

SUBJECT: Revised ADS Chapter 501 and corresponding references

NEW MATