

## **EFFECTIVE AND CERTIFICATION DATES FOR THE ADS CHAPTERS**

### **ADS 21**

This document, the Effective/Certification File, records the effective date for each policy and procedure and their corresponding sub-policies and sub-procedures, within each ADS chapter. An asterisk (\*) denotes recent (ADS CD 21) changes or additions of policy, procedure, and their sub-policies/sub-procedures.

This file also records the most recent certification date for each chapter.

When two dates appear, they correspond to the old Essential Procedure - Policy sections within an ADS chapter.

### **Series 500: Management Services**

#### **501 – Directives Management Program**

**Last Certified: 03/31/2000**

<b>Chapter</b>	<b>Title</b>	<b>Effective Date</b>
----------------	--------------	-----------------------

**This chapter was reformatted to conform to the new ADS format and numbering system. Policy is no longer separated from procedure.**

ADS 501 - The Automated Directives System (ADS)

501.3.1	About the ADS	03/31/2000
501.3.1.1	Where Can I Find the ADS?	03/31/2000
501.3.1.2	Mandatory and Non-Mandatory Guidance in the ADS	03/31/2000
501.3.1.3	What Does the ADS Include?	03/31/2000
501.3.1.4	What Is Not in the ADS?	03/31/2000
501.3.2	Writing ADS Material	03/31/2000
501.3.2.1	Who Writes ADS Material?	03/31/2000
501.3.2.2	Is There a Required Writing Style?	03/31/2000
5.1.3.3	Format Requirements for ADS Material	03/31/2000
501.3.3.1	ADS Chapter Structure	03/31/2000
5.1.3.3.2	ADS Chapter Numbering	03/31/2000
5.1.3.3.3	Showing Revisions, Additions, and Deletions Within an ADS Chapter and Agency-Created Mandatory Reference	03/31/2000
501.3.3.4	Hyperlinking from an ADS Chapter to Another Document	03/31/2000
501.3.3.5	Required Technical Format for ADS Chapters and References	03/31/2000
501.3.3.6	Exceptions to the Format Requirements	03/31/2000
501.3.4	Required Clearance Process for ADS Material	03/31/2000
501.3.4.1	How Do I Obtain Required Clearances?	03/31/2000
501.3.4.2	What Does a Clearing Official Do?	03/31/2000
501.3.4.3	What If a Clearing Official Does Not Respond?	03/31/2000
501.3.4.4	How Do I Respond to a Clearing Official's Comments?	03/31/2000
501.3.4.5	How Are Differences Between Authors and Clearing	03/31/2000

	Officials Resolved?	
501.3.4.6	What Is M/AS/IRD's Role in the ADS Clearance Process?	03/31/2000
501.3.4.7	How Do I Respond to M/AS/IRD's Editorial Comments?	03/31/2000
501.3.4.8	What If Substantive Changes Are Made During the Clearance Process?	03/31/2000
501.3.4.9	How Do I Document Clearances?	03/31/2000
501.3.4.10	Must Editorial Changes Be Cleared?	03/31/2000
501.3.4.11	Are There Exceptions to the ADS Clearance Process?	03/31/2000
501.3.5	Issuing ADS Material	03/31/2000
501.3.5.1	Submitting Your ADS Material for Issuance	03/31/2000
501.3.5.2	Exceptions to Issuance Procedures	03/31/2000
501.3.6	Maintaining ADS Material	03/31/2000
501.3.7	Annual ADS Certification	03/31/2000
501.4	MANDATORY REFERENCES	10/24/2000
501.4.2	Internal Mandatory References	10/24/2000
	ADS Chapter Numbering	03/31/2000
*	<b>List of ADS Author Offices</b>	<b>11/13/2000</b>
	List of Required Clearances for ADS Material	10/24/2000

## 502 THE USAID RECORDS MANAGEMENT PROGRAM

Chapter	Title	Effective Date	Certification Date
---------	-------	----------------	--------------------

**This chapter was reformatted to conform to the new ADS format and numbering system. Policy is no longer separated from procedure.**

502.5.1	THE USAID RECORDS MANAGEMENT PROGRAM	5/01/98	1/1/97
E502.5.1		5/28/96	1/1/97
502.5.1a	OWNERSHIP AND CUSTODY	4/1/97	1/1/97
E502.5.1a		4/1/97	1/1/97
502.5.1b	OFFICIAL RECORDS	4/1/97	1/1/97
E502.5.1b		4/1/97	1/1/97
502.5.1c	ACCESS TO USAID RECORDS	4/1/97	1/1/97
E502.5.1c		4/1/97	1/1/97
502.5.2	Files Planning, Organization, and Maintenance: Designating Files Stations	5/28/96	1/1/97
E502.5.2		4/1/97	1/1/97
502.5.2a	AVOID NEEDLESS FILING	4/1/97	1/1/97
E502.5.2a		4/1/97	1/1/97
502.5.2b	RECOGNIZING NON-RECORD MATERIALS	4/1/97	1/1/97
E502.5.2b		4/1/97	1/1/97
502.5.2c	ASSEMBLING PAPERS FOR FILING	4/1/97	1/1/97
E502.5.2c		4/1/97	1/1/97
502.5.2d	FILES ARRANGEMENTS	4/1/97	1/1/97
E502.5.2d		4/1/97	1/1/97
502.5.2e	FILING SECURITY CLASSIFIED PAPERS	4/1/97	1/1/97
E502.5.2e		4/1/97	1/1/97
502.5.2f	FILES EQUIPMENT AND SUPPLIES	4/1/97	1/1/97
E502.5.2f		4/1/97	1/1/97
502.5.2g	ORDERING EQUIPMENT AND SUPPLIES OVERSEAS	4/1/97	1/1/97
E502.5.2g		4/1/97	1/1/97
502.5.3	Subject Files and Case Files: Setting Up Subject	7/8/98	1/1/97

E502.5.3	Files and Case Files	5/28/96	1/1/97
502.5.3a	FILING SUBJECT FILE MATERIAL	4/1/97	1/1/97
E502.5.3a		4/1/97	1/1/97
502.5.3b	ARRANGING DOCUMENTS TO BE PLACED IN CASE FILES (MARKINGS)	4/1/97	1/1/97
E502.5.3b		4/1/97	1/1/97
502.5.3c	PERSONNEL FILES (FOREIGN SERVICE NATIONALS)	4/1/97	1/1/97
E502.5.3		4/1/97	1/1/97
502.5.3d	LABELS ON FOLDERS	4/1/97	1/1/97
E502.5.3d		4/1/97	1/1/97
502.5.4	IDENTIFICATION OF VITAL RECORDS	02/01/99	1/1/97
E502.5.4		02/01/99	1/1/97
502.5.4a	RIGHTS AND INTERESTS OFFICES	02/01/99	1/1/97
E502.5.4a		02/01/99	1/1/97
502.5.4b	USAID/W EMERGENCY OPERATING OFFICES	02/01/99	1/1/97
E502.5.4b		02/01/99	1/1/97
502.5.4c	USAID MISSION EMERGENCY OPERATING OFFICES	02/01/99	1/1/97
E502.5.4c		02/01/99	1/1/97
502.5.4d	OFFICE OF INFORMATION RESOURCE MANAGEMENT (M/IRM)	02/01/99	1/1/97
E502.5.4d		02/01/99	1/1/97
502.5.4e	OFFICES MAINTAINING AUTOMATED VITAL RECORDS (USERS)	02/01/99	1/1/97
E502.5.4e		02/01/99	1/1/97
502.5.5	AUDIOVISUAL: REVIEWING EXISTING PRODUCTIONS	5/28/96	1/1/97
E502.5.5		5/28/96	1/1/97
E502.5.5a	Materials for Audiovisuals Productions	4/1/97	1/1/97

E502.5.5b	Storage, Maintenance, and Preservation of AV Records	4/1/97	1/1/97
E502.5.5c	Filing and Identification of AV Records	4/1/97	1/1/97
E502.5.5d	Disposition of AV Records	4/1/97	1/1/97
502.5.6	Electronic Records Management	4/1/97	1/1/97
E502.5.6		4/1/97	1/1/97
502.5.6a	DEVELOPMENT OF DATA FILES	4/1/97	1/1/97
E502.5.6a		7/8/98	1/1/97
502.5.6b	MAINTENANCE OF TEXT DOCUMENTS	4/1/97	1/1/97
E502.5.6b		7/8/98	1/1/97
502.5.6c	STANDARD FOR MANAGING ELECTRONIC MAIL RECORDS	4/1/97	1/1/97
E502.5.6c		4/1/97	1/1/97
502.5.6d	JUDICIAL USE OF ELECTRONIC RECORDS	4/1/97	1/1/97
E502.5.6d		4/1/97	1/1/97
502.5.6e	SECURITY OF ELECTRONIC RECORDS	4/1/97	1/1/97
E502.5.6e		4/1/97	1/1/97
502.5.6f	ELECTRONIC RECORDS STORAGE MEDIA	4/1/97	1/1/97
E502.5.6f		4/1/97	1/1/97
502.5.6g	RETENTION AND DISPOSITION OF ELECTRONIC RECORDS	4/1/97	1/1/97
E502.5.6g		4/1/97	1/1/97
502.5.6h	DESTRUCTION OF ELECTRONIC RECORDS	4/1/97	1/1/97
E502.5.6h		4/1/97	1/1/97
502.5.7	Records Disposition - USAID/W and Overseas Missions: Records Inventory and Disposition Plan	5/28/96	1/1/97
E502.5.7		5/28/96	1/1/97
502.5.7a	MANDATORY APPLICATION	4/1/97	1/1/97
E502.5.7a		4/1/97	1/1/97
502.5.7b	RECORDS UNIDENTIFIED BY SPECIFIC DISPOSITION INSTRUCTIONS	4/1/97	1/1/97
E502.5.7b		4/1/97	1/1/97
502.5.7c	DISPOSAL AUTHORIZATIONS	4/1/97	1/1/97
E502.5.7c		4/1/97	1/1/97

502.5.7d	METHOD OF DESTRUCTION	4/1/97	1/1/97
E502.5.7d		4/1/97	1/1/97
502.5.7e	RECORDS OF DESTRUCTION	4/1/97	1/1/97
E502.5.7e		4/1/97	1/1/97
502.5.7f	EMERGENCY DESTRUCTION	4/1/97	1/1/97
E502.5.7f		4/1/97	1/1/97
502.5.7g	RETIRING FILES	4/1/97	1/1/97
E502.5.7g		4/1/97	1/1/97
502.5.7h	REVIEW OF THE SCHEDULE	4/1/97	1/1/97
E502.5.7h		4/1/97	1/1/97
502.6	Supplementary Reference		

#### Examples of Vital Records

#### Introduction to the Subject Outline

502.7	Mandatory Reference		
	General Records Schedule 20		
	General Records Schedule 23		
	Table of Contents, Subject Outlines;		
	Subject Outlines; and Subject Outlines Index		
	USAID/W Records Disposition Schedule		
	Table of Contents, Records Disposition Schedule - USAID/W;		
	Records Disposition Schedule-USAID/W;		
	Index, Records Disposition Schedule - USAID/W;		
	Table of Contents, Records Disposition Schedule - USAID; Records		
	Disposition Schedule - USAID;		
	Index Records Disposition Schedule - USAID;		
	Electronic Records	1/31/00	
	Disposition Schedule		
	<b>*Strategic Objective</b>	<b>9/26/00</b>	
	<b>Document Disposition Schedule</b>		

