ADS Chapter 504

Agency Notices

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ADS 504 – Agency Notices

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ADS 504 – Agency Notices

504.1 OVERVIEW
Effective Date: 06/02/2008

The Agency disseminates official Agency information via Agency Notices. This chapter contains the policy directives and required procedures for creating, clearing, distributing, posting, and accessing Agency Notices.

504.2 PRIMARY RESPONSIBILITIES
Effective Date: 06/02/2008

a. The Bureau for Management, Office of Management Policy, Budget, and Performance, Division of Policy (M/MPBP/POL) distributes and posts Agency Notices. M/MPBP/POL trains Agency employees on the Notice system and serves as record keeper for Policy Notice information. M/MPBP/POL also approves exceptions to the Notice procedures that are detailed in this ADS chapter.

b. The Bureau for Management, Office of the Chief Information Officer, Knowledge Management, Web Services (M/OCIO/KM/WS) provides technical maintenance for the Notice database on the USAID intranet.

c. Authorized Notice Senders review Notices for proper format and send them to M/MPBP/POL for posting. Authorized Notice Senders are also the liaisons between M/MPBP/POL and Notice authors in their Bureau/Independent Office (B/IO).

d. Mission Directors and Executive Officers (EXOs) ensure that all Mission employees have access to all Agency General Notices and Executive Messages.

e. The Deputy Assistant Administrator for the Office of Human Resources (DAA/HR) reviews all Operating Expense (OE)-funded, internationally recruited U.S. Personal Service Contractor (USPSC) announcements.

f. The Office of the Executive Secretariat (ES), the Bureau for Legislative and Public Affairs (LPA), and **the Bureau for Management, Office of the Assistant Administrator for Management (M/AA),** send Executive Messages, when appropriate. M/MPBP/POL serves as back up.

g. The Director, Bureau for Management, Office of Administrative Services (M/AS/OD) or the **Bureau for Management, Office of the Assistant Administrator (M/AA)** send Safety Notices on behalf of the Agency.

504.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES
Effective date: 06/02/2008

504.3.1 What Are Agency Notices?
Effective Date: 06/02/2008

Agency Notices are the Agency's official method of disseminating official, unclassified information of significant but, in most cases, temporary interest. Policy Notices are the only Notices that contain information that is retained for any length of time. (See **504.3.1.2** and **ADS 501** for detailed information on Policy Notices.)

504.3.1.1 Notice Audiences
Effective Date: 06/02/2008

There are two audiences for Agency Notices:

- **USAID/W Notices** are Notices that are only of interest to USAID personnel located in Washington. Examples of these Notices are Metrochek distribution Notices, brown bag lunch Notices, and building maintenance Notices. These Notices are distributed to USAID/Washington (USAID/W) employees only.

- **USAID/General Notices** are Notices that are relevant to both USAID/W **and** Mission personnel. Examples of these Notices are Policy Notices and personal services contractor (PSC) vacancy announcements. These Notices are distributed to **everyone** in USAID/W and to a specific mailbox established at each Mission to receive Agency Notices.

504.3.1.2 Notice Categories
Effective Date: 06/02/2008

The author of the Notice must mark the Notice as one of the following categories:

a. ADMINISTRATOR
b. EXECUTIVE MESSAGE
c. POLICY
d. POLICY– REMINDER
e. PERSONNEL
f. INFORMATION
g. TRAINING
h. INFORMATION – AFGE (American Federation of Government Employees)
i. INFORMATION – AFSA (American Foreign Service Association)
j. SAFETY (Only M/AS/OD and M/AA may use this category)

Descriptions of Notice categories follow. See **The USAID Notice Process** for more information on these categories.

1. **ADMINISTRATOR.** Information for the Agency from the Administrator's Office.

2. **EXECUTIVE MESSAGE.** A time-sensitive and critical Notice that must be issued immediately.

3. **POLICY.** A Notice that announces the release of new, revised, or cancelled Agency policy directives and required procedures, which may require ADS clearance, and always the completion of **USAID Form 3-252**.

