

**Major Functional Series 500: MANAGEMENT SERVICES**  
**ADS Chapter 560 - NEWS RELEASES AND SERVICES**

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**560.1 Authority**

1. [Foreign Assistance Act of 1961](#)
2. International Security Assistance Act of 1978

**560.2 Objective**

To promote timely, accurate, positive reporting to the news media regarding USAID activities and programs and to provide daily [news summaries](#) to the USAID senior staff.

**560.3 Responsibility**

1. The Bureau of Legislative and Public Affairs/Press Relations Division (LPA/PR) is responsible for clearing all [news releases](#) drafted by overseas missions, for preparing and distributing all other news releases produced by USAID, and for clearing all [press guidance](#) prepared by any office/bureau or officer. LPA/PR is also responsible for providing daily news summaries for the USAID senior staff from major newspapers and wire services on USAID related material.
2. Missions are responsible for obtaining clearance from LPA/PR for all news releases they prepare.
3. USAID offices/bureaus and officers are responsible for notifying LPA/PR as early as possible of all events and activities they wish to publicize or which they consider appropriate for publication in the news media, for responding fully, accurately, and quickly to inquiries from LPA/PR regarding news releases, and for obtaining clearance from LPA/PR for all press guidance they prepare. USAID offices/bureaus and officers are also responsible for providing LPA/PR with news clippings from other sources for inclusion in the next day's news summaries.

**560.4 Definitions (See [ADS GLOSSARY](#))**

NEWS RELEASES  
NEWS SUMMARIES  
PRESS GUIDANCE

**560.5 POLICY**

The following are the official Agency policies and corresponding essential procedures:

#### **560.5.1 NEWS RELEASES**

The Press Relations Division (LPA/PR), at its discretion and in cooperation with the appropriate offices/bureaus or officers, shall prepare and distribute all news releases produced by USAID/W. No office/bureau or officer other than LPA/PR and LPA/PR personnel shall distribute news releases. Overseas missions must obtain clearance from LPA/PR for all news releases they prepare.

#### **E560.5.1 News Releases**

All offices/bureaus and officers shall notify the Press Relations Division (LPA/PR) as early as possible, of events or activities that they wish to publicize or consider appropriate for publication in the news media.

LPA/PR shall evaluate the suggestion and decide whether a prepared news release must be drafted by LPA/PR for review by the office/bureau or officer, or if pertinent facts are compiled, reviewed by the office/bureau or officer, and made available to the appropriate members of the news media by LPA/PR.

In an effort to maintain the timeliness and accuracy of all news releases, all offices/bureaus and officers shall respond as fully, accurately, and quickly as possible to all inquiries from LPA/PR regarding news releases.

Any office/bureau or officer which desires to prepare press guidance on a particular issue must obtain clearance from LPA/PR before sending it to the Department of State, the White House, or any federal agency.

If an office/bureau or officer receives a press inquiry on an issue after the preparation and clearance of press guidance on that issue, the office/bureau or officer shall refer the press inquiry to LPA/PR for processing (**See [ADS 559](#)**).

#### **560.5.2 DAILY NEWS SUMMARIES**

The Press Relations Division (LPA/PR) shall be responsible for providing daily news summaries for the USAID senior staff from major newspapers and wire services on USAID related material. LPA/PR shall also provide, when needed, a videotape and/or audio

tape of major and scheduled network and Washington area news programming that contains a story on foreign aid or a related item.

**E560.5.2 Daily News Summaries**

USAID offices/bureaus and officers aware of news items from other sources related to USAID, foreign affairs or development assistance, shall provide LPA/PR with newsclippings from these sources for inclusion in the next day's news summaries.

LPA/PR shall notify an office/bureau if there has been an item reported which is of particular interest to that office/bureau.

When reports are carried in programming other than the announced schedule, offices shall make specific requests for the material from LPA/PR in advance of air time. Once it is obtained it shall be available to the Office requesting the report.

Offices aware of programs that discuss foreign affairs, USAID or development assistance shall notify LPA/PR.

**560.6 Supplementary Reference - N/A**