503 CORRESPONDENCE MANAGEMENT

Chapter	Title	Effective Date	Certification Date
503.5.1	Managing Agency Correspondence	5/28/96	1/1/97
503.5.2	Correspondence Style	5/28/96	1/1/97
E503.5.2		5/28/96	1/1/97
503.5.3	Types of Correspondence	5/28/96	1/1/97
E503.5.3		5/28/96	1/1/97
503.5.4	Reply to Communications	5/28/96	1/1/97
E503.5.4		5/28/96	1/1/97
503.5.5	Classification and SBU Correspondence Designations Control Designations	5/28/96	1/1/97
503.5.6	USAID/W Stationery Standards	5/28/96	1/1/97
503.5.7	Correspondence Control	5/28/96	1/1/97

Chapter	Title	Effective Date	Date	Certification
504	RESERVED			



505 FORMS MANAGEMENT SERVICES

Chapter	Title	Effective Date	Certification Date
505.5.1	FORMS MANAGEMENT PROGRAM	05/01/98	1/1/97
E505.5.1		05/01/98	1/1/97
505.5.2	DETERMINING THE NEED FOR A FORM	05/01/98	1/1/97
E505.5.2		05/01/98	1/1/97
505.5.3	DESIGNING A FORM	05/01/98	1/1/97
E505.5.3		05/01/98	1/1/97
505.5.3a	FORMS REQUIRING MEASUREMENT SENSITIVE DATA	05/01/98	1/1/97
E505.5.3a	Metric Requirement - N/A	05/01/98	1/1/97
505.5.4	THE FORMS CLEARANCE PROCESS	05/01/98	1/1/97
E505.5.4		05/01/98	1/1/97
505.5.5	MANAGING FORMS	05/01/98	1/1/97
505.5.5a	ELECTRONIC FORMS	05/01/98	1/1/97
E505.5.5a		05/01/98	1/1/97

506            REPORTS MANAGEMENT

Chapter	Title	Effective Date    Date	Certification
506.5.1	Reports Management Program Internal Reporting	5/28/96	1/1/97
E506.5.1		5/28/96	1/1/97
506.5.2	Interagency Reporting	5/28/96	1/1/97
E506.5.2		5/28/96	1/1/97
E506.5.2a	Bureaus/Offices	5/28/96	1/1/97
E506.5.2b	Clearance of Interagency Reports	5/28/96	1/1/97
506.5.3	Clearance of Public Reports (Collection of Information)	5/28/96	1/1/97
E506.5.3		5/28/96	1/1/97

507            FREEDOM OF INFORMATION ACT (FOIA)

Chapter	Title	Effective Date    Date	Certification
507.5.1	General Policy	5/28/96	1/28/97
507.5.2	General Processing of a FOIA Request	5/28/96	1/1/97
E507.5.2		5/28/96	1/1/97
507.5.3	Determination to Release or Deny	5/28/96	1/1/97
E507.5.3		5/28/96	1/1/97

508 PRIVACY ACT - 1974

Chapter	Title	Effective Date	Certification Date
508.5.1	General	3/21/96	1/1/97
508.5.2	Conditions of Disclosure	3/21/96	1/1/97
E508.5.2		3/21/96	1/1/97
508.5.3	Accounting of Certain Disclosures	3/21/96	1/1/97
E508.5.3		3/21/96	1/1/97
508.5.4	Access to Records	3/21/96	1/1/97
E508.5.4		3/21/96	1/1/97
508.5.5	Amending Records	3/21/96	1/1/97
E508.5.5		3/21/96	1/1/97
508.5.6	Public Rules and Notices of Systems of Records	3/21/96	1/1/97
E508.5.6		3/21/96	1/1/97
508.5.7	Penalties, Civil Remedies, and Sanctions	3/21/96	1/1/97

509		Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals)		
Chapter	Title	Effective Date	Date	Certification
509.5.1	REQUEST FOR APPROVAL OF NEW AND SIGNIFICANTLY ALTERED SYSTEMS OF RECORDS	10/07/99		
E509.5.1		10/07/99		
509.5.2	NEW AND SIGNIFICANTLY ALTERED SYSTEMS OF RECORDS	10/07/99		
E509.5.2		10/07/99		
E509.5.2a	Documentation Instructions for New Systems and Major Alterations	10/07/99		
E509.5.2b	Conditions of Disclosure (PA Statement)	10/07/99		
509.5.3	MINOR ALTERATIONS TO SYSTEMS OF RECORDS	10/07/99		
E509.5.3		10/07/99		
509.5.4	Termination of Systems of Records	10/07/99		
E509.5.4		10/07/99		
509.7	Mandatory References			
	USAID System Names and Locations	10/07/99		

510 MANDATORY CLASSIFICATION REVIEW

Chapter	Title	Effective Date	Certification
510.5.1	Mandatory Classification Review	3/21/96	1/1/97
E510.5.1		3/21/96	1/1/97
510.5.2	Mandatory Declassification	3/21/96	1/1/97
510.5.3	Application of the Freedom of Information Act (FOIA)	3/21/96	1/1/97
510.5.4	Appeals	3/21/96	1/1/97

Chapter	Title	Effective Date	Effective Date	Certification
511	FREEDOM OF INFORMATION ACT			
511.5.1	GENERAL POLICY	7/12/96		7/12/96
E511.5.1		7/12/96		7/12/96
511.5.2	GENERAL PROCESSING OF A FOIA REQUEST	7/12/96		7/12/96
E511.5.2		7/12/96		7/12/96
511.5.3	DETERMINATION TO RELEASE OR DENY	7/12/96		7/12/96
E511.5.3		7/12/96		7/12/96

512 AGENCY PRINTING AND GRAPHICS SERVICES

Chapter	Title	Effective Date	Certification Date
512.5.1	PROCUREMENT OF SERVICES	5/28/96	1/1/97
E512.5.1		5/28/96	1/1/97
512.5.2	SPECIAL AUTHORITY	5/28/96	1/1/97
E512.5.2		5/28/96	1/1/97
512.5.3	GRAPHIC SERVICES	5/28/96	1/1/97
E512.5.3		5/28/96	1/1/97
512.5.4	PRINTING AND DUPLICATING SERVICES	5/28/96	1/1/97
E512.5.4		5/28/96	1/1/97
512.5.5	PUBLICATIONS	5/28/96	1/1/97
E512.5.5		5/28/96	1/1/97
512.5.6	AUTHORIZATION AND APPROVAL	6/8/98	1/1/97
E512.5.6		5/28/96	1/1/97
512.5.7	OBLIGATION OF FUNDS	5/28/96	1/1/97
E512.5.7		5/28/96	1/1/97
512.5.8	SECURITY	5/28/96	1/1/97
E512.5.8		5/28/96	1/1/97
512.5.9	BUSINESS CARDS FOR OFFICIAL USE	6/8/98	1/1/97
E512.5.9		6/8/98	1/1/97



513 MAIL MANAGEMENT

Chapter	Title	Effective Date Date	Certification
513.5.1	INTERNAL AGENCY MAIL	5/28/96	1/1/97
E513.5.1		5/28/96	1/1/97
513.5.2	OUTGOING AGENCY MAIL	5/28/96	1/1/97
E513.5.2		5/28/96	1/1/97
E513.5.2a	Outgoing Classified Material	5/28/96	1/1/97
513.5.3	DIPLOMATIC POUCH	5/28/96	1/1/97
E513.5.3		5/28/96	1/1/97
513.5.4	MILITARY POSTAL FACILITIES (APO/FPO)	5/28/96	1/1/97
E513.5.4		5/28/96	1/1/97

514 PARKING PROGRAM ADMINISTRATION

Chapter	Title	Effective Date	Certification Date
514.5.1	Compliance With 6 FAM 1740	3/21/96	1/1/97
514.5.2	Allocation of Parking Permits	3/21/96	1/1/97
514.5.3	Reallocation of Parking Permits	3/21/96	1/1/97
514.5.4	Disability Justification	3/21/96	1/1/97
514.5.5	Disability Parking Outside Main State and SA-1	3/21/96	1/1/97
514.5.6	After hours/Weekend/ Holiday Parking Permit in Main State	3/21/96	1/1/97
514.5.7	VanPool/CarPool Permits	3/21/96	1/1/97

## 515 - Metro Transit Subsidy Program

Last certified: This is a chapter that was created after the certification process, thus there is not a certification date at this present time

Chapter	Title	Effective date
---------	-------	----------------

*\*This is an entirely new chapter.\**

This chapter was reformatted to conform to the new ADS format and numbering system. Policy is no longer separated from procedure.

515.3.1	Transit Subsidy Eligibility	10/10/2000
515.3.2	Enrolling in the Transit Subsidy Program	10/10/2000
515.3.2.1	Employee Application	10/10/2000
515.3.2.2	AMS Officer Signature	10/10/2000
515.3.2.3	Program Manager Application Processing	10/10/2000
515.3.3	Metrochek Distribution to Participating Employees	10/10/2000
515.3.3.1	Agency Notice Announcing Distribution	10/10/2000
515.3.3.2	Monthly Participant Certification	10/10/2000
515.3.3.3	Third Party Pick-up	10/10/2000
515.3.4	Reports and Certification	10/10/2000
515.3.4.1	Monthly Reports from TASC	10/10/2000
515.3.4.2	Quarterly Reports from M/AS/CPD	10/10/2000
515.3.4.3	Annual Re-Certification	10/10/2000
515.3.4.4	Annual Report	10/10/2000
515.3.5	Billing	10/10/2000
515.4.2	Internal Mandatory References	10/10/2000
a.	Application for Transit Benefit	
b.	Transit Benefit/third Party Pickup Form	

516 ADMINISTRATIVE PURCHASING SEE ADS 331 SEE ADS 331  
FOR USAID/WASHINGTON

517 - 518 RESERVED

519 BUILDING SERVICES

Chapter	Title	Effective Date	Certification Date
519.5.1	Preparation of Work Space	4/22/96	4/22/96
E519.5.1		4/22/96	4/22/96
519.5.2	Building Repair Services	4/22/96	4/22/96
E519.5.2		4/22/96	4/22/96
519.5.3	Equipment and Furniture Repairs	4/22/96	4/22/96
E519.5.3		4/22/96	4/22/96
519.5.4	Cleaning and Custodial Services	4/22/96	4/22/96
E519.5.4		4/22/96	4/22/96
519.5.5	Conference or Meeting Rooms	4/22/96	4/22/96
E519.5.5		4/22/96	4/22/96
519.5.6	Dining Room Privileges	4/22/96	4/22/96
E519.5.6		4/22/96	4/22/96
519.5.7	Guard Service	4/22/96	4/22/96
E519.5.7		4/22/96	4/22/96
519.5.8	Shuttle Buses	4/22/96	4/22/96
E519.5.8		4/22/96	4/22/96
519.5.9	Directories	4/22/96	4/22/96
E519.5.9		4/22/96	4/22/96
519.5.10	Bulletin Boards	4/22/96	4/22/96
E519.5.10		4/22/96	4/22/96
519.5.11	Door Signs	4/22/96	4/22/96
E519.5.11		4/22/96	4/22/96
519.5.12	Art Work	4/22/96	4/22/96
E519.5.12		4/22/96	4/22/96
519.5.13	Painting	4/22/96	4/22/96
E519.5.13		4/22/96	4/22/96