    - The policy in a Policy Notice must be incorporated into the relevant ADS chapter or reference within one year.

    - An author may choose to request that a chapter or reference go out unlinked as an attachment to the Policy Notice.

    - M/MPBP/POL has up to 11 days to release the ADS chapter or reference once a Policy Notice is issued.

4. **POLICY–REMINDER.** Reminder of existing policy directives and required procedures.

5. **PERSONNEL.** Any type of vacancy or internship announcement issued by a Bureau or Independent Office (B/IO). If HR's Authorized Notice Senders do not combine the Merit Notice Announcements into one Notice attachment, M/MPBP/POL will combine the Announcements into one Notice.

6. **INFORMATION.** Information Notices contain internal USAID information that is of general employee-relations interest (for example, brown bag lunches, film presentations, awards, and ceremonies, Combined Federal Campaign, death of an Agency employee or immediate family member (spouse, child, or parent)). **Please see the next page for information about written authorization required for death notices***.*

With the exception of Department of State of State Notices, information Notices exclude non-USAID-sponsored or -endorsed activities.

The following are additional rules for **Information Notices**:

a. Out-of-Office or Leave-of-Absence Notices. These are limited to the following:

- Administrator (A/AID)
- Deputy Administrator (DA/AID)
- Assistant Administrators (AAs)
- Chief Acquisition Officer/Procurement Executive (CAO/PE)
- Chief Financial Officer (CFO)
- Chief Information Officer (CIO)
- Director of Human Resources (D/HR)

The Notice system may no longer be used to announce when a DAA, Director, or Division Chief is on TDY or leave.

b. Office Designation Notices. This category is limited to announcing appointments of Division Chiefs and higher to the appropriate B/IO. Office Designation Notices may also be used to announce the appointments of Mission Directors.

Please Note:
As of November 14, 2005, the announcement of Division Chiefs or Directors on TDY or leave is prohibited. The Notice System will no longer process these types of Notices. Please send them to your Administrative Management Staff (AMS) Officer for internal processing.

c. Death Announcements. These are limited to Agency employees and their spouses, children, and parents.

*Please note that, in order to be in compliance with the **Privacy Act (Public Law 93-579 (5 U.S.C. Section 552a)**), whenever the Authorized Notice Sender wants to include any personal information (address, phone number, or e-mail address of surviving relative) in the death notice, M/MPBP/POL must receive written authorization from the issuing B/IO in the form of this short note:

> "I have spoken to (employee name) and she/he has authorized us to publish his/her (address, phone number, or e-mail address) in the Agency notice being issued regarding the death of (name of employee's dead relative)."

There are no exceptions to this rule.

*An asterisk indicates that the adjacent information is new or substantively revised.

d. Reminder Notices. When possible, state just the facts and do not repeat the original Notice. Keep reminder Notices brief and, whenever possible, only state pertinent information.

e. Retirement Notices and Farewell Parties. Only the Administrator may send these. You may distribute other retirement and farewell announcements through your B/IO AMS.

Do not use the category "Information" to distribute policy or procedure.

There are additional rules for Information Notices that must be followed. See **The USAID Notice Process, Attachment A** for these rules.

7. TRAINING. Information related to training offered by or to the Agency.

8. INFORMATION – AFGE. These must be marked with the union name next to the category and sent to the Notice Mailbox from the AFGE Authorized Notice Sender.

9. INFORMATION – AFSA. These must be marked with the union name next to the category and sent to the Notice Mailbox from the AFSA Authorized Notice Sender.

10. SAFETY. This category may only be used by M/AS/OD and M/AA.

Please see **The USAID Notice Process, Attachment A: Notice Categories** to learn about the process for creating, clearing, and distributing Agency Notices.

504.3.1.3 Executive Messages

Effective Date: 06/02/2008

Executive Messages are extremely time-sensitive Notices. They announce information that must be received by Agency employees in less than 24 hours and, therefore, cannot wait for the daily e-mail distribution and posting to the Notice database on the USAID intranet.

