

UNITED STATES DEPARTMENT OF AGRICULTURE  
 Agricultural Stabilization and Conservation Service  
 Washington, D. C. 20250

*For See  
 allen*

ASCS ORGANIZATION, FUNCTIONS AND OPERATING  
 RELATIONSHIPS (1-AO) (REVISION 4)

AMENDMENT - 6

APPROVED BY: Acting Administrator

*E. L. Joenke*

1 CHANGES

- A Reflects present ASCS organization by
- 1 Removing Inventory Management Division and Procurement and Sales Division.
  - 2 Adding CO Division, DM Division, and NODPC.
- B Provides current departmental and agency structural charts, and furnishes current map of field offices of ASCS.

2 SUPERSEDED MATERIAL

Notice AO-144, AO-145, AO-147, and AO-161.

Boettler	10
	1

PAGE CONTROL CHART

Remove	Insert
Text 1, 2 3, 4 5, 6	Text 1, 2 3, 4 5, 6 6.5, 6.6 9, 10
Exhibit: 2, page 1 3, page 1 4, page 1	Exhibit: 2, page 1 3, page 1 4, page 1





## PART 2 ASCS REPORTING LINES AND OPERATING RELATIONSHIPS

## SECTION 1 REPORTING LINES

## 3 BASIS

The reporting lines in ASCS described below are shown in Exhibit 3, ASCS structural organization chart.

## 4 TO THE ADMINISTRATOR

- A The following report direct to the Administrator and Associate Administrator:

Deputy Administrator, State and County Operations  
Deputy Administrator, Commodity Operations  
Deputy Administrator, Management  
Executive Assistant to Administrator  
Directors, Policy Staffs  
Director, Policy and Program Appraisal Division  
Director, Producer Associations Division  
Staff Assistants to the Administrator

- B In the absence of the Administrator and the Associate Administrator, one of the deputy administrators or the Executive Assistant to the Administrator shall act as Administrator in order of precedence as listed above.

- C Only in the event of a national defense emergency and the inability of those named in subparagraph B to act for the Administrator, the following shall act as Administrator in the order of precedence as follows:

Director, Kansas City ASCS Commodity Office,  
Kansas City, Missouri  
Director, New Orleans ASCS Commodity Office,  
New Orleans, Louisiana  
Director, Minneapolis ASCS Commodity Office,  
Minneapolis, Minnesota

## 5 TO THE DEPUTY ADMINISTRATOR, STATE AND COUNTY OPERATIONS

The following report:

Area Directors  
State, County and Caribbean Area Offices  
Aerial Photography Division  
Bin Storage Division  
Disaster and Defense Services Staff  
Farmer Programs Division

\*--6 TO THE DEPUTY ADMINISTRATOR, COMMODITY OPERATIONS

The following report:

Commodity Operations Division  
Commodity Offices (Kansas City, Minneapolis, and New Orleans)

7 TO THE DEPUTY ADMINISTRATOR, MANAGEMENT

The following report:

Administrative Services Division  
Budget Division  
Data Management Division  
Fiscal Division  
Information Division  
Operations Analysis Staff  
Personnel Management Division  
Data Processing Center, (Kansas City, Mo.)  
Data Processing Center, (New Orleans, La.)  
Management Field Office, (Kansas City, Mo.)--\*

SECTION 2 GENERAL POLICY AND PROGRAM RESPONSIBILITIES  
AND OPERATING RELATIONSHIPS

8 COVERAGE

The ASCS functional organization chart shows the program assignments and responsibilities of organizational units. Paragraphs 9 and 10 explain these responsibilities and the operating relationships between those units.

9 RESPONSIBILITY FOR POLICY AND PROGRAM FORMULATION, INTERPRETATION,  
AND EXECUTION

A Directors, Policy Staffs.

1 Responsibility.

- a Broad policy matters for assigned commodities or program area.

- b Consultation with groups outside ASCS and with Washington and field units within ASCS. Confer within ASCS through or as authorized by the deputy administrator or the Director, Producer Associations (PR) Division, to the functional division or field office involved.

2 Implementation of Program Policies.

- a Are not responsible. (The three deputy administrators and Director, PR Division, are responsible.)
- b Will be consulted by the three deputy administrators, Director, PR Division, and division directors through their deputy administrator on:
  - (1) Interpretation of program policy.
  - (2) Determining the most feasible means to make broad policy effective.

B Policy and Program Appraisal (PPA) Division.

- 1 Responsibility. As directed by the Administrator, Associate Administrator, Executive Assistant to the Administrator, or policy staff director, shall:
  - a Prepare policy and program plans in documented form. This includes legislative proposals, dockets, and supporting appraisals.
  - b Review policy and program plans.
  - c Provide technical services for policy staff directors.
  - d Provide all general program analysis and statistical service for the agency.

2 Contacts.

- a On general administrative matters, the division director will report to the Administrator through the Deputy Administrator, Management.