519.5.14 Alterations  
E519.5.14

4/22/96  
4/22/96

4/22/96  
4/22/96

Chapter	Title	Effective Date	Date	Certification
520 - 521	RESERVED			

522 PERFORMANCE OF TEMPORARY DUTY TRAVEL IN THE U.S.  
AND ABROAD

Chapter	Title	Effective Date Date	Certification
522.5.1	Civilian Employees' Travel	3/9/96	3/9/96
522.5.2	Travel Authorizations	7/30/98	3/9/96
E522.5.2		3/9/96	3/9/96
522.5.2a	AMENDING TRAVEL AUTHORIZATIONS (TA(S))	7/30/98	3/9/96
E522.5.2a		7/30/98	3/9/96
522.5.2b	TRAVEL ORDERS OR AMENDMENTS	3/9/96	3/9/96
E522.5.2b		7/30/98	3/9/96
522.5.3	Approval Authority	7/30/98	3/9/96
E522.5.3		3/9/96	3/9/96
522.5.4	Authorizing Officials	7/30/98	3/9/96
E522.5.4		3/9/96	3/9/96
522.5.5	Clearance and Notifications Requirements	3/9/96	3/9/96
E522.5.5		7/30/98	3/9/96
522.5.6	Travel Arrangements (USAID/W)	3/9/96	3/9/96
E522.5.6		7/30/98	3/9/96
522.5.7	Temporary Duty Travel	7/30/98	3/9/96
E522.5.7		3/9/96	3/9/96
522.5.8	Premium Class Air Travel	7/30/98	3/9/96
E522.5.8		7/30/98	3/9/96
522.5.8a	CHARTER SERVICES	3/9/96	3/9/96
E522.5.8a		7/30/98	3/9/96
522.5.8b	USE OF PRIVATELY OWNED VEHICLE (POV)	3/9/96	3/9/96
E522.5.8b		3/9/96	3/9/96
522.5.8c	TAXICAB	7/30/98	3/9/96
E522.5.8c		3/9/96	3/9/96
522.5.8d	SPECIAL CONTRACTUAL ARRANGEMENTS	7/30/98	3/9/96
E522.5.8d		3/9/96	3/9/96



522.5.9	Baggage Allowances	3/9/96	3/9/96
E522.5.9		3/9/96	3/9/96
522.5.10	Direct Travel	3/9/96	3/9/96
E522.5.10		3/9/96	3/9/96
522.5.11	Local Transportation in USAID	7/30/98	3/9/96
E522.5.11		7/30/98	3/9/96
522.5.12	Invitational Travel	3/9/96	3/9/96
E522.5.12		7/30/98	3/9/96
522.5.13	Travel from and within Overseas Missions	3/9/96	3/9/96
E522.5.13		3/9/96	3/9/96
522.5.14	Exceptions to Temporary Duty (TDY) Travel from USAID	3/9/96	3/9/96
E522.5.14		3/9/96	3/9/96
522.5.15	Contractor and Grantee Personnel	7/30/98	3/9/96
522.5.16	Conference Policy	7/30/98	3/9/96
E522.5.16		7/30/98	3/9/96
522.5.16a	PLANNING CONFERENCES AND SELECTION OF CONFERENCE SITES	3/9/96	3/9/96
E522.5.16a		3/9/96	3/9/96
522.5.17	Travel Advances for USAID	7/30/98	3/9/96
E522.5.17		7/30/98	3/9/96
522.5.18	Passports	3/9/96	3/9/96
E522.5.18		7/30/98	3/9/96
522.5.18a	TYPES OF U.S. PASSPORTS	3/9/96	3/9/96
E522.5.18a		3/9/96	3/9/96
522.5.18b	OTHER PASSPORTS	3/9/96	3/9/96
E522.5.18b		3/9/96	3/9/96
522.5.18c	AMENDMENTS, EXTENSIONS AND NEW ISSUE	3/9/96	3/9/96
E522.5.18c		3/9/96	3/9/96
522.5.18d	SIGNATURES IN PASSPORTS	3/9/96	3/9/96
E522.5.18d		3/9/96	3/9/96

522.5.18e	VISAS	7/30/98	3/9/96
E522.5.18e		3/9/96	3/9/96
522.5.18f	LOST OR STOLEN PASSPORTS		
		3/9/96	3/9/96
E522.5.18f		3/9/96	3/9/96
522.5.19	Per Diem	3/9/96	3/9/96
E522.5.19		7/30/98	3/9/96
522.5.19a	PER DIEM BASIS	7/30/98	3/9/96
E522.5.19a		3/9/96	3/9/96
522.5.19b	ACTUAL SUBSISTENCE EXPENSE BASIS	3/9/96	3/9/96
E522.5.19b		7/30/98	3/9/96
522.5.19c	All-Inclusive/Flat Rate Per Diem Reimbursement Basis	7/30/98	3/9/96
E522.5.19c		7/30/98	3/9/96
522.5.20	REPORTING REQUIREMENTS ON TRAVEL FUNDED BY NON-FEDERAL SOURCES	7/30/98	3/9/96
*522.7	Mandatory Reference		

523 FOREIGN SERVICE ASSIGNMENT TRAVEL

Chapter	Title	Effective Date Date	Certification
523.5.1	Foreign Service Travel Policy	3/9/96	3/9/96
E523.5.1		3/9/96	3/9/96

524 ENTITLEMENT FOR DOMESTIC RELOCATION

Chapter	Title	Effective Date Date	Certification
524.5.1	Entitlement for Domestic Relocation	3/9/96	3/9/96

525 SEPARATION/RETIREMENT TRAVEL FOR FOREIGN SERVICE EMPLOYEES			
Chapter	Title	Effective Date	Certification Date
525.5.1	Separation/Retirement Travel	3/9/96	3/9/96
E525.5.1		3/9/96	3/9/96

526 USAID GUEST HOUSE SERVICES

Chapter	Title	Effective Date Date	Certification
526.5.1	ESTABLISHMENT OF USAID GUEST HOUSE FACILITIES	11/22/96	4/6/98
E526.5.1		11/22/96	4/6/98

527 FUNCTIONS OF THE MISSION EXECUTIVE OFFICE

Chapter	Title	Effective Date	Effective Date	Certification
527.5.1	FUNCTIONS OF THE MISSION EXECUTIVE OFFICE	4/21/98		4/6/98
E527.5.1		4/21/98		4/6/98
E527.5.1a	Mission Controller and Executive Officer Functions	5/24/96		4/6/98
E527.5.1b	Executive Office Relationship to Embassy Administrative Offices	5/24/96		4/6/98
527.6	Supplementary References			
527.7	Mandatory Reference - N/A			

528	ENERGY MANAGEMENT AND PLANNING PROGRAM FOR USAID BUILDINGS		
Chapter	Title	Effective	Certification
		Date	Date
528.5.1	ENERGY MANAGEMENT AND PLANNING PROGRAM FOR USAID BUILDINGS	12/15/98	
528.5.2	METHODOLOGY AND PROCEDURES FOR LIFE CYCLE COST ANALYSES	12/15/98	
528.5.3	METHODS AND PROCEDURES FOR ENERGY SAVINGS PERFORMANCE CONTRACTING (ESPC)	12/15/98	
528.5.4	GENERAL OPERATIONS PLANS	12/15/98	
528.5.5	REPORTING REQUIREMENTS	12/15/98	
528.5.6	ENERGY MANAGEMENT TRAINING	12/15/98	
528.5.7	WAIVERS	12/15/98	



529 SAFETY PROGRAM

Chapter	Title	Effective Date	Certification Date
529.5.1	Safety Program	8/5/98	4/6/98
E529.5.1		4/5/96	4/6/98
529.5.2	Agency Smoking Policy and Regulations	4/5/96	4/6/98
E529.5.2		4/5/96	4/6/98
529.5.3	Agency Vehicle Safety Belt Policy	8/5/98	4/6/98
E529.5.3		4/5/96	4/6/98
529.5.4	Agency Hazard Communication Program	8/5/98	4/6/98
E529.5.4		8/5/98	4/6/98
529.5.5	USAID Participation in an OEP	4/5/96	4/6/98
E529.5.5		4/5/96	4/6/98
529.5.6	USAID's Occupational Safety and Health (OS&H) Staff	4/5/96	4/6/98
E529.5.6		4/5/96	4/6/98
529.5.7	USAID's Senior Official in USAID-Occupied Building	8/5/98	/6/98
E529.5.7		4/5/96	4/6/98
529.5.8	USAID's Senior Official in Jointly-Occupied Building	4/5/96	4/6/98
E5529.5.8		4/5/96	4/6/98
529.5.9	Building Occupant Emergency Coordinator (OEC)	4/5/96	4/6/98
E529.5.9		8/5/98	4/6/98
529.5.10	Floor Monitors	8/5/98	4/6/98
E529.5.10		8/5/98	4/6/98
529.5.11	Compliance With The Building's OEP	4/5/96	4/6/98
E529.5.11		4/5/96	4/6/98

## 529.7 Mandatory Reference

Agency Hazard Communication Program	6/19/96
Notice: New Agency Smoking Policy Regulations	7/9/93
Executive Order 13043, "Increasing Seat Belt Use in the United States"	4/16/97
Executive Order 13058, "Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace"	7/9/97

530 EMERGENCY PLANNING OVERSEAS

Chapter	Title	Effective Date	Certification
530.5.1	EMERGENCY PLANNING OVERSEAS	9/27/96	4/6/98
530.5.1a	EMERGENCY ACTION COMMITTEE	9/27/96	4/6/98
530.5.1b	MISSION DISASTER RELIEF PLAN (MDRP)	9/27/96	4/6/98
530.6	Supplementary Reference - N/A		
530.7	Mandatory Reference		
	Interim Update #6 (Series 200) USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1999 Replacing USAID Handbook 8	4/12/99	

531 CONTINUITY OF OPERATIONS PROGRAM (COOP)

Chapter	Title	Effective Date	Certification Date
531.5.1	CONTINUITY OF OPERATIONS PROGRAM (COOP)	1/23/97	4/6/98
E531.5.1		1/23/97	4/6/98
E531.5.1a	Administrator	1/23/97	4/6/98
E531.5.1b	Executive Secretary	1/23/97	4/6/98
E531.5.1c	Assistant Administrator for the Bureau for Management (AA/M)	1/23/97	4/6/98
E531.5.1d	The Office of Administrative Services (M/AS)	1/23/97	4/6/98
E531.5.1e	The Office of Information Resources Management (M/IRM)	1/23/97	4/6/98
E531.5.1f	The Office of Foreign Disaster Assistance (BHR/OFDA)	1/23/97	4/6/98
E531.5.1g	The Press Relations Division (LPA/PR)	1/23/97	4/6/98
E531.5.1h	The Office of Security (IG/SEC) USAID/W employees	1/23/97	4/6/98E531.5.1i
531.7	Mandatory Reference		
	Interim Update #6 (Series 200) USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1999 Replacing USAID Handbook 8	4/12/99	

532 EMPLOYEE OPERATED SERVICES AND FACILITIES

Chapter	Title	Effective Date Date	Certification
532.5.1	EMPLOYEE OPERATED SERVICES AND FACILITIES	4/22/96	4/6/98

