

**Functional Series 200  
Programming Policy**

**INTERIM UPDATE 01-01**

**SUBJECT: Common Sense and Ad Hoc Requests**

**NEW MATERIAL: This notice provides policy and procedures regarding limiting requests for ad hoc reporting from Missions.**

**EFFECTIVE DATE: 05/29/2001**

**ADMINISTRATOR**

**USAID/General Notice  
ES  
05/29/2001**

**SUBJECT: Common Sense and Ad Hoc Requests**

One of the issues that I remember from my prior days with USAID that has already arisen since my return is the constant demand by USAID/W for information from our field Missions. We are a decentralized Agency and the field has the most up-to-date information. Still, there is no valid reason to inundate our colleagues in the field with ad hoc requests for information when much of the information we seek already exists in forms readily available to Washington.

I know this is a problem that will never totally disappear. However, I ask that all of us use common sense when making demands on the valuable time and resources of our field colleagues.

To assist us in doing the right thing, I am instituting the attached procedures effective immediately. Before you click "send," think about what you really need and whether you can get it in another, less-intrusive way. I will be asking the Missions to keep me informed of ad hoc requests so that I can monitor how often Washington makes requests and for what.

Andrew S. Natsios

Attachment: a/s

Point of Contact: Leon (Skip) Waskin, PPC/PC, (202) 712-1250.

Notice 0545

## PROCEDURES FOR AD HOC REQUESTS

Repeatedly our Missions have requested relief from unnecessary ad hoc requests for information that can be found already available in Washington, that are relatively less important to their core mandates, or that fail to recognize priority issues for the Missions and Agency. Repeatedly, senior management agrees that something should be done, but to date no serious follow-up has resulted from these discussions.

The most recent effort in this regard was undertaken by the Small Mission Task Force which recognized that these ad hoc requests for information are particularly burdensome to our small Missions, which now constitute nearly 60 percent of all overseas Missions. General Notice #96 of last June, "Addressing Problems of Small Missions," endorsed the recommendations of the Small Mission Task Force. Recommendation 7 is particularly relevant and reads as follows:

"7. Limiting Small Mission Requirements. All central and regional bureaus should take explicit steps to provide a central individual, normally an experienced officer, who together with M and PPC will be responsible for overseeing, coordinating and monitoring the needs, tasks and requirements placed on small missions. Included in these responsibilities will be ascertaining the best source for meeting significant USAID/W one time/ad hoc requests for information. Every attempt should be made to reduce ad hoc and unplanned for reporting requirements that our survey of small missions revealed to be a major management difficulty for them.

This central focal point might be a bureau coordinator or perhaps regional coordinators in central bureaus. In addition, a Notice from the Administrator should be issued directing USAID/W units to look first to non-mission sources of information (R4s, CPs, strategic plans, evaluations, desks, CDIE, etc.) before going to field missions for ad hoc information needs. Discipline in Washington is at least as important as these formal steps."

Actually this approach makes sense for all missions. So, this recommendation is hereby implemented except that the word "small" is deleted. PPC/PC will have implementing responsibility for this Notice. As a start, the senior development program officer or appropriate alternate in each bureau will be designated as the central point of contact with responsibility for limiting ad hoc requests related to technical, administrative, budgetary, or other information. These individuals should be kept apprised of any potential request to the field. Requests should state why the information is required; the date by which the information is due; and the date by which the requestor will provide feedback to the Missions on how the information was utilized. Each Bureau is required to put into place any supplemental, bureau-specific operating procedures within 45 days of this Notice.

Each Mission is hereby requested to advise their respective bureau's DP office director, copying PPC/PC, of any requirements levied upon it that it believes violates this Notice. PPC/PC will be responsible for coordinating with all bureaus to help alleviate the requirement. For cases in which a consensus cannot be reached on the appropriateness of a given request/requirement, the counselor will make a final decision.

PPC/PC will prepare a progress report, due 60 days after the date of this Notice, on the implementation of these recommendations, to include all requirements challenged by the field posts and the disposition thereof.

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