

Form FHA 021-4

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:		ISSUE NO. 300
State Office	STATE PROCEDURE	
Area Office	NOTICE	DATE: 09/29/06
Local Office		

RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 2006-A

GENERAL: PA Instruction 2006-A eliminates the requirement for Area and Local Offices to maintain master manuals of National and State Office directives. Area Directors may establish instructions on manual maintenance at their discretion.

REMOVE: PA PN 273

INSERT: PA PN 300

§ 2006.10 Manual maintenance.

Program Directors, Area Directors and Rural Development Managers are responsible for seeing that the contents of directives are brought to the attention of, and made available to, all employees concerned. Since National Office directives and Pennsylvania directives are available on the Internet, the State Office does not require field offices to maintain procedure manuals.

If there is a need to maintain paper copies of directives, including State directives, the Area Director may issue an instruction to his/her Local Offices prescribing the procedures and requirements for distribution and maintenance of paper directives. A copy of this instruction will be forwarded to the State Office, Assistant to the State Director for information purposes.

It is important that all employees receive updates to National Instructions. To be added to the list to receive updates, employees must send an email to comments@wdc.usda.gov if they are not currently receiving "Regulations Updates".