklists.** File quarterly checklists in reverse numerical order.

B. **Availability.** FSIS issuances are available through *InsideFSIS*. Managers and supervisors are responsible for ensuring that employees with limited access to email, *InsideFSIS*, and the Internet receive FSIS issuances.

SUBJECT MATTER CLASSIFICATION SYSTEM

	ORGANIZATION AND AUTHORITIES	1300	General
	1000 – 1999	1302	Portable Electronics and Computer Equipment
1000	GENERAL ADMINISTRATION	1304	Telecommunications Management
1000	General	1306	Cyber Security
1010	Organization	1310	OCIO Charters
1015	Government Operations	1320	Information Technology Systems Management
1020	Delegations		
1021	Temporary	1340	Management Analysis and Review
1030	Assignment Documentation		
1040	Committee Management	1350	Information Analysis
1050	Meetings	1360	Data Processing
1060	Review and Evaluation		
1070	Emergency Preparedness	1400	INFORMATION AND COMMUNICATIONS
1080	Environmental Management		
1081	Energy Conservation		
1090	Internal Controls	1400	General
		1410	Public Relations
1100	(RESERVED)	1420	Publications and Manuscripts
		1430	Speeches
1200	LEGISLATIVE AND LEGAL	1440	Privacy Act Requests
		1450	Freedom of Information Act (FOIA) Requests
1200	General	1460	Audio-Visual
1210	Cooperative Agreements		
1220	Federal-State Relations	1500	NONDISCRIMINATION
1230	Laws and Regulations		
1231	Hearings		
1232	Dockets	1500	General
1233	Legal Opinions	1510	Affirmative Action Plan
1240	Congressional Relations	1520	Federally Assisted Programs
1241	Lobbying		
1250	Executive Agency Relations		
1260	Patents, Copyrights, Inventions, Trademarks		ADMINISTRATIVE SERVICES 2000 – 2999
1270	Audits	2000	(RESERVED)
1280	Investigations		
		2100	PURCHASING
1300	INFORMATION RESOURCES MANAGEMENT	2100	General Management

2150	Small Purchase	2640	Forms Management
2160	Blanket Purchase	2650	Reports Management
2170	Transportation/Shipping	2660	Mail Management
2170	Transportation/Shipping		
2200	CONTRACTING	2670	Mechanized Information Retrieval
2200	General	2671	Microforms
2210	Construction	2672	Word Processing
2220	Contract Bids	2673	ADP Systems
		2680	Printing Management
2300	(RESERVED)	2700	OCCUPATIONAL SAFETY AND HEALTH
2400	PERSONAL PROPERTY		
2400	General	2700	General
2410	Property Accountability	2721	Safety and Health Laws, Regulations and Programs
2420	Inventories		
2430	Surplus	2722	Federal Employee Safety and Health Programs
2440	Warranties		
2450	Vehicle Management	2723	Personal Protective Equipment
2500	REAL PROPERTY	2724	Occupational Noise Exposure
		2725	Hazard Communication
2500	General	2726	Control of Hazardous Energy (Lockout/Tagout)
2510	Architectural Engineering		
2520	Inventories, Deeds, and Leases	2727	Walking and Working Surfaces
2530	Space Management		
2531	Maintenance/Services	2728	Chemical Hazards
2532	Building Security	2729	Thermal Stress
2533	Space Assignments	2730	Emergency Planning
2534	Parking Facilities	2731	Permit-Required Confined Spaces
2535	Accommodations for Employees with Disabilities	2732	General Safety
2540	Telecommunications	2733	Bloodborne Pathogens
2550	Transfers/Disposals	2734	Formaldehyde
		2735	Radiation
2600	INFORMATION MANAGEMENT AND ANALYSIS	2736	Biological Hazards
		2737	Access to Employee Exposure and Medical Records
2600	General	2740 – 2779	(RESERVED)
2610	Issuance Systems		
2620	Records Management	2780	Environmental, Health and

