



United States Department of Agriculture  
Rural Development  
Virginia State Office

VA AN NO: 462 (2006 A&B)  
July 27, 2006

**SUBJECT:** Maintenance of Procedure Manuals

**TO:** All Employees

**PURPOSE/INTENDED OUTCOME:** The purpose of this AN is to inform employees of the Virginia Policy regarding the maintenance of procedure manuals.

**COMPARISON TO PREVIOUS AN:** This VA AN replaces VA AN No. 447 (2006 A&B) dated February 24, 2005, which has expired.

**IMPLEMENTATION RESPONSIBILITIES:**

The State Office will maintain master manuals of both National and State Instructions in accordance with RD Instruction 2006-A. All other offices will review their need for each National and State Instruction and keep hard copies of only those procedures they determine to be essential, based on the programs they administer directly. These essential procedures will be kept up-to-date with all revisions and the National and State ANs. All other National and State Instructions will be removed from the manuals and discarded.

A guide was previously provided to all Program Directors and Administrative Officer outlining their procedure maintenance responsibility in the State Office.

Notice of new State Instructions and Virginia ANs will be distributed via email and can be found in their entirety on the Virginia Internet site. The site can be accessed at [www.rurdev.usda.gov/va/](http://www.rurdev.usda.gov/va/). Hard copies will not be distributed to the field. National Instructions and ANs are accessible at [www.rurdev.usda.gov/](http://www.rurdev.usda.gov/).

Each Program Director, Area Director and Rural Development Manager will designate a person within their respective offices to review National and State Directives as they receive them via email from the Regulations and Paperwork Management Branch (RPMP) as "Regulations Update". Supervisors are to ensure that all designees have registered for Regulations Updates and if not, direct them to by sending an email to [comments@wdc.usda.gov](mailto:comments@wdc.usda.gov). The designee will be responsible for seeing that the contents of directives are brought to the attention of and made available to all employees concerned. The designee

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14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

will also make sure that hard copies of changes are placed in the procedure manual for those instructions that the office has decided to maintain. The State Office designees will be responsible for updating the master manuals, as it pertains to their programs. Two sided copying is advisable.

/s/

ELLEN MATTHEWS DAVIS  
State Director

**FILING INSTRUCTIONS:**  
This AN should be filed Preceding  
Instruction 2006-A & 2006-B

Expiration Date: July 27, 2007