- b Staff members will be contacted by policy staff directors and others through the division director's office on other than routine matters.
- C Deputy Administrators. Participate in the development of broad policy by the Administrator and the policy staff directors. Also are responsible for:
  - 1 Formulating and interpreting operations policy.
  - 2 Executing programs and related operations in their assigned functional areas.
  - 3 Issuing procedures and instructions for implementing and interpreting the Administrator's policy decisions.
- D Producer Associations Division. Is responsible for:
  - \*--1 Broad program policy matters for naval stores.
  - 2 Formulating and interpreting operations policy for assigned commodities.
  - 3 Executing programs and related operations in the assigned functional area.
  - 4 Issuing procedures and instructions for implementing and interpreting the Administrator's policy decisions.

## 10 COMMUNICATION OF POLICY DECISION

- A Policy decisions in numerous instances are formally documented through legislation, dockets, bulletins, published notices, or by official memorandums. Policy decisions which are made and which are not in writing when approved shall be documented by policy staff directors (and by the Director, PR Division, for naval stores) for transmittal to the appropriate deputy administrator, the Director, PPA Division, or the Director, PR Division, for the signature of:

Administrator  
Associate Administrator  
Executive Assistant to the Administrator---\*

- B The above order of precedence will be governed by the availability of the official named, or the degree of urgency involved. The Executive Assistant to the Administrator

will take the necessary steps to ascertain that the appropriate deputy administrator, the Director, PPA Division, or the Director, PR Division, receives a copy of other documents which evidence official approval of broad policy. This includes CCC Board dockets after approval by the Secretary.



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## PART 3 COMMUNICATIONS POLICIES

## SECTION 1 ISSUANCE OF ASCS HANDBOOKS, OPERATING PROCEDURES, AND INSTRUCTIONS

## 14 GENERAL POLICY

Instructions and policy interpretations given to field offices shall originate with, or have the prior clearance of, the deputy administrator having functional responsibility, or his designee.

## 15 INSTRUCTIONS TO THE ASCS COMMODITY OFFICES

DACO shall determine the adequacy of all formal operating procedures or instructions issued for use exclusively by ASCS commodity offices. Such instructions shall be issued by DACO except as otherwise authorized by him. Oral or telephone instructions shall be confirmed in writing by DACO, or other person specifically authorized by him, preferably within 24 hours.

## 16 INSTRUCTIONS TO ASCS STATE, COUNTY, AND THE CARIBBEAN AREA OFFICES

DASCO shall determine the adequacy of all formal operating procedures or instructions issued for use exclusively by ASCS State, county, and the Caribbean Area offices. Such instructions shall be signed by DASCO except as otherwise authorized by him. Verbal instructions not already covered in writing shall be transmitted by DASCO, the appropriate area director, or other person specifically designated by DASCO. Verbal instructions shall be confirmed in writing by DASCO, preferably within 24 hours.

## \*--17 INSTRUCTIONS TO THE DATA PROCESSING CENTERS AND MANAGEMENT FIELD OFFICE

DAM shall determine the adequacy of all formal operating procedures or instructions for use exclusively by the DPC's and MFO. Such instructions shall be signed by DAM, except as otherwise authorized by him.--\*

18 INSTRUCTIONS WHICH CROSS FUNCTIONAL OR GEOGRAPHIC AREAS OF JURISDICTION

The deputy administrator primarily concerned shall sign instructions applicable to offices reporting to different deputy administrators. The approving deputy administrator shall clear such instructions with each other deputy administrator whose functional or geographic area of responsibility is involved.

19 INSTRUCTIONS RELATING TO MANAGEMENT OPERATIONS UNDER DEPUTY ADMINISTRATOR, MANAGEMENT

The Deputy Administrator, Management shall issue to all ASCS offices all formal operating policy and procedures with respect to the work of the management divisions, staffs and offices which clearly apply the same to all ASCS units. Such issuances shall be cleared with each of the other deputy administrators. Such operating policies and procedures applicable to the units reporting only to one deputy administrator shall be issued by that deputy administrator.

SECTION 2 COMMUNICATIONS FROM WASHINGTON TO FIELD OFFICES

20 POLICY ON LONG-DISTANCE CALLS

Telephone calls to points outside of Washington should not be made unless there is a clear necessity for using this means of communication instead of wires or memoranda.

21 ORAL ADVICE TO AND FROM FIELD OFFICES

A Clearing and Coordinating Calls to Field Offices.

1 Initiating Calls. Only by:

- a Directors or acting directors of divisions or offices.
- b Individuals designated by the deputy administrators for specific purposes.

2 Obtaining Prior Clearance. Except as described in subparagraph A 1, any Washington employee shall clear with the deputy administrator having responsibility for the field office. On calls to ASCS State or county offices clearance is to be obtained from the area directors. This must be done before placing the telephone call.

## PART 1 GENERAL PROVISIONS

## \*--1 SCOPE

This handbook describes the organizational structure of ASCS and its location within USDA. It defines internal reporting lines and operating relationships for ASCS divisions and offices in Washington and the field. It includes information on the use of standard organization symbols for identifying the principal organizational units of ASCS.--\*

## 2 EXHIBITS

A simplified version of the organization chart of USDA is attached as Exhibit 2. A similar chart of ASCS is attached as Exhibit 3. A map showing the location of ASCS field offices is attached as Exhibit 4.

July 1, 1967

# UNITED STATES DEPARTMENT OF AGRICULTURE