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2781	Environmental Management at FSIS Facilities	3411	Disposition of Funds
2791	Laboratory Environmental, Health and Safety Management	3412	Disbursing Records and Reports
		3413	Federal Outlays
		3415	Vouchers
	BUDGET AND FINANCE	3420	Billing and Collections
	3000-3999	3430	Telephone Toll Charges
3000	General	3500	ACCOUNTING
3100	BUDGET SUBMISSION AND REVIEW	3500	General
		3510	Accruals
		3520	Cost
3100	General	3530	Payroll
3110	Organizational Elements	3540	Codes and Symbols
3120	Estimates/Justification	3550	Bank Reports
3130	Multi-Year Funding	3560	Property Accounting
3140	OMB Reviews		
3150	Congressional Review	3600	IMPREST FUNDS
3160	Status of Funds		
		3600	General
3200	BUDGET EXECUTION	3700	CLAIMS
3200	General		
3210	Budget Approval	3700	General
3220	Apportionment	3710	Military and Civilian
3230	Allocation	3720	Federal Tort
3240	Allotments	3710	Military and Civilian
3250	Human Capital Ceiling/Costs	3730	Waiver of Claims
3260	Docket Purchase Authority		
		3800	TRAVEL AND TRANSPORTATION
3300	COOPERATIVE ARRANGEMENTS		
		3800	General Travel Provisions
3300	General	3805	Authorization and Approval
		3810	Claims for Reimbursement
3400	DISBURSEMENTS AND COLLECTIONS	3820	Relocation Allowances
		3830	Travel Funds
		3840	Foreign Travel
3400	General		
3410	Payments		

4000 – 4100 (RESERVED)		4304	Employment of Experts and Consultants
4200 HUMAN CAPITAL PROVISIONS – GENERAL		4305	Employment Under the Executive Assignment System
4200	General	4306	Selective Placement Programs
4211	Veterans Preference	4307	Veterans Readjustment Consultants
4212	Competitive Service and Status	4308	Youth and Student Employment Programs
4213	Excepted Service	4309	Hosting Enrollees of Federal Grant Programs
4230	Organization of the Government for Human Capital Management	4310	Employment of Relatives
4250	Human Capital Management in Agencies	4311	Power of Appointment and Removal
4251	Intramangement Communications/Consultation	4312	Position Management
4252	Professional or Other Associations	4315	Career and Career-Conditional Employment
4271	Developing Policies, Procedures, Programs, and Standards	4316	Temporary and Indefinite Employment
4272	Human Resource Policy Formulation and Issuances	4330	Recruitment, Selection, and Placement (General)
4273	Inspections, Surveys, and Audits	4334	Intergovernmental Personnel Act Assignments
4274	Corrective Actions	4330	Recruitment, Selection, and Promotion and Internal Placement
4290	Human Resource Information (General)	4335	Examining System
4291	Human Resource Reports	4337	Qualification Requirements (General)
4292	Human Resource Data Standardization	4338	Qualification Requirements (Medical)
4293	Human Resource Records and Files	4340	Other than Full-Time Career Employment (Part-Time, Seasonal, On-Call, and Intermittent)
4294	Availability of Official Information	4351	Reduction in Force
4295	Human Resource Forms and Documents	4352	Reemployment Rights
4296	Processing Human Resource Actions and Data	4353	Restoration After Military Duty Schedule
4297	Privacy Act	4361	Career Intern Programs
4300 EMPLOYMENT		4400 HUMAN CAPITAL PERFORMANCE, UTILIZATION	
4300	General		
4301	Overseas Employment		
4302	Employment in the Excepted Service		