533 PURCHASING FOR USAID'S OVERSEAS ACTIVITIES

Chapter	Title	Effective Date	Certification Date
533.5.1	PURCHASING FOR USAID'S OVERSEAS ACTIVITIES	12/13/96	4/6/98
E533.5.1		12/13/96	4/6/98
533.5.2	BUREAU FOR MANAGEMENT, OFFICE OF PROCUREMENT, CONTRACTS DIVISION B (M/OP/B) PROCUREMENT POLICY	12/13/96	4/6/98
533.5.3	SOURCE AND ORIGIN POLICY	12/13/96	4/6/98
533.5.4	DELEGATION OF CONTRACTING AUTHORITY	12/13/96	4/6/98
533.5.5	DIRECTOR OF M/AS CONTRACTING AUTHORITY (RESERVED)	12/13/96	4/6/98
533.5.6	REPRESENTATIONAL FURNISHINGS (CHINA, CRYSTAL, FLATWARE)	12/13/96	4/6/98
E533.5.6		12/13/96	4/6/98
533.5.7	PROCUREMENT OF RESIDENTIAL FURNITURE AND FURNISHINGS	12/13/96	4/6/98
E533.5.7		12/13/96	4/6/98
533.5.8	LOCAL AND THIRD COUNTRY PROCUREMENT STANDARDS	12/13/96	4/6/98
533.5.10	PROCUREMENT OF EMERGENCY POWER SOURCES AND TELEPHONES	12/13/96	4/6/98

534 PERSONAL PROPERTY MANAGEMENT OVERSEAS

Chapter	Title	Effective Date	Certification Date
534.5.1	PERSONAL PROPERTY MANAGEMENT	9/2/97	4/6/98
E534.5.1 534.5.1a	EXCEPTIONS	9/2/97	4/6/98
534.5.2	REQUIREMENTS PLANNING AND USE	9/2/97	4/6/98
534.5.3	STANDARDIZATION OF EQUIPMENT	9/2/97	4/6/98
E534.5.3		9/2/97	4/6/98
534.5.4	PROPERTY RECEIPT	9/2/97	4/6/98
534.5.5	CONTROL OF PERSONAL PROPERTY	9/2/97	4/6/98
534.5.6	ACCOUNTING FOR PERSONAL PROPERTY	9/2/97	4/6/98
534.5.7	PHYSICAL INVENTORY AND RECONCILIATION	9/2/97	4/6/98
534.5.8	DISPOSAL OF PERSONAL PROPERTY	9/2/97	4/6/98
534.5.9	USE AND CONTROL OF OFFICIAL VEHICLES	9/2/97	4/6/98
534.5.10	REPORT REQUIREMENTS	9/2/97	4/6/98

535 REAL PROPERTY MANAGEMENT OVERSEAS

Chapter	Title	Effective Date	Certification Date
535.5.1	REAL PROPERTY MANAGEMENT OVERSEAS	4/22/96	4/6/98
535.5.1a	Real Property Management Coordination	4/22/96	4/6/98
E535.5.1a		4/22/96	4/6/98
535.5.2	LEASING OF SWIMMING POOLS AND OTHER RECREATION FACILITIES	12/28/98	4/6/98
E535.5.2		12/28/98	4/6/98
535.5.2a	OPERATING COSTS FOR SWIMMING POOLS AND OTHER RECREATIONAL FACILITIES	12/28/98	4/6/98
E535.5.2a		12/28/98	4/6/98
535.5.2b	SWIMMING POOL SAFETY	12/28/98	4/6/98
E535.5.2b		12/28/98	4/6/98
535.5.2c	LIVING QUARTER ALLOWANCE (LQA) LEASES	12/28/98	4/6/98
E535.5.2c		12/28/98	4/6/98
535.5.3	BASIC FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E), SUPPLEMENTAL FFA&E, AND OTHER ITEMS	12/28/98	4/6/98
E535.5.3		12/28/98	4/6/98



536 USE AND CONTROL OF OFFICIAL VEHICLES

Chapter	Title	Effective Date	Certification Date
536.5.1	USE AND CONTROL OF OFFICIAL VEHICLES	6/15/98	
E536.5.1		6/15/98	
536.5.2	MOTOR POOLS	6/15/98	
E536.5.2		6/15/98	
536.5.3	VEHICLE CLASSIFICATION STANDARDS	6/15/98	
E536.5.3		6/15/98	
536.5.4	FLEET SIZE AND COMPOSITION	6/15/98	
E536.5.4		6/15/98	
536.5.5	ACQUISITION OF VEHICLES	6/15/98	
E536.5.5		6/15/98	
536.5.5a	CRITERIA FOR OWNING VERSUS LEASING VEHICLES	6/15/98	
E536.5.5a		6/15/98	
536.5.5b	STANDARDIZATION	6/15/98	
E536.5.b	Standardization	6/15/98	
536.5.5c	LIMITATIONS ON CLASS AND COST OF VEHICLES	6/15/98	
E536.5.5c		6/15/98	
536.5.5d	FOREIGN-MADE VEHICLES	6/15/98	
E536.5.5d		6/15/98	
536.5.5e	HOW AND WHERE TO BUY U.S.-MANUFACTURED VEHICLES	6/15/98	
E536.5.5e		6/15/98	
536.5.5f	FULLY-ARMORED VEHICLES (FAV)	6/15/98	
E536.5.5f		6/15/98	
536.5.5g	LIGHTLY-ARMORED VEHICLES (LAV)	6/15/98	
E536.5g		6/15/98	
536.5.6	GASOLINE FOR USE IN MOTOR VEHICLES	6/15/98	
E536.5.6		6/15/98	

536.5.7	REPLACEMENT OF USAID VEHICLES	6/15/98
E536.5.7	Replacement Criteria for USAID-Owned Vehicles	6/15/98
536.5.8	DISPOSAL OF VEHICLES	6/15/98
E536.5.8		6/15/98
536.5.9	LIABILITY AND INSURANCE FOR OFFICIAL VEHICLES	6/15/98
E536.5.9		6/15/98
536.5.10	REPORTING ACCIDENTS INVOLVING GOVERNMENT - OWNED OR -LEASED VEHICLES	6/15/98
E536.5.10		6/15/98
536.5.11	VEHICLE ACCIDENT CLAIMS	6/15/98
E536.5.11		6/15/98
536.5.12	MAINTENANCE OF VEHICLES	6/15/98
E536.5.12		6/15/98
E536.5.12a	Light Armored Vehicles (LAV) Maintenance	6/15/98
E536.5.12b	Fully Armored Vehicle (FAV) Maintenance	6/15/98
536.5.13	SAFE DRIVING AWARDS	6/15/98
E536.5.13		6/15/98
536.5.14	REQUIRED RECORDS AND REPORTS	6/15/98
E536.5.14		6/15/98

537 TORT CLAIMS - DOMESTIC OR FOREIGN

Chapter	Title	Effective Date	Certification
537.3.1	Tort Claims – Domestic or Foreign	04/26/96	04/06/98
*537.3.1.1	Validity and Settlement of Tort Claims	06/12/2000	
537.3.1.2	Presentation of Tort Claims	06/12/2000	
537.3.1.3	Determination of Claims	06/12/2000	
537.3.1.4	Handling of Tort Claims by Claimant	06/12/2000	
537.3.1.5	Handling of Tort Claims by USAID	06/12/2000	
*537.3.1.6	Processing of Tort Claims	06/12/2000	
*537.3.1.7	Payment of Tort Claims	06/12/2000	
*537.3.2	Professional Liability Insurance	06/12/2000	
*537.3.2.1	Reimbursement Procedures	06/12/2000	
*537.3.2.2	Eligible Employees	06/12/2000	
*537.3.2.3	Funding	06/12/2000	
*537.3.3	Indemnification of Employees	06/12/2000	
*537.3.4	Representation of Employees by the Department of Justice or Private Counsel at Government Expense	06/12/2000	
537.4	MANDATORY REFERENCES	06/12/2000	

538            PROCUREMENT OF LEGAL SERVICES ABROAD

Chapter	Title	Effective Date    Date	Certification
538.5.1	PROCUREMENT OF LEGAL SERVICES ABROAD	4/26/96	4/6/98
E538.5.1		4/26/96	4/6/98

539 OVERSEAS SCHOOLS PROGRAM

Chapter	Title	Effective Date Date	Certification
539.5.1	OVERSEAS SCHOOLS PROGRAM	4/22/96	4/6/98

540 USAID DEVELOPMENT EXPERIENCE INFORMATION AND REFERENCE SERVICES

Chapter	Title	Effective Date	Certification Date
540.5.1	USING DEVELOPMENT EXPERIENCE DOCUMENTATION	3/6/95	4/13/99
E540.5.1		3/6/95	4/13/99
540.5.2	CONTRIBUTING TO THE AGENCY'S DEVELOPMENT EXPERIENCE KNOWLEDGEBASE	3/6/95	4/13/99
E540.5.2		3/6/95	4/13/99
540.5.2a	ACQUISITIONS LIAISON	5/20/98	4/13/99
E540.5.2a		5/20/98	4/13/99
540.5.2b	SUBMISSION OF DEVELOPMENT EXPERIENCE DOCUMENTATION TO PPC/CDIE/DI	5/20/98	4/13/99
E540.5.2b		5/20/98	4/13/99
540.5.2c	DOCUMENTATION TO BE SUBMITTED BY AGENCY OPERATING UNITS	5/20/98	4/13/99
E540.5.2c		5/20/98	4/13/99
540.5.2d	DOCUMENTATION TO BE SUBMITTED BY AGENCY CONTRACTORS AND GRANTEES	5/20/98	4/13/99
E540.5.2d		5/20/98	4/13/99
540.5.2e	CRITERIA FOR SUBMITTING DEVELOPMENT EXPERIENCE DOCUMENTS	5/20/98	4/13/99
E540.5.2e		5/20/98	4/13/99
540.5.2f	ESSENTIAL BIBLIOGRAPHIC ELEMENTS	5/20/98	4/13/99
E540.5.2f		5/20/98	4/13/99
540.5.2g	SUBMISSION OF DEVELOPMENT EXPERIENCE MEDIA PRODUCTS	5/20/98	4/13/99
E540.5.2g		5/20/98	4/13/99
540.5.2h	SUBMISSION OF PROCUREMENT - SENSITIVE/ PROPRIETARY DOCUMENTATION	5/20/98	4/13/99
E540.5.2h		5/20/98	4/13/99

540.5.2i	CLOSING AND RETIRING DEVELOPMENT EXPERIENCE COLLECTIONS	5/20/98	4/13/99
E540.5.2i		5/20/98	4/13/99

541 INFORMATION MANAGEMENT

Chapter	Title	Effective Date	Certification Date
541.5.1	INFORMATION MANAGEMENT	5/8/96	4/14/99
E541.5.1		5/8/96	4/14/99
541.5.1a	AGENCY ORGANIZATIONS	5/8/96	4/14/99
E541.5.1a		8/30/99	
541.5.2	PERSONAL USE OF INFORMATION MANAGEMENT (IM) RESOURCES	8/30/99	
E541.5.2		8/30/99	
E541.5.2a	Inappropriate Personal Uses	8/30/99	
E541.5.2b	Proper Representation	8/30/99	
E541.5.2c	Access Management	8/30/99	
E541.5.2d	Privacy Expectations	8/30/99	
E541.5.2e	Sanctions for Misuse	8/30/99	
541.7	Mandatory Reference	8/30/99	

Model "Limited Personal Use Policy" of Government Equipment  
 – U.S. CIO Council



542 PLANNING AND BUDGETING FOR INFORMATION TECHNOLOGY (IT) RESOURCES			
Chapter	Title	Effective Date	Certification Date
542.5.1	PLANNING FOR INFORMATION TECHNOLOGY (IT) RESOURCES	7/10/98	4/14/99
E542.5.1		7/10/98	4/14/99
542.5.1a	AGENCY MISSION	12/22/95	4/14/99
E542.5.1a		12/22/95	4/14/99
542.5.2	STRATEGIC IRM PLAN	12/22/95	4/14/99
E542.5.2		5/8/96	4/14/99
542.5.3	INFORMATION RESOURCES	12/22/95	4/14/99
E542.5.3	Information Resources - N/A	12/22/95	4/14/99
542.5.4	BUDGETING FOR IT RESOURCES	7/10/98	4/14/99
E542.5.4		7/10/98	4/14/99
E542.5.4a	Agency Appropriation	7/10/98	4/14/99
E542.5.4b	Agency Compliance	7/10/98	4/14/99

