



Sample E-Mail Requesting ADS Clearance

An Additional Help for ADS Chapter 501

Revision Date: 03/25/2008
Responsible Office: M/AS/IRD
File Name: 501sac_032508

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Below is an actual e-mail requesting ADS clearance that was sent out in 2002. It is a strong example of a clearance e-mail because it contains the correct subject line information, it describes for the clearing officials the major changes to the material, and it provides the clearing officials with the proper choices for responding. The deadline for responding to the clearance request is also clearly stated more than once.

From: Eisenberg, Allen
Sent: Monday, February 25, 2002, 8:16 AM
To: **ADS CLEARANCE Mail List (M.AS.IRD) (USAID)**
Cc:
Subject: **ADS Clearance Requested by 03/18/2002 – ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations:**

I am attaching ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations, with some revised attachments for your review and clearance

     
303.doc (204 KB) File doc rqmts.doc (26 KB) 303saf_01181.doc (29 KB) 303sac_01171.doc (49 KB) SUBAGREEMENTS 'ITH FOREIGN GOV. Affirmation of Certifications....

This is primarily a re-write of the chapter to be in plain language and conform to the newer format.

Changes include:

- I added language at 303.3.5.1 to make it clear that a local competition does not require an exception from competition. The threshold for award of small awards without competition is increased to \$55,000 in consideration of inflation since the exception was first issued.
- It's made clear at 303.3.7 that while certifications are required before award, they do not have to be required with the submission of the application.
- Paragraph b, added to 303.3.11 makes it clear that the Agreement Officer must write a Memorandum of Negotiation to the file.

Please review the attached revision and respond by **March 18, 2002**, with

- Advise that you clear the material;
- Advise that you cannot clear until their **substantive** comments are resolved (they must include their comments and clearly indicate that they are substantive);
- Advise that you clear the material and are including **non-substantive** comments or suggestions for the author's consideration;
- Advise that clearance by your office is not required; or
- Request additional time.

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