4400	General	4711	Labor-Management Relations
4410	Training	4712	Employment Organizations and Activities
4412	Executive, Management, and Supervisory Development	4713	Equal Employment Opportunity
4413	Upward Mobility	4715	Voluntary Separations and Reductions in Rank or Pay
4430	Performance Evaluation	4731	Suitability
4451	Incentive Awards	4732	Human Capital Security Program
4500	POSITION CLASSIFICATION, PAY, AND ALLOWANCES	4733	Political Activity of Federal Employees
4500	General	4735	Employee Responsibilities and Conduct
4511	Classification Under the General Schedule	4736	Investigations
4530	Pay Rates and Systems (General)	4751	Discipline
4531	Pay Under the General Schedule	4752	Adverse Actions by Agencies
4532	Federal Wage System	4771	Appeals and Grievances to the Agency
4534	Pay Under Other Systems	4791	Safety (Not Governed by OPM Regulations)
4536	Pay and Grade Retention	4792	Federal Employees' Occupational Health Program
4539	Conversions Between Pay Systems	4891	Designations of Beneficiaries
4540	Performance Management	4900	GENERAL AND MISCELLANEOUS
4550	Pay Administration (General)	4900	General
4551	Fair Labor Standards Act		
4571	Travel and Transportation for Pre-Employment Interviews and Recruitment		
4534	Pay Under Other Systems		
4591	Allowances and Differentials		
4592	Overseas Allowances and Post Differentials		
4594	Allowances for Uniforms		
4600	ATTENDANCE AND LEAVE		
4600	General		
4610	Hours/Tours of Duty		
4620	Alternative Work Schedules		
4630	Absence and Leave		
4700	HUMAN CAPITAL RELATIONS AND SERVICES		
4700	General		

**PROGRAM SERVICES ACTIVITIES
5000 – 5999**

5000	GENERAL
5010	Records, Registration, and Reports
5100	REIMBURSABLE SERVICES
5110	General
5120	Reporting
5130	Rates

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5200	APPLICATION FOR INSPECTIONS, GRANTS OR REFUSAL OF INSPECTION	6300	Dressing/Chilling
		6400	Byproduct Reinspection
		6500	Carcass Reinspection
		6600	(RESERVED)
5300	ASSIGNMENTS AND AUTHORITIES OF PROGRAM EMPLOYEES	6700	Inedible and Condemned
		6800	Marking Products and Containers
		6900	Humane Slaughter
5400	SCHEDULE OF OPERATIONS		PROCESSED PRODUCTS 7000 – 7999
5400	General		
5420	Homeland Security Threat Condition Response	7000	GENERAL
		7100	STANDARDS
5500	APPEALS	7110	General
		7120	Composition
5600	DATA SERVICES	7130	Amenability
		7140	Identity
5610	Collection	7160	Meat Recovery Systems
		7310	General-Procedures
5700	COOPERATION WITH STATES	7320	Boneless Meat
		7330	Rendering, Refining
		7340	Warehouses
5710	Designation of States		
5720	State Cooperative Inspection	7400	FOOD INGREDIENT ASSESSMENT
5730	Responsibilities in Dual- Jurisdiction Establishments		
		7500	CANNING
5800	BRIBERY, THREATS, AND ASSAULTS	7600	QUALITY SYSTEMS
		7610	Total Quality Control
5900	EXEMPTIONS	7620	Processing Calculations
		7640	Partial Quality Control
5910	Applicability/Eligibility		
5920	Procedures	7700	IRRADIATION OF MEAT AND POULTRY PRODUCTS
	SLAUGHTER INSPECTION 6000 – 6999		
			COMPLIANCE, EVALUATION, ENFORCEMENT 8000 – 8999
6000	General		
6100	Procedures		
6200	Dispositions		