543 CORPORATE INFORMATION SYSTEMS

Chapter	Title	Effective Date	Certification Date
543.5.1	CORPORATE INFORMATION SYSTEMS	7/10/98	4/14/99
E543.5.1		8/8/96	4/14/99
543.5.1a	HARDWARE AND SOFTWARE PLATFORMS	8/8/96	4/14/99
E543.5.1a		8/8/96	4/14/99
543.5.1b	FINANCIAL OR PERFORMANCE DATA SYSTEMS	8/8/96	4/14/99
E543.5.1b		8/8/96	4/14/99
543.5.1c	PROPRIETARY SOFTWARE/ DATA	8/8/96	4/14/99
E543.5.1c		8/8/96	4/14/99
543.5.1d	PERSONAL INFORMATION	8/8/96	4/14/99
E543.5.1d		8/8/96	4/14/99
543.5.2	“CLEAN PC” STANDARD REQUIRED FOR INSTALLATION AND USE OF THE NEW MANAGEMENT SYSTEM (NMS)	7/10/98	4/14/99
E543.5.2		7/10/98	4/10/98

544 TECHNICAL ARCHITECTURE DEVELOPMENT AND MANAGEMENT

Chapter	Title	Effective Date	Certification Date
	Contains outdated policy and are in the process of being revised.		4/14/99
544.5.1	TECHNICAL ARCHITECTURE DESIGN, DEVELOPMENT AND MANAGEMENT	8/8/96	4/14/99
E544.5.1		8/8/96	4/14/99
544.5.1a	TECHNICAL ARCHITECTURE WAIVERS		
E544.5.1a		8/8/96	4/14/99
544.5.2	OFF-SITE CONTRACTOR CONNECTIVITY	7/23/97	4/14/99
E544.5.2		7/23/97	4/14/99
544.5.2a	OFF-SITE AUTHENTICATION	7/23/97	4/14/99
E544.5.2a		7/23/97	4/14/99
544.5.2b	INTERNET SERVICE PROVIDER (ISP)	7/23/97	4/14/99
E544.5.2b		7/23/97	4/14/99
544.5.2c	INTERNET E-MAIL	7/23/97	4/14/99
E544.5.2c		7/23/97	4/14/99
544.5.2d	COMPUTER HARDWARE/ SOFTWARE	7/23/97	4/14/99
E544.5.2d		7/23/97	4/14/99
544.5.2e	SENSITIVE BUT UNCLASSIFIED (SBU) INFORMATION	2/3/97	4/14/99
E544.5.2e		2/3/97	4/14/99
544.5.3	MANAGEMENT OF AUTOMATION HARDWARE	4/10/98	4/14/99
E544.5.3		8/8/96	4/14/99
544.5.3a	COMPUTER EQUIPMENT	8/8/96	4/14/99
E544.5.3a		8/8/96	4/14/99
544.5.4	PROCUREMENT/INVENTORY OF FEDERAL INFORMATION PROCESSING (FIP) RESOURCES	8/8/96	4/14/99
E544.5.4		8/8/96	4/14/99
544.6	Supplementary Reference - N/A		

544.7 Mandatory Reference

Series 500, Interim Update 14 11/24/98

Chapter 545 Automated Information Systems Security  
Last Certified: 04/20/2000

Chapter	Title	Effective Date
<b>This chapter was reformatted to conform to the new ADS format and numbering system. Policy is no longer separated from procedure.</b>		
545.3.1	Automated Information Systems (AIS) Protection	12/22/95
		1/12/00
545.3.1.1	Information Systems Security Program	1/12/00
545.3.1.2	Access to Unclassified AIS Networks	1/12/00
545.3.1.3	Security Responsibilities for Unclassified AIS Networks	1/12/00
<b>*545.3.2</b>	<b>Unclassified Information Processing</b>	<b>08/01/00</b>
<b>*545.3.2.1</b>	<b>Personnel Requirements for Access to AIS</b>	<b>08/01/00</b>
<b>*545.3.2.2</b>	<b>Personnel Management</b>	<b>08/01/00</b>
<b>*545.3.2.3</b>	<b>Technical Security</b>	<b>08/01/00</b>
545.3.2.4	Administrative Security	04/01/00
<b>*545.3.2.5</b>	<b>System Operation Requirements -- Logs, Certification, Backup, Emergency Actions, and Contingency Operation Planning</b>	<b>08/01/00</b>
545.3.2.6	Physical Security	12/22/95
545.3.2.7	Host Facility System Security Standards	12/22/95
		1/12/00
545.3.2.8	Special Considerations for Missions Operating in Critical Technical and Critical Human Intelligence Threat Environments	12/22/95
		1/12/00
545.3.3	Fax Equipment and Transmissions	12/22/95
		1/12/00
545.3.3.1	Procurement of Fax Equipment	12/22/95
		1/12/00
545.3.3.2	Installation and Repair of Fax Equipment	12/22/95
		1/12/00
545.3.3.3	Fax Transmissions	1/12/00
545.3.3.4	Administrative Management for Fax Equipment	1/12/00
545.3.3.5	Facsimile (Fax) Gateways Connected to Workstations or Servers	12/22/95
<b>*545.3.4</b>	<b>Networking and Connectivity Security</b>	<b>08/01/00</b>
<b>*545.4</b>	<b>MANDATORY REFERENCES</b>	<b>08/01/00</b>
<b>*545.4.2</b>	<b>Internal Mandatory References</b>	
	<b>*v. Information Technology Security Roles and Responsibilities</b>	<b>08/01/00</b>

546 Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources

Chapter	Title	Effective Date	Certification Date
	Contains outdated policy and are in the process of being revised.		4/14/99
546.5.1	ACQUISITION OF OPERATING EXPENSE (OE)-FUNDED FEDERAL INFORMATION TECHNOLOGY (IT) RESOURCES	8/11/99	4/14/99
E546.5.1		8/8/96	4/14/99
546.5.1a	EMPLOYEES WITH DISABILITIES	8/8/96	4/14/99
E546.5.1a		8/8/96	4/14/99
546.5.1b	CORE EQUIPMENT	8/8/96	4/14/99
E546.5.1b		8/8/96	4/14/99
546.5.1c	TECHNICAL REVIEW	8/8/96	4/14/99
E546.5.1c		8/8/96	4/14/99
546.5.1d	CORE ACQUISITION FUNDING	8/8/96	4/14/99
E546.5.1d		8/8/96	4/14/99

547 Property Management of Information Technology (IT) Resources

Chapter	Title	Effective Date	Certification Date
	Contains outdated policy and are in the process of being revised.		4/14/99
547.5.1	PROPERTY MANAGEMENT OF INFORMATION TECHNOLOGY (IT) RESOURCES	7/10/98	4/14/99
E547.5.1		7/10/98	4/14/99
547.5.1a	INVENTORY OF IT RESOURCES	7/10/98	4/14/99
E547.5.1a		7/10/98	4/14/99
547.5.1b	ROLE OF INFORMATION TECHNOLOGY (IT) SPECIALISTS AND EXECUTIVE OFFICERS (EXOS)	8/8/96	4/14/99
E547.5.1b		8/8/96	4/14/99
547.5.1c	ROLE OF ADMINISTRATIVE MANAGEMENT STAFFS (AMSS)	8/8/96	4/14/99
E547.5.1c		8/8/96	4/14/99
547.5.1d	INVENTORY OF IT RESOURCES USED BY CONTRACTORS AND GRANTEEES IN USAID/W AND OVERSEAS LOCATIONS	7/10/98	4/14/99
E547.5.1d		7/10/98	4/14/99
547.5.2	SAFEGUARDING IT RESOURCES	7/10/98	4/14/99
E547.5.2		7/10/98	4/14/99
547.5.3	OE-FUNDED PROPERTY	7/10/98	4/14/99
E547.5.3		7/10/98	4/14/99
547.5.4	PURCHASE CREDITS	7/10/98	4/14/99
E547.5.4		7/10/98	4/14/99
547.5.5	LEASED OR LOANED COMMERCIAL PROPERTY	7/10/98	4/14/99
E547.5.5		7/10/98	4/14/99
547.5.6	RECEIVING AGENTS	7/10/98	4/14/99
E547.5.6		7/10/98	4/14/99

547.5.7	RECEIPT AND INSPECTION OF IT RESOURCES	7/10/98	4/14/99
E547.5.7		7/10/98	4/14/99
547.5.8	IT TRANSFER	7/10/98	4/14/99
E547.5.8		7/10/98	4/14/99
547.5.9	HARDWARE/SOFTWARE MAINTENANCE	7/10/98	4/14/99
E547.5.9		7/10/98	4/14/99
547.5.10	DISPOSITION/REDISPOSITION OF IT RESOURCES	7/10/98	4/14/99
E547.5.10		7/10/98	4/14/99
547.5.11	EXCESS CAPITAL PROPERTY	12/22/95	4/14/99
E547.5.11	Excess Capitalized Property	12/22/95	4/14/99



548 PROGRAM-FUNDED INFORMATION TECHNOLOGY

Chapter	Title	Effective Date	Certification Date
548.5.1	PROGRAM-FUNDED INFORMATION TECHNOLOGY (IT)	12/22/95	4/20/2000
E548.5.1		10/1/96	
548.5.1a	DESIGNING PROJECTS WITH IT COMPONENTS	12/22/95	
E548.5.1a		12/22/95	
548.5.1b	USAID MISSIONS	12/22/95	
E548.5.1b		12/22/95	
548.5.1c	PROGRAM-FUNDED EQUIPMENT	12/22/95	
E548.5.1c		12/22/95	
548.5.1d	TECHNICAL ASSISTANCE SERVICES	12/22/95	
E548.5.1d		12/22/95	

549 TELECOMMUNICATIONS MANAGEMENT

Chapter	Title	Effective Date	Certification Date
549.5.1	TELECOMMUNICATIONS MANAGEMENT	12/22/95	4/14/99
E549.5.1		12/22/95	4/14/99
549.5.2	TELEGRAM USE AND PREPARATION	10/12/99	4/14/99
E549.5.2		10/12/99	4/14/99
549.5.2a	DEPARTMENT OF STATE (DOS) STANDARDS FOR TELEGRAMS	12/22/95	4/14/99
E549.5.2a		10/12/99	4/14/99
549.5.2b	M/IRM CABLE MACRO	10/12/99	4/14/99
E549.5.2b		12/22/95	4/14/99
549.5.2c	TELEGRAM CLEARANCE AND APPROVAL	10/12/99	4/14/99
E549.5.2c		10/12/99	4/14/99
549.5.2d	TELEGRAM CONTROLS (DECLASSIFYING/DOWNGRADING)	12/22/95	4/14/99
E549.5.2d		12/22/95	4/14/99
549.5.2e	MISSION APPROVAL CONTROLS	12/22/95	4/14/99
E549.5.2e		12/22/95	4/14/99
549.5.2f	SECURITY CLASSIFICATION	10/12/99	4/14/99
E549.5.2f		12/22/95	4/14/99
549.5.2g	TELEGRAM DISTRIBUTION	10/12/99	4/14/99
E549.5.2g		12/22/95	4/14/99
549.5.2h	ISSUANCE OF AGENCY DIRECTIVES VIA TELEGRAM (CABLE) OR AGENCY NOTICE SYSTEM	10/12/99	4/14/99
E549.5.2h		10/12/99	4/14/99
549.5.2i	RETENTION OF AGENCY TELEGRAMS AS OFFICIAL AGENCY CORRESPONDENCE	12/22/95	4/14/99
E549.5.2i	Retention of Agency Telegrams as Official Agency Correspondence	12/22/95	4/14/99

