

For: FSA Employees

Reminder About What Must Be Issued as a Directive

Approved by: Acting Deputy Administrator, Management

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1 Overview

A

Background

Field Offices are continuing to have problems with policy and procedure being issued by e-mail, FAX, note/memorandum, and telephone instead of being issued in an official directive as required by 1-AS.

B

Purpose

This notice reminds FSA employees what must be issued as a directive.

2 Authorized Directives

A

Types of Directives

The following are the 2 types of FFAS directives:

- permanent, which are handbooks
- temporary, which are notices.

Continued on the next page

Disposal Date

January 1, 2003

Distribution

All FSA employees; State Offices relay to County Offices

2 Authorized Directives (Continued)

B

What Must Be Issued as a Directive

The following table contains the types of communications that:

- must be issued as a directive
- are exempt from the Directives Management Program.

| IF the communication... | THEN the communication... |
|---|---|
| documents any of the following FFAS areas: <ul style="list-style-type: none"> • assignment of responsibility • decisions • delegations of authority • functions • organization • policies • procedures | must be issued as a directive. |
| initiates or governs action, conduct, or procedure that generally applies to or affects either of the following: <ul style="list-style-type: none"> • more than 1 organizational unit • a class of employees | |
| deals with or modifies an earlier directive | |
| is correspondence with individuals or organizations outside FFAS | is exempt from the Directives Management Program. |
| documents personnel, EEO, and other matters about an individual employee or single organizational subunit | |
| is a public information announcement | |

C

Unacceptable Uses of E-Mail, FAX, or Telephone

E-mail, FAX, or telephone shall not be used instead of the FFAS directives system when issuing policies and procedures governing FFAS administrative and program requirements.

MSD shall maintain the official record copy of all administrative and program policies and procedures issued as directives.
