



**Functional Series [300](#)  
Acquisition and Assistance**

**INTERIM UPDATE 07-04**

**SUBJECT:** Issuance of references for ADS 302, USAID Direct Contracting

**NEW MATERIAL:** This notice announces the issuance of ADS chapter 302, which was only revised to include links to three additional help documents. The three additional help documents are: "Field Support Action Process", "The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs" (without graphics), and "The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs" (with graphics).

**EFFECTIVE DATE:** 01/26/2007

**ATTACHMENTS:** [ADS reference 302sal](#), [ADS reference 302sam](#), [ADS reference 302sam1](#), [ADS Chapter 302](#)

POLICY

USAID/General Notice  
M/OAA/P  
02/12/2007

Subject: Issuance of references for ADS 302, USAID Direct Contracting

This notice announces the issuance of ADS chapter 302, which was only revised to include links to three additional help documents. The three additional help documents are:

- "Field Support Action Process",
- "The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs" (without graphics), and
- "The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs" (with graphics).

Field Support Action Process:

This document lays out the processes that should be completed before mission specific work is authorized under a task order that accepts mission funding. It contains a flow diagram that shows the steps and sequence of the field support approval process. Additionally, it contains, The Budget Line Items and Checklist for Field Support under Task Orders.

The Nuts and Bolts of Writing Scopes of Work and Competing and Awarding Task Orders under IQCs:

This document presents the nuts and bolts of writing scopes of work and competing, awarding, and managing task orders. It is written in an everyday language to facilitate communication and understanding. Its purpose is to make life easier for anyone working with a task order under an IQC and to stay in compliance with FAR requirements.

Point of Contact: Any questions concerning this notice may be directed to Ann Cataldo, M/OAAP, (202) 712-4866.

Notice 0243

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
IU3_0704_021207_nocd	02/12/2007				This IU will be cancelled when CD47 is issued.

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