549.5.3	TELEPHONE SYSTEMS	12/22/95	4/14/99
E549.5.3		12/22/95	4/14/99
549.5.3a	PROCUREMENT/ INSTALLATION/ REPAIR OF TELEPHONE SYSTEMS	4/6/97	4/14/99
E549.5.3a		4/6/97	4/14/99
549.5.3b	OFFICIAL BUSINESS CALLS	12/22/95	4/14/99
E549.5.3b		12/22/95	4/14/99
549.5.3c	NON-GOVERNMENT FUNDED CALLS	12/22/95	4/14/99
E549.5.3c		12/22/95	4/14/99
549.5.3d	COLLECT CALLS	12/22/95	4/14/99
E549.5.3d		12/22/95	4/14/99
549.5.3e	LONG-DISTANCE CALLS	12/22/95	4/14/99
E549.5.3e		12/22/95	4/14/99
549.5.3f	LONG-DISTANCE CALLING CARDS	12/22/95	4/14/99
E549.5.3f		12/22/95	4/14/99
549.5.3g	TOLL-FREE TELEPHONE SERVICES	12/22/95	4/14/99
E549.5.3g		12/22/95	4/14/99
549.5.3h	LISTENING-IN/RECORDING TELEPHONE CONVERSATIONS	12/22/95	4/14/99
E549.5.3h		12/22/95	4/14/99
549.5.3i	FAX MACHINES	12/22/95	4/14/99
E549.5.3i		12/22/95	4/14/99
549.5.3j	PAGERS	12/22/95	4/14/99
E549.5.3j		12/22/95	4/14/99
549.5.3k	TELEPHONE DIRECTORIES	12/22/95	4/14/99
E549.5.3k		12/22/95	4/14/99
549.5.3l	OVERSEAS VOICE TELECOMMUNICATIONS	12/22/95	4/14/99
E549.5.3l		12/22/95	4/14/99
549.5.4	DATA TELECOMMUNICATIONS	12/22/95	4/14/99
E549.5.4		12/22/95	4/14/99
549.5.4a	REMOTE ACCESS	12/22/95	4/14/99
E549.5.4a		12/22/95	4/14/99
549.5.4b	TRANSMISSION MODE	12/22/95	4/14/99
E549.5.4b		12/22/95	4/14/99
549.5.4c	ELECTRONIC MAIL (E-MAIL)	10/12/99	4/14/99
E549.5.4c		12/22/95	4/14/99
549.5.4d	ACCEPTABLE USE OF THE USAID INTERNET	4/6/97	4/14/99
E549.5.4d		4/6/97	4/14/99
549.5.4e	USAID SYSTEMS MANAGERS INTERNET USAGE	4/6/97	4/14/99

E549.5.4e		4/6/97	4/14/99
549.5.4f	INTERNET BEST PRACTICES FOR CONSERVING COMPUTING AND COMPUTER RESOURCES	4/6/97	4/14/99
E549.5.4f		4/6/97	4/14/99
549.5.4g	FREEDOM OF INFORMATION ACT (FOIA)/PRIVACY ACT	12/22/95	4/14/99
E549.5.4g		12/22/95	4/14/99
549.5.4h	VALUE-ADDED TELECOMMUNICATIONS	12/22/95	4/14/99
E549.5.4h		12/22/95	4/14/99
549.5.4i	ELECTRONIC BULLETIN BOARD SYSTEMS (EBBS)	12/22/95	4/14/99
E549.5.4i		12/22/95	4/14/99
549.5.4j	DATA WIRING	12/22/95	4/14/99
E549.5.4j		12/22/95	4/14/99
549.5.4k	USAID NETWORK (USAIDNET) MANAGEMENT	12/22/95	4/14/99
E549.5.4k		12/22/95	4/14/99
E549.5.4k(1)	Access Methods	12/22/95	4/14/99
549.7	Mandatory References		
	ADS 501	11/24/98	
	ADS 502	2/1/99	
	ADS 545	10/16/99	
	Preparation and Processing of Outgoing Telegrams Guidebook	10/12/99	
	Series 500 Interim Update 5, Sensitive But Unclassified (SBU) Information Created, Processed, Stored, or Transmitted in Electronic Format	2/3/97	
	USAID/General Notice, Use of USAID Automation Technology and Communications Systems, Assistant Administrator for Management (AA/M) Memorandum, Dated	09/26/95	

550            END-USER APPLICATIONS

Chapter	Title	Effective Date	Effective Date	Certification
550.5.1	END-USER APPLICATIONS	12/22/95		4/14/99
E550.5.1	End-User Applications	12/22/95		4/14/99
550.5.1a	PERSONAL SOFTWARE	12/22/95		4/14/99
E550.5.1a	Personal Software	12/22/95		4/14/99
550.5.1b	ANTI-VIRUS SOFTWARE	12/22/95		4/14/99
E550.5.1b	Anti-Virus Software	12/22/95		4/14/99
550.5.2	HARDWARE EXPANSION	12/22/95		4/14/99
E550.5.2	Hardware Expansion	12/22/95		4/14/99

551 DATA ADMINISTRATION

Chapter	Title	Effective Date	Certification Date
	Contains outdated policy and are in the process of being revised.		4/14/99
551.5.1	DATA ADMINISTRATION	12/22/95	4/14/99
E551.5.1		12/22/95	4/14/99
551.5.1a	DATA DEFINITIONS	12/22/95	4/14/99
E551.5.1a		12/22/95	4/14/99
551.5.1b	DATA AND META DATA	12/22/95	4/14/99
E551.5.1b		12/22/95	4/14/99
551.5.1c	DATA STEWARDSHIP	12/22/95	4/14/99
E551.5.1c		12/22/95	4/14/99
551.5.1d	CENTRAL REPOSITORY	12/22/95	4/14/99
E551.5.1d		12/22/95	4/14/99
551.5.1e	CORPORATE CONTRACTS	12/22/95	4/14/99
E551.5.1e		12/22/95	4/14/99
551.5.1f	PROPRIETARY APPLICATION SOFTWARE	12/22/95	4/14/99
E551.5.1f		12/22/95	4/14/99

**Chapter 552 - Classified Automated Information Systems Security**  
**Last certified: 4/21/20000**

Chapter	Title	Effective Date
<b>This chapter was reformatted to conform to the new ADS format and numbering system. Policy is no longer separated from procedure.</b>		
552.3.1	Classified Automated Information Systems (AIS) Protection	04/07/2000
552.3.1.1	Information Systems Security Program	04/07/2000
<b>*552.3.1.2</b>	<b>Access to Classified AIS</b>	<b>10/09/2000</b>
<b>*552.3.2</b>	<b>Classified Information Processing</b>	<b>10/09/2000</b>
<b>*552.3.2.1</b>	<b>Classified Information Processing - Overseas</b>	<b>10/09/2000</b>
552.3.2.2	Classified Information Processing - USAID/Washington	04/07/2000
552.3.3	Personnel Requirements	04/07/2000
552.3.3.1	Security Clearances	04/07/2000
552.3.3.2	Personnel Management	04/07/2000
552.3.4	Technical Security	04/07/2000
552.3.4.1	Additional Technical Security Requirements	04/07/2000
552.3.4.2	Security Incident Reporting	04/07/2000
552.3.5	Administrative Security	04/07/2000
552.3.5.1	Appointment of ISSOs and Alternates, and User Approval	04/07/2000
552.3.5.2	Access to Computer Systems Approved to Process Classified Information	04/07/2000
<b>*552.3.5.3</b>	<b>Use of Systems Approved to Process Classified Information</b>	<b>10/09/2000</b>
<b>*552.3.5.4</b>	<b>Protecting Information Displayed and Processed on Classified Systems</b>	<b>10/09/2000</b>
<b>*552.3.5.5</b>	<b>Violations</b>	<b>10/09/2000</b>
552.3.5.6	System Maintenance	04/07/2000
552.3.5.7	Record Keeping	04/07/2000
<b>*552.3.5.8</b>	<b>Security Reviews</b>	<b>10/09/2000</b>

552.3.5.9	Training	04/07/2000
		04/07/2000
552.3.5.10	Backup, Emergency Action, and Contingency Operations Planning	04/07/2000
552.3.5.11	System Certification	04/07/2000
		04/07/2000
552.3.6	Physical Security	04/07/2000
		04/07/2000
552.3.6.1	Additional Details on Physical Security	04/07/2000
		04/07/2000
552.3.6.2	Physical Security Issues in Emergency Action and Contingency Operation Planning	04/07/2000
552.3.7	Host Facility System Security Standards	04/07/2000
552.3.8	Secure Telephone Units (STU III) or Secure Telephone Equipment (STE), and Their Connection to Fax Equipment	04/07/2000
		04/07/2000
552.3.8.1	Procurement of STU III/STE	04/07/2000
<b>*552.3.8.2</b>	<b>Installation and Repair of STE</b>	<b>10/09/2000</b>
<b>*552.3.8.3</b>	<b>Transmissions on STE</b>	<b>10/09/2000</b>
<b>*552.3.8.4</b>	<b>Administrative Management of STU III or STE</b>	<b>10/09/2000</b>

#### 552.4 MANDATORY REFERENCES

##### **\*552.4.2 Internal Mandatory References**

**\*a. AID Form 500-1 (Request for Issue (Reissue) of Building Pass) (available on USAID Forms Intranet web site)**

**\*b. AID Form 500-3 (Security Investigation and Clearance Record) (available on USAID Forms Intranet website)**

**\*c. AID Form 545-2, Authorized Access List**

**\*d. AID 545-6, Visitors Log**

**\*e. AID 552-1, Classified Processing Compliance Review**

**\*f. AID 552-2, USAID Classified Automated Information System User**

##### **Agreement**

**\*g. AID Form 6-1 (Request for Security Action) (available on USAID Forms Intranet web site)**

h. ADS 530

i. ADS 531

j. ADS 545

k. ADS 550

l. ADS 561

m. ADS 562

n. ADS 565

o. ADS 566

p. ADS 567

q. ADS 568

**\*r. Information Technology Security Roles and Responsibilities**



553 CONGRESSIONAL INQUIRIES

Chapter	Title	Effective Date Date	Certification
553.5.1	CONGRESSIONAL INQUIRIES	6/11/97	6/11/97
E553.5.1		6/11/97	6/11/97
553.5.2	CONVERSATIONS WITH MEMBERS OF CONGRESS OR STAFF	6/11/97	6/11/97
553.5.3	WRITTEN MATERIAL FURNISHED TO CONGRESS	6/11/97	6/11/97
E553.5.3		6/11/97	6/11/97
553.5.4	CONGRESSIONAL CORRESPONDENCE	6/11/97	6/11/97
E553.5.4		6/11/97	6/11/97

554 CONGRESSIONAL WITNESSES

Chapter	Title	Effective Date Date	Certification
554.5.1	CONGRESSIONAL TESTIMONY	6/11/97	6/11/97
E554.5.1		6/11/97	6/11/97
554.5.2	CONFIDENTIALITY OF CLOSED HEARINGS	6/11/97	6/11/97

