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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](#)

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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 National Security Program	
APHIS 1650.1	09/01/04	APHIS 511 - APHIS ID/Access Request	2017
		APHIS 515 - Incident Report	

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 03/23/10	APHIS National Seismic Safety Program Pre-Tax Parking Benefit Program	2017
MRP 1660.1	Issuance Change 1, 04/02/2018	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

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	02/04/13		
APHIS 3220.1	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 Remote Access Management Policy	2022
APHIS 3525.1	07/15/08	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) APHIS Local Registration Authority (LRA) Program	2017
APHIS 3610.1	03/17/09	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	Professional Liability Insurance Reimbursement	2017
	03/23/10		
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
	10/14/11	Training Policy for APHIS Supervisors, Managers, and Executives	
APHIS 4315.1	Issuance Change 1, 07/25/12	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
	Issuance Change 1, dated		
MRP 4339.1	12/8/03	Medical Qualification Determinations for Appointment to Covered Positions within Marketing and Regulatory Programs	2017
	Issuance Change 2, dated 8/16/04		
APHIS 4340.1	6/11/2024	Workplace Violence Prevention and Response Program Reduction-In-Force	2024
		Attachment 1	
		Attachment 2	
MRP 4351.1	03/26/13	Attachment 3	2017
		Attachment 4	
		Attachment 5	
		Attachment 6	
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
		<u>Electronic Statement of Earnings and Leave (SEL)</u>	
MRP 4501.1	12/04/07	<u>MRP 350 - Statement of Earnings and Leave (SEL) Waiver Request Form (or Cancellation)</u>	2017
MRP 4511.2	09/11/2018	<u>Position Classification</u>	2018
MRP 4531.1	03/25/13	<u>Salary Rate Determinations</u>	2017
MRP 4537.1	03/07/03	<u>Repayment of Student Loans</u>	2017
MRP 4550.1	06/28/99	<u>Electronic Funds Transfer</u>	2017
	03/18/02		
	Issuance		
	Change 1, dated		
MRP 4550.2	6/12/02	<u>Premium Pay</u>	2017
	Issuance		
	Change 2, dated		
	11/19/12		
MRP 4591.1	10/12/20	<u>Uniform Policy</u>	2020
MRP 4610.1	09/16/16	<u>Tours of Duty</u>	2017
APHIS 4620.1	04/27/10	<u>Background Investigations for APHIS Federal and Contract Pilots</u>	2017
MRP 4630.1	01/28/20	<u>Absence and Leave</u>	2020
	07/12/02		
MRP 4630.2	Issuance	<u>Mentoring/Tutoring Programs</u>	2017
	Change 1, dated		
	8/27/02		
MRP 4771.1	09/08/06	<u>Marketing and Regulatory Programs (MRP) Administrative Grievance System</u>	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),	2017
		APHIS Form 302-R, Inventory Control Record for Non-Lethal Personal Protective Devices (NLPPD)	
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 Foreign Service Assignments	2017
		IS Form 1 - Assignment History and Preference List	
		IS Form 2 - Background and Skills Resume	
APHIS 6701.1	05/27/04	IS Form 3 - Requirements for Position	2017
		IS Form 4 - Rotational Assignments Bid Form	
		IS Form 5 - Candidate Scoring Form	
		IS Form 6 - Candidate Tally Form	

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APHIS 6740.1	02/17/22	Foreign Service Limited Non-Career Appointments IS Form 10 - Assignment and Policy Commitment	2022
APHIS 6750.1	06/11/15	IS Form 11 - Foreign Service Limited Non-Career Appointment Agreement 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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