8000	GENERAL	9020	General Export Information
		9040	Product Reinspection
8100	PROGRAM REVIEW	9060	Export Certification
		9080	Special Export Requirements
8110	Inplant Reviews		
8120	Evaluations	9100	REQUIREMENTS OF FOREIGN COUNTRIES RECEIVING U.S. EXPORTS
8130	Forms, Reports		
8140	Violations		
8150	Procedures		
		9200 – 9400	(RESERVED)
8200	CASE DISPOSITION	9500	GENERAL IMPORTS
8210	Withdrawal Actions		
8220	Debarment	9700	SUBMISSION FOR ANALYSIS
8230	Warning Letters		
8240	Injunctions		LABORATORY SERVICES
8250	Prosecutions		10,000 – 10,999
8260	Inspector General Referrals		
8220	Debarment	10,010	Accredited Laboratories
8300	STATE COMPLIANCE PROGRAMS	10,100	CHEMISTRY
		10,110	Forms, Reports, Records
8400	DETENTION, SEIZURE, CONDEMNATIONS, RECALLS	10,120	Laboratories
		10,130	Sampling
		10,200	MICROBIOLOGY
8410	Procedures		
8420	Transportation Accidents	10,210	Forms, Reports, Records
		10,220	Laboratories
8500	ENFORCEMENT	10,230	Sampling
		10,240	Listeria Monocytogenes
8510	Procedures		Regulation and
			Introduction of Phase 2 of
8800	PERFORMANCE-BASED INSPECTION SYSTEM		Lm Risk-Based
			Verification Testing
			Program
	EXPORTS/IMPORTS	10,220	Laboratories
	9000 – 9999	10,210	Forms, Reports, Records
		10,220	Laboratories
9000	GENERAL – EXPORTS	10,230	Sampling
9010	Reserved		

10,300	PATHOLOGY, TOXICOLOGY, EPIDEMIOLOGY	12,500	FACILITIES OPERATIONS
		12,600	INSPECTION REQUIREMENTS
10,310	Forms, Reports, Records		
10,320	Laboratories		
10,330	Sampling		
10,310	Forms, Reports, Records		
10,400	MATHEMATICS		
10,500	RESIDUE		
10,510	Reports		
10,520	Sampling		
10,530	Monitoring/Surveillance		
10,600	FIELD SERVICES		
10,610	Laboratories		
10,700	PROCEDURES FOR NEW TECHNOLOGY		
11,400	INSECT AND RODENT CONTROL		
11,500	ESTABLISHMENTS		
	VOLUNTARY INSPECTION		
	12,000 – 12,999		
12,000	GENERAL		
12,100	PROCEDURES FOR OBTAINING SERVICES		
12,200	ADMINISTRATIVE		
12,300	TYPES OF SERVICES		
12,400	REIMBURSEMENT REQUIREMENTS		

PART TWO—PREPARING FSIS ISSUANCES

I. RESPONSIBILITIES

A. OPI.

1. **Administrative Notices and Directives (1000 through 4000 numbered series).** If more than one office is directly responsible for the subject matter of an issuance, list each office as an OPI. The OPI for an administrative issuance:

- a. Has primary responsibility for ensuring issuance information is complete, accurate, and current.
- b. Determines when a new or revised issuance is needed.
- c. Ensures that offices whose responsibilities are affected by the issuance subject matter are consulted on the content.
- d. Consults with EMD, OCIO, to ensure that corresponding forms are finalized prior to the beginning of the clearance process.
- e. Identifies those offices to which the issuance applies and establishes the desired distribution.
- f. Cites the governing authority for the issuance (**example:** 9 CFR 304) and ensures that the issuance references other issuances or regulations related to the subject matter.
- g. Forwards the issuance to IMAB to perform editorial review and manage the clearance process.
- h. Ensures the timely development of a directive to incorporate information previously issued in a notice.
- i. Notifies IMAB when an issuance is canceled.

2. **Program Notices and Directives (5000 through 12,000 numbered series).** PID is the OPI for program issuances. (See subparagraph C.)