555 CONGRESSIONAL DELEGATIONS

Chapter	Title	Effective Date	Date	Certification
555.5.1	CLEARANCE OF COMMUNICATIONS BETWEEN MISSION AND DELEGATION	6/11/97		6/11/97
555.5.2	CONGRESSIONAL DELEGATIONS	6/11/97		6/11/97
E555.5.2		6/11/97		6/11/97
555.5.3	FUNDING OF CONGRESSIONALDELEGATIONS	6/11/97		6/11/97

556 CONGRESSIONAL REPORTS

Chapter	Title	Effective Date Date	Certification
556.5.1	CONTROL SYMBOL	6/11/97	6/11/97
556.5.2	CONGRESSIONAL REPORTS	6/11/97	6/11/97
E556.5.2		6/11/97	6/11/97
556.5.3	CLEARANCES FOR REPORTS	6/11/97	6/11/97
556.5.4	SPECIAL REPORTS	6/11/97	6/11/97

**557 – PUBLIC INFORMATION**  
**Last Certified: 06/11/1997**

Section	Title	Effective Date
557.5.1	PUBLIC INFORMATION	6/11/97
E557.5.1		6/11/97
557.5.2	INFORMATION CENTER	7/23/99
E557.5.2		7/23/99
557.5.3	INFORMATION POSTED TO THE World Wide Web (WWW)	7/23/99
E557.5.3		7/23/99
<b>*557.7</b>	<b>MANDATORY REFERENCE</b>	<b>07/06/2000</b>
*	<b>Series 500 Interim Update #34, Division of Responsibilities for USAID External Web Site</b>	<b>07/06/2000</b>

558 PUBLIC ACTIVITY

Chapter	Title	Effective Date Date	Certification
558.5.1	INVITATIONS AND SCHEDULING	6/11/97	6/11/97
558.5.2	SPEECHES AND PUBLIC PRESENTATIONS	6/11/97	6/11/97
558.5.3	PUBLICATIONS	6/11/97	6/11/97
558.5.4	POLITICAL ACTIVITY	6/11/97	6/11/97

Chapter	Title	Effective Date	Date	Certification
559 - 560	RESERVED			

561 SECURITY RESPONSIBILITIES

Chapter	Title	Effective Date	Effective Date	Certification
561.5.1	HEAD OF AGENCY SECURITY RESPONSIBILITY	3/31/99		4/20/2000
561.5.2	DIRECTOR OF SECURITY RESPONSIBILITY	3/31/99		
561.5.3	USAID SENIOR MANAGER SECURITY RESPONSIBILITY	3/31/99		
561.5.4	EMPLOYEE SECURITY RESPONSIBILITY	3/31/99		
561.5.5	FAILURE TO COMPLY WITH SECURITY DIRECTIVES	3/31/99		



562 PHYSICAL SECURITY PROGRAMS

Chapter	Title	Effective Date	Certification
562.5.1	OFFICE BUILDING SECURITY	7/31/98	4/20/2000
E562.5.1		7/31/98	
562.5.1a	PHYSICAL SECURITY STANDARDS	7/31/98	
E562.5.1a		7/31/98	
562.5.2	EXCEPTION REQUESTS	7/31/98	
E562.5.2		7/31/98	
562.5.3	USAID INTERNAL SECURITY PROCEDURES	7/31/98	
E562.5.3		7/31/98	
562.5.4	OVERSEAS SECURITY BUDGET AND FUNDING	7/31/98	
E562.5.4		7/31/98	
562.5.5	OVERSEAS RESIDENTIAL SECURITY AND LOCAL GUARD PROGRAM	7/31/98	
E562.5.5		7/31/98	
E562.5.5a	Department of State Security Program Funding Restrictions	7/31/98	
562.5.6	SECURITY EQUIPMENT ACCOUNTABILITY, CONTROL, AND MAINTENANCE	7/31/98	
E562.5.6		7/31/98	
562.5.7	SECURITY OF ADMINISTRATOR DURING TRAVEL	7/31/98	
E562.5.7		7/31/98	
562.5.8	LOCKS, KEYS, AND COMBINATION CONTROLS	7/31/98	
E562.5.8		7/31/98	
562.5.9	TERRORIST AND CRIMINAL INCIDENT REPORTING	7/31/98	
E562.5.9		7/31/98	

563 ARMORED VEHICLE PROGRAM

Chapter	Title	Effective Date Date	Certification
563.5.1	ARMORED VEHICLE PROCUREMENT AND PLACEMENT	7/31/98	4/20/2000
E563.5.1		7/31/98	
E563.5.1a	LAV Applications	7/31/98	
563.5.2	ARMORED VEHICLE USAGE	7/31/98	
E563.5.2		7/31/98	
563.5.3	ARMORED VEHICLE PROTECTION	7/31/98	
E563.5.3		7/31/98	
563.5.4	ARMORED VEHICLE DISPOSITION	7/31/98	
E563.5.4	Armored Vehicle Disposition	7/31/98	

564 SECURITY COMMUNICATIONS

Chapter	Title	Effective Date	Certification
564.5.1	ELIGIBILITY FOR SECURITY RADIO	7/31/98	4/20/2000
E564.5.1		7/31/98	
564.5.2	ASSIGNED FREQUENCIES	7/31/98	
E564.5.2		7/31/98	
564.5.3	SECURITY COMMUNICATIONS IN ARMORED VEHICLES	7/31/98	
E564.5.3		7/31/98	
564.5.4	EQUIPMENT MAINTENANCE AND REPAIR	7/31/98	
E564.5.4		7/31/98	
E564.5.4a	Repair by Manufacturer's Factory Representative	7/31/98	
E564.5.4b	Shipping New Radios	7/31/98	
564.5.5	REQUESTS FOR RADIO EQUIPMENT AND TECHNICAL SUPPORT	7/31/98	
E564.5.5		7/31/98	
564.5.6	SECURITY COMMUNICATIONS EQUIPMENT ACQUISITION	7/31/98	
E564.5.6		7/31/98	
564.5.7	SECURITY COMMUNICATIONS EQUIPMENT ACCOUNTABILITY AND CONTROL	7/31/98	
E564.5.7		7/31/98	
564.5.8	SECURITY COMMUNICATIONS CONTRACTOR RADIOS	7/31/98	
E564.5.8		7/31/98	
564.5.9	SECURITY COMMUNICATIONS PROJECT RADIOS	7/31/98	
E564.5.9		7/31/98	

565 PHYSICAL SECURITY PROGRAMS (DOMESTIC)

Chapter	Title	Effective Date	Certification
565.5.1	USAID HEADQUARTERS BUILDING SECURITY STANDARDS	7/31/98	4/20/2000
E565.5.1		7/31/98	
565.5.2	AUTHORIZATION TO WORK IN USAID HEADQUARTERS	7/31/98	
E565.5.2		7/31/98	
565.5.3	USAID HEADQUARTERS BUILDING PASSES	7/31/98	
E565.5.3		7/31/98	
565.5.4	VISITORS AND GUESTS TO USAID HEADQUARTERS	7/31/98	
E565.5.4		7/31/98	
565.5.5	DELIVERIES TO USAID HEADQUARTERS	7/31/98	
E565.5.5		7/31/98	
565.5.6	UNAUTHORIZED ALTERATION OF SECURITY SYSTEMS	7/31/98	
E565.5.6		7/31/98	
565.5.7	AUTHORIZED ALTERATIONS MADE TO SECURITY SYSTEMS	7/31/98	
E565.5.7		7/31/98	
565.5.8	DOOR AND SAFE COMBINATION CONTROL	7/31/98	
E565.5.8		7/31/98	
565.5.9	CHANGING DOOR AND SAFE COMBINATIONS	7/31/98	
E565.5.9		7/31/98	

566 U.S. DIRECT-HIRE AND PASA/RSSA PERSONNEL SECURITY PROGRAM

Chapter	Title	Effective Date	Certification
566.5.1	SECURITY CLEARANCE AND PUBLIC TRUST POSITION DESIGNATION	7/31/98	4/20/2000
E566.5.1		7/31/98	
566.5.2	DIRECT-HIRE PERSONNEL SECURITY INVESTIGATIONS AND CLEARANCES	7/31/98	
E566.5.2		7/31/98	
566.5.3	CHANGE IN EMPLOYEE POSITION	7/31/98	
E566.5.3	Change in Employee Position	7/31/98	
566.5.4	EMPLOYEE UPDATE INVESTIGATIONS	7/31/98	
E566.5.4		7/31/98	
566.5.5	SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS	7/31/98	
E566.5.5		7/31/98	
566.5.6	TEMPORARY CLEARANCE REQUEST	7/31/98	
E566.5.6		7/31/98	
566.5.7	PASA/RSSA EMPLOYEES	7/31/98	
E566.5.7		7/31/98	
566.5.8	MARRIAGE OR COHABITATION WITH NON-U.S. CITIZENS	7/31/98	
E566.5.8		7/31/98	
566.5.9	NON-DUTY STATUS	7/31/98	
E566.5.9		7/31/98	
566.5.10	DRUG OR ALCOHOL REHABILITATION PARTICIPATION	7/31/98	

E566.5.10		7/31/98
566.5.11	SUITABILITY DETERMINATIONS	7/31/98
E566.5.11		7/31/98
566.5.12	PERSONNEL SECURITY CLEARANCE ACCESS, RESTRICTION, SUSPENSION, DENIAL, AND REVOCATION	7/31/98
E566.5.12		7/31/98
E566.5.12a	Notification to Applicant or Employee	7/31/98
E566.5.12b	Deputy Director of Security Decision	7/31/98
566.5.13	SECURITY CLEARANCE REVIEW PANEL(SCRP)	7/31/98
E566.5.13		7/31/98

567 CLASSIFIED CONTRACT SECURITY AND CONTRACTOR  
PERSONNEL SECURITY PROGRAM

Chapter	Title	Effective Date Date	Certification
567.5.1	CLASSIFIED CONTRACT SECURITY SPECIFICATIONS	7/31/98	4/20/2000
E567.5.1		7/31/98	
E567.5.1a	Contractor Security Criteria	7/31/98	
567.5.2	US PERSONNEL SERVICES CONTRACTS	7/31/98	
E567.5.2		7/31/98	
567.5.3	CONTRACTOR PERSONNEL SECURITY INVESTIGATIONS AND CLEARANCES	7/31/98	
E567.5.3		7/31/98	
567.5.4	WITHDRAWAL OF SECURITY CLEARANCE	7/31/98	
E567.5.4		7/31/98	
567.5.5	TEMPORARY SECURITY CLEARANCE /TEMPORARY EMPLOYMENT AUTHORIZATION	7/31/98	
E567.5.5		7/31/98	
567.5.6	MARRIAGE OR COHABITATION WITH NON-U.S. CITIZENS	7/31/98	
E567.5.6		7/31/98	
567.5.7	CONTRACTOR ACCESS RESTRICTION, PERSONNEL SECURITY CLEARANCE SUSPENSION, DENIAL, AND REVOCAATION	7/31/98	
E567.5.7		7/31/98	
E567.5.7a	Suspension of Contractor Clearance	7/31/98	
E567.5.7b	Notification to Applicant or Contractor Employee	7/31/98	
E567.5.7c	DAIG/SEC Decision	7/31/98	

567.5.8	SECURITY CLEARANCE REVIEW PANEL (SCRIP)	7/31/98
E567.5.8		7/31/98
567.5.9	NON-UNITED STATES CITIZENS EMPLOYED BY USAID OVERSEAS	7/31/98
E567.5.9		7/31/98
567.5.10	NON-UNITED STATES CITIZENS EMPLOYED BY USAID IN USAID/WASHINGTON	7/31/98
E567.5.10		7/31/98



