

DIRECTIVES CLEARANCE

See reverse side for instructions on how to use this form.

Part I: To be completed by requesting official		
1. Directive Type National Bulletin General Manual Handbook Manual National Instruction Intraoffice Instruction Technical Note Technical Release User Guide Circular	2. Directive Number 3-Digit Title Number _____ 3-Digit Part Number _____ Subpart Letter _____	3. Does this directive establish recurring report(s)? Yes → Has Form AD-368 been submitted? Yes No No Cleared by: _____
	4. Type of Action New Directive Amendment/New Edition Cancellation	5. Originator Name _____ Organizational Unit _____ Telephone _____ Building/Room _____ Email _____
6. Purpose of Directive (New Directives) or Brief Summary of Changes (Amendments/New Editions) 		
7. Remarks 		

Part II: To be completed by approving officials (signature constitutes concurrence/approval)		
Printed Name and Title	Signature	Date
1. Originator		
2. Records and Directives Management Team Editor		
3. Division Director		
4. Associate Chief		
5. Deputy Chief		
6. State Conservationist <i>(final approval of State-level directives)</i>		
7. Regional Conservationist <i>(regional directives only)</i>		
8. Chief <i>(as required)</i>		
9. Other clearances <i>(as required)</i>		
10. Other clearances <i>(as required)</i>		

Part III: To be completed by the Records and Directives Management Team					
1. Date Received	2. Date Published	3. Effective Date	4. Directive Number Assigned		
Directives Manager Approval		Date	5. Edition Number	6. Amendment Number	

Instructions for Use of Form NRCS-ADS-017

Part I: All information must be provided. If you have questions regarding the form, contact the Records and Directives Management Team.

1. Type of Directive: Indicate the type of directive.
2. Directive Number: Provide the title number, part number, and subpart letter. Do not leave these areas blank. All directives must have a title number, but some types of directives do not have parts or subparts; if this is the case, put "N/A" in space provided. See 120-GM, Part 403, Subpart A, Figure 403-A1, for title numbers.
3. Recurring Reports: If this directive requires a recurring report, check "yes" and indicate whether or not Form AD-368 has been submitted and who it was cleared by.
4. Type of Action: Check "New Directive" if this is a new directive. Check "Amendment/New Edition" if this an amendment (change, update, etc.) to an existing directive or a new edition of an existing directive. Check "Cancellation" if this form is being submitted to withdraw a currently published directive from circulation.
5. Provide the originator's full contact information. This is the person who will be contacted if there are any questions about the directive.
6. Purpose of Directive: Provide a brief explanation of the purpose of the directive (if a new directive) or a brief summary of the changes in the directive (if an amendment or a new edition). If the directive has undergone major changes throughout, it is accepted to enter "this directive has been wholly revised throughout the document."
7. Remarks: Provide special instructions, as necessary. This area may also be used for administrative tracking.

Part II: All mandatory signature blocks must contain the printed name, title, signature, and date of signature. Either handwritten or electronic signatures are acceptable.

Block 1 is mandatory for all directives

Block 2 is mandatory for all national-level directives (not required for cancellations)

Block 3 is mandatory for all national-level directives

Block 4 is for use as directed by the Office of the Chief

Block 5 is mandatory for all national-level directives

Block 6 is provided for State-level directives only

Block 7 is provided for directives issued by the Regional Conservationists' Office only

Block 8 is mandatory for delegations of authority and major policy documents

Blocks 9 and 10 are for use by other reviewing officials, as required

Part III: This block will be completed by RDMT. Either handwritten or electronic signature is acceptable.

1. Date Received: Date of receipt of the finished, complete package with all necessary signatures.
2. Date Published: The date the package was published on eDirectives.
3. Effective Date: Date the directive takes effect (normally the same as the publication date).
4. Directive Number Assigned: Fill in the complete directive number (including sequence number, if applicable).
5. Edition Number: Fill in the edition number.
6. Amendment Number: Fill in the amendment number assigned to this change.