B. **IMAB.** Has primary responsibility for FSIS directives in the 1000 through 4000 numbered series and administrative notices. IMAB:

1. Serves as the authority for the FSIS Issuance System.
2. Ensures that information provided in administrative issuances is necessary and that instructions are clearly presented.
3. Reviews and edits each issuance to ensure that it:
 - a. Conforms to the established formatting and writing standards for issuances.

b. Does not conflict with current Agency policy or duplicate an existing issuance.

4. Ensures that issuances are cleared through the appropriate designated clearance officials and signed by the Administrator or the AA, OM, as required.

5. Maintains the official files for administrative issuances.

6. Prepares and issues checklists quarterly.

7. In conjunction with PID:

a. Routinely analyzes processes associated with FSIS issuances and recommends improvements.

b. Consults with offices as needed to provide information about the issuance system.

8. Assigns subject identification numbers to administrative issuances.

9. Posts administrative notices and directives electronically to *InsideFSIS*.

10. Prints and distributes administrative notices and directives to field employees.

C. **PID.** Has primary responsibility for FSIS directives in the 5000 through 12,000 numbered series and inspection-related notices. PID:

1. Ensures that information provided in inspection-related issuances is necessary and that instructions are clearly presented.

2. Determines when new or revised inspection-related issuances are needed and when to cancel them.

3. Ensures that offices whose responsibilities are affected by the issuance subject matter are consulted on the content.

4. Ensures the timely development of an inspection-related directive to incorporate information previously issued in a notice.

5. Reviews and edits each inspection-related issuance to ensure that it:

a. Conforms to the established formatting and writing standards for issuances.

b. Is based on meat, poultry, and processed egg product inspection regulations and that corresponding regulatory citations appear in the References paragraph of the directive (**example:** 9 CFR 304).

c. Does not contain material that is regulatory in nature, duplicate existing issuances, or conflict with existing Agency policy.

- d. Conforms with applicable Office of Management and Budget, departmental, and Agency policies on recordkeeping and reporting requirements.
6. Ensures that issuances are cleared through the appropriate designated clearance officials and signed by the AA, OPPD.
7. Maintains the official files for inspection-related issuances.
8. Provides information to IMAB for indexes and quarterly checklists.
9. Establishes and coordinates periodic reviews of inspection-related issuances for need and accuracy.
10. In conjunction with IMAB:
 - a. Routinely analyzes processes associated with FSIS issuances and recommends improvements.
 - b. Consults with offices as needed to provide information about the issuance system.
11. Assigns subject identification numbers to inspection-related issuances.
12. In conjunction with IMAB and EMD, OCIO, ensures that form numbers correspond with the subject matter classification numbers assigned to directives. (See Part One, Attachment 1-1.)

D. Clearance Review Officials.

1. Review draft issuances to assess the impact on their areas of responsibility and suggest changes as necessary.
2. Provide clearance or comments to IMAB or PID as requested.

E. LERD. Reviews issuances to determine if they impact bargaining unit working or employment conditions. If so, LERD forwards the draft to the union and supervisory associations for a review and comment period (not to exceed 20 calendar days). Comments received must be addressed and resolved by the OPI before LERD approves the draft.

F. EMD. Works with OPIs to design new or revised forms that correspond with FSIS issuances, and ensure that form numbers correspond with the subject matter classification numbers assigned to directives.

G. Employees. Access published notices and directives *InsideFSIS* and the Internet.

H. Managers and supervisors. Ensures that employees with limited access to email, *InsideFSIS*, and the Internet receive hardcopies of FSIS notices and directives.

II. **REVISIONS AND AMENDMENTS**

A. **Revisions.** Directives should be revised when changes are extensive throughout the issuance or when issuing amended pages would complicate maintenance.

B. **Amendments.** Directives should be amended when changes are not extensive throughout the directive.

III. **ADDITIONAL INFORMATION**

For additional information about the FSIS Issuance System, email IMAB at DirectivesManagementSection@fsis.usda.gov.



Assistant Administrator
Office of Management