ONLY designated Authorized Notice Senders from M/AA, ES, LPA, and M/MPBP/POL may distribute Executive Messages.

If you have a message that you think should be distributed as an Executive Message, you must create the message in the Agency Notice format. Then, contact M/AA, LPA, or ES to request distribution. If you cannot reach one of these offices, contact the M/MPBP/POL Directives and Notice Shop at (202) 355-7450 or contact Suzan Corl (M/MPBP/POL) at (202) 712-0648 or Colleen Allen (M/MPBP/POL) at (202) 712-0378. M/MPBP/POL serves as their backup.

Executive Messages are sent from a mailbox called Executive Message. The e-mails are distributed to the same addressees as Agency Notices.

> **Note:** The Executive Message mailbox only distributes e-mail. It does not receive e-mail. Do not send e-mail to this mailbox. Send your questions to Notice Mailbox M/MPBP/POL (**nmailbox@usaid.gov**).

M/MPBP/POL also posts Executive Messages to the Notice database system on the USAID intranet, with a note about their prior distribution.

504.3.2 How Do I Create an Agency Notice?

Effective Date: 06/02/2008

If you have information that needs to be distributed and you think it is best suited for an Agency Notice, you must

- Create the Notice in the proper format (see **The USAID Notice Process, section III**), and make sure that your attachment is **Section 508** compliant;
- Obtain any required clearances (see **The USAID Notice Process, section IV**); and
- Send the Notice to the Authorized Notice Sender in your B/IO (see **The USAID Notice Process, section V**).

504.3.3 Accessing Agency Notices

Effective Date: 06/02/2008

USAID employees can access Agency Notices **through the Notice database system housed on the USAID intranet** or from their daily e-mail from Notice Sender. See **The USAID Notice Process, section I**, for procedures on accessing the Notices electronically; how employees without e-mail access Notices; and how to request a copy of a Notice that you cannot find.

504.3.3.1 Daily E-mails From Notice Sender

Effective Date: 06/02/2008

In addition to posting Notices to the Notice database, M/MPBP/POL distributes, at the end of each business day, the day's Notices via e-mail from the Notice Sender mailbox.

- Each evening, **USAID/W** personnel are sent an e-mail from Notice Sender (M.MPBP.POL) containing Notice titles and hyperlinks to all the Notices posted that day. Additionally, this e-mail contains a hyperlink to the Department of State Web site.

- Each evening, **Missions** are sent an e-mail from Notice Sender (M.MPBP.POL) with that day's General Notices attached. Each Mission must establish a generic mailbox to receive Notices and Executive Messages. If you have not already or you are a new Mission, when you establish your generic Notice mailbox, please send the name of your new mailbox to **nmailbox@usaid.gov**. An example of the name of a generic notice mailbox for Missions is **caironotices@usaid.gov**.

The Mission Director, EXO, or their designee is responsible for maintaining the generic mailbox at each Mission. On a daily basis, all Missions **must** make every Notice available to all USAID employees at the Mission. M/MPBP/POL strongly recommends that the designee forward the nightly e-mail, as is, from Notice Sender to all Mission personnel.

Additionally, the designee is responsible for forwarding Executive Message e-mails to **all** Mission personnel when these messages arrive in the Mission mailbox.

If Mission personnel wish to issue a Notice for distribution, they must send the Notice to their Bureau's Authorized Notice Sender for distribution. It must be in proper Notice format. (See **Authorized Senders for Agency Notices**.) Send your questions about Notices to **Notice Mailbox (M.MPBP.POL)**. The e-mail address is **nmailbox@usaid.gov**.

504.3.3.2 Notices You Can't Find and Other Notice Help
Effective Date: 06/02/2008

If you cannot find a Notice on the Notice database, or if you have other Notice-related questions (accessing, viewing, or downloading), contact M/MPBP/POL by sending an e-mail to **nmailbox@usaid.gov** or type in **Notice Mailbox (M.MPBP.POL)** on the Global Address List in Microsoft Outlook.