568 NATIONAL SECURITY INFORMATION AND COUNTERINTELLIGENCE  
SECURITY PROGRAM

Chapter	Title	Effective Date Date	Certification
568.5.1	INFORMATION SECURITY	7/31/98	4/20/2000
E568.5.1		7/31/98	
568.5.1a	ANNUAL SUMMARY PREPARATION	7/31/98	
E568.5.1a		7/31/98	
568.5.1b	SEC REVIEW	7/31/98	
E568.5.1b		7/31/98	
568.5.1c	SECURITY VIOLATIONS	7/31/98	
E568.5.1c		7/31/98	
568.5.1d	CONTRACTOR PERSONNEL OVERSEAS	7/31/98	
E568.5.1d		7/31/98	
568.5.2	PROCESSING NATIONAL SECURITY (CLASSIFIED) AND SENSITIVE BUT UNCLASSIFIED (SBU)INFORMATION ON USAID AUTOMATED SYSTEMS	7/31/98	
E568.5.2		7/31/98	
568.5.3	COUNTERINTELLIGENCE	7/31/98	
E568.5.3		7/31/98	

Chapter	Title	Effective Date	Date	Certification
569 - 589	RESERVED			

590		AUDIT		
Chapter	Title	Effective Date	Date	Certification
590.5.1	GENERAL AUDIT POLICIES	9/29/98		4/11/2000
E590.5.1		9/29/98		
590.5.1a	FIVE-YEAR PLAN	9/29/98		
E590.5.1a		9/29/98		
590.5.1b	ANNUAL PLAN	9/29/98		
E590.5.1b		9/29/98		
590.5.2	AUDIT RECOMMENDATIONS	9/29/98		
E590.5.2		9/29/98		
590.5.3	QUALITY CONTROL AND ASSURANCE	9/29/98		
E590.5.3		9/29/98		
590.5.4	AUDIT TRAINING AND CAREER DEVELOPMENT	9/29/98		
E590.5.4		9/29/98		
590.5.5	PERFORMANCE AUDITS	9/29/98		
E590.5.5	9/29/98			
590.5.6	FINANCIAL-RELATED AUDITS	9/29/98		
E590.5.6		9/29/98		
590.5.7	FINANCIAL AUDITS OF USAID'S GRANTS AND CONTRACTS	9/29/98		
E590.5.7		9/29/98		
590.5.7a	AGENCY-CONTRACTED AUDITS	9/29/98		
E590.5.7a		9/29/98		
590.5.7b	RECIPIENT-CONTRACTED AUDITS	9/29/98		
E590.5.7b		9/29/98		
590.5.7c	AUDITS OF U.S.-BASED FOR-PROFIT CONTRACTORS	9/29/98		
E590.5.7c		9/29/98		
590.5.8	AUDITS OF USAID'S ANNUAL FINANCIAL STATEMENTS	9/29/98		
E590.5.8		9/29/98		

590.5.9	SEMIANNUAL REPORT TO	9/29/98
	CONGRESS	
E590.5.9		9/29/98

591 FINANCIAL AUDITS OF USAID CONTRACTORS, GRANTEES AND HOST GOVERNMENT RECIPIENTS			
Chapter	Title	Effective Date Date	Certification
591.5.1	AUDITS OF U.S. NON-PROFIT ORGANIZATIONS	12/4/98	4/11/2000
E591.5.1		12/4/98	
591.5.2	AUDITS OF U.S. STATE AND LOCAL GOVERNMENTS	8/7/98	
E591.5.2		5/13/96	
591.5.3	AUDITS OF U.S. FOR-PROFIT FIRMS	5/13/96	
E591.5.3		5/13/96	
591.5.4	AUDITS OF FOREIGN FOR-PROFIT AND NON-PROFIT ORGANIZATIONS AND HOST GOVERNMENT ENTITIES	12/4/98	
E591.5.4		12/4/98	
591.5.5	AUDITS OF HOST COUNTRY AWARDS CONTRACTS OR GRANTS WITH NON-U.S. ORGANIZATIONS	12/4/98	
E591.5.5		12/4/98	
591.5.6	AUDITS OF HOST COUNTRY-OWNED LOCAL CURRENCY	5/3/96	
E591.5.6		5/3/96	
591.5.7	PRE-AWARD AUDITS/ SURVEYS	5/3/96	
E591.5.7		5/13/96	
591.5.8	CLOSE-OUT AUDITS	5/13/96	
E591.5.8		5/3/96	
591.5.9	AUDITOR ACCESS TO RECIPIENT RECORDS	5/13/96	
E591.5.9		5/13/96	
591.5.10	NON-COMPLIANCE WITH RECIPIENT-CONTRACTED AUDIT	5/3/96	

	REQUIREMENTS	
E591.5.10		5/13/96
591.5.11	AGENCY AUDIT RIGHTS	5/13/96
E591.5.11		5/3/96
591.5.12	AGREEMENT PROVISIONS REGARDING AUDITS OF DIRECT AND INDIRECT COSTS	5/13/96
E591.5.12		5/3/96
591.5.13	CONTRACT TERMINATION CLAIMS	5/3/96
E591.5.13		5/3/96
591.5.14	RECIPIENT RECORD KEEPING REQUIREMENTS	5/3/96
E591.5.14		5/3/96
591.5.15	REPORTING RESTRICTIONS	5/13/96
E591.5.15		5/13/96
591.5.16	AUDIT FUNDING	12/4/98
E591.5.16		5/13/96
591.5.17	AUDIT PLANNING AND MONITORING FOR NON-U.S. CONTRACTORS AND GRANTEES	9/27/97
E591.5.17		12/4/98
591.5.18	AUDIT PLANNING AND MONITORING FOR U.S. CONTRACTORS AND GRANTEES	5/13/96
E591.5.18		12/4/98
591.5.19	REVIEW AND ISSUANCE OF AUDIT REPORTS	5/13/96
E591.5.19		5/13/96
591.5.20	MANAGEMENT DECISION OF AUDIT RECOMMENDATIONS	12/4/98
E591.5.20		12/4/98
591.5.21	FINAL ACTION ON AUDIT RECOMMENDATIONS	12/4/98
E591.5.21		12/4/98

591.5.22	QUARTERLY REPORT TO THE DEPUTY ADMINISTRATOR	12/4/98
E591.5.22		12/4/98
591.5.23	CONSOLIDATED AUDIT TRACKING SYSTEM (CATS)	5/3/96
E591.5.23		5/13/96
591.5.24	EVALUATION OF STAFF PERFORMANCE IN CONDUCTING AUDIT FOLLOW-UP RESPONSIBILITIES	5/3/96
E591.5.24		5/13/96

592 PERFORMANCE AUDIT MANAGEMENT			
Chapter	Title	Effective Date	Certification
592.5.1	Audit Planning and Implementation	3/29/96	4/11/2000
E592.5.1		3/29/96	
592.5.2	Audit Follow-Up	3/29/96	
E592.5.2		3/29/96	
592.5.2a	MANAGEMENT DECISION ON AUDIT RECOMMENDATIONS	3/29/96	
E592.5.2a		3/29/96	
592.5.2b	FINAL ACTION ON AUDIT RECOMMENDATIONS	3/29/96	
592.5.2c	AUDIT MANAGEMENT IN CLOSEOUT COUNTRIES	3/29/96	
E592.5.2c		3/29/96	
592.5.2d	RECORDS AND DOCUMENTATION	3/29/96	
E592.5.2d		3/29/96	
592.5.3	Auditor Access to Agency Records	3/29/96	
E592.5.3		3/29/96	
592.5.4	Reporting Requirements	3/29/96	
E592.5.4		3/29/96	
592.5.4a	THE AGENCY'S ACCOUNTABILITY REPORT TO CONGRESS	3/29/96	
E592.5.4a		3/29/96	
592.5.4b	THE INSPECTOR GENERAL'S SEMIANNUAL REPORT TO CONGRESS	3/29/96	
E592.5.4b		3/29/96	
592.5.5	Evaluation of Staff Performance in Conducting Audit Responsibilities	3/29/96	
E592.5.5		3/29/96	



593 REVIEWS CONDUCTED BY THE GENERAL ACCOUNTING OFFICE (GAO)			
Chapter	Title	Effective Date	Certification
593.5.1 E593.5.1	NOTIFICATION LETTERS	7/3/97 7/3/97	4/11/2000
593.5.2 E593.5.2	JOB INITIATION AND ENTRANCE CONFERENCES	7/3/97 7/3/97	
593.5.3 E593.5.3	SECURITY CLEARANCES AND OVERSEAS VISITS	7/3/97 7/3/97	
593.5.4	ACCESS/COOPERATION	7/3/97	
593.5.5 E593.5.5	EXIT CONFERENCES	7/3/97 7/3/97	
593.5.6 E593.5.6	DRAFT REPORTS	7/3/97 7/3/97	
593.5.7 E593.5.7	FINAL REPORTS	7/3/97 7/3/97	
593.5.8	FOLLOW-UP OF AUDIT RECOMMENDATIONS	7/3/97	
593.5.8		7/3/97	

594 AUDITS OF USAID'S ANNUAL FINANCIAL STATEMENT

Chapter	Title	Effective Date	Effective Date	Certification
594.5.1	PREPARATION OF USAID'S ANNUAL FINANCIAL STATEMENT	6/24/97		4/11/2000
E594.5.1		6/24/97		
594.5.2	AUDIT OF USAID'S ANNUAL FINANCIAL STATEMENT	6/24/97		
E594.5.2		6/24/97		
594.5.3	DISTRIBUTION OF USAID'S ANNUAL FINANCIAL STATEMENT	6/24/97		
E594.5.3		6/24/97		

Chapter	Title	Effective Date Date	Certification
595	RESERVED		

596 MANAGEMENT ACCOUNTABILITY AND CONTROL

Chapter	Title	Effective Date	Certification
596.5.1	ESTABLISHING MANAGEMENT CONTROLS	8/1/97	5/2/2000
E596.5.1		8/1/97	
E596.5.1a	Cognizant Managers	8/1/97	
E596.5.1b	Author Offices of the Automated Directives System	8/1/97	
596.5.2	ASSESSING THE ADEQUACY OF MANAGEMENT CONTROLS	8/1/97	
E596.5.2		8/1/97	
596.5.3	IMPROVING AND CORRECTING MANAGEMENT CONTROLS	8/1/97	
E596.5.3		8/1/97	
596.5.3a	MANAGEMENT CONTROL REVIEW COMMITTEE (MCRC)	8/1/97	
E596.5.3a		8/1/97	
596.5.3b	AUDIT RECOMMENDATIONS	8/1/97	
E596.5.3b		8/1/97	
596.5.3c	CORRECTIVE ACTION PLANS	8/1/97	
E596.5.3c		8/1/97	
596.5.4	REPORTING ON MANAGEMENT CONTROLS	8/1/97	
E596.5.4		8/1/97	
E596.5.4a	Designation of Assessable Units	8/1/97	
E596.5.4b	Reporting on Management Controls by Assessable Unit	8/1/97	
E596.5.4c	Bureau/Independent Office Certification	8/1/97	
E596.5.4d	Management Control Review Committee (MCRC) Review of Deficiencies	8/1/97	
E596.5.4e	The Administrator's Report	8/1/97	
596.5.5	EVALUATION OF STAFF PERFORMANCE ON MANAGEMENT CONTROL	8/1/97	
E596.5.5		8/1/97	

Effcert5\_110800\_cd21 (adscd21)