504.3.4 Posting and Distributing Nightly Notices
Effective Date: 06/02/2008

All Notices received in Notice Mailbox by 3:30 p.m., Monday through Friday, will be released that evening. When M/MPBP/POL receives a Notice in Notice Mailbox by 3:30 p.m., M/MPBP/POL reviews the Notice for completeness, spelling, format, and correct approvals, when appropriate. M/MPBP/POL will return the Notice to the Authorized Notice Sender for correction if any of these items are incorrect or missing. Otherwise, at the end of each business day, M/MPBP/POL distributes the day's Notices from the Notice Sender e-mail box and posts them to the Notices database on the USAID intranet. (The Notice Sender mailbox only distributes e-mail. It does not receive e-mail. **Do not** send e-mail to this mailbox, you will not receive a response from the Notice Shop.)

504.4 MANDATORY REFERENCES
Effective Date: 06/02/2008

504.4.1 External Mandatory References
Effective Date: 06/02/2008

a. **36 CFR 1194, Electronic and Information Technology Accessibility Standards**

b. **The Privacy Act (Public Law 93-579; 5 U.S.C. Section 552a)**

504.4.2 Internal Mandatory References
Effective Date: 06/02/2008

a. **ADS 501, The Automated Directives System (ADS)**

b. **The ADS Process** **(a mandatory reference for ADS 501)**

c. **Authorized Notice Senders for Agency Notices**

d. **USAID-Federal Regulations for Web Accessibility; (http://www.usaid.gov/info_technology/xweb/federal_regs.html)**

e. **The USAID Notice Process: Creating, Clearing, and Sending Agency Notices**

f. **Instructions for Using the Notice Macro Form**

504.4.3 Mandatory Forms
Effective Date: 06/02/2008

a. **AID Form 3-252, USAID Directives System Issuance Request**

504.5 ADDITIONAL HELP
Effective Date: 06/02/2008

a. **Sample Agency Notice**

504.5.1 Optional Forms
Effective Date: 06/02/2008

a. **Macro Notice Form** [Note: This document is only available on the Intranet (**http://inside.usaid.gov/forms/notice.doc**) Please contact **ads@usaid.gov** if you need a copy.]

504.6 DEFINITIONS

Effective Date: 06/02/2008

The terms and definitions listed below have been incorporated into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

ADS Clearance
The ADS Clearance process is the mechanism for vetting and clearing Agency-wide internal regulations (policy directives) and required operating procedures. ADS Authors must obtain ADS clearance for all new, substantively revised, or canceled material before issuance. Editorial changes do not require clearance. (Chapter 504)

Agency Notice
The Agency's official method of disseminating official, unclassified information of significant but temporary interest. Agency Notices are not for material that is to be retained for any length of time, with the exception of Policy Notices. (Chapter 504)

Authorized Notice Sender
The person responsible for reviewing Notices for proper format and sending them to The Bureau for Management, Office of Management, Policy, Budget, and Performance, Division of Policy (M/MPBP/POL) for posting. (Chapter 504)

Executive Message
An extremely time-sensitive, critical Agency Notice containing information that must be received by Agency personnel in less than 24 hours and, therefore, cannot wait for the daily e-mail distribution and posting to the Notice Web database on the USAID intranet. (Chapter 504)

Operating Expenses (OE)
Costs related to personnel, other administration costs, rental, and depreciation of fixed assets. (**Chapters 200-203,** 504)

policy
USAID policy includes both mandatory guidance (policy directives and internal mandatory references) as well as broader official statements of Agency goals, guiding principles, and views on development challenges and best practice in addressing those challenges. (**Chapter 501**, 504)

Policy Notice
A Policy Notice contains new, revised, or cancelled Agency policy directives and required procedures. Policy Notices are always distributed as USAID/General Notices. Since all policy must be incorporated into the ADS, the ADS clearance and issuance process must be adhered to when authors wish to issue policy via a Policy Notice. (Chapter 504)

program-funded property (USAID)
Program-funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records shall indicate funding source. (Chapter 504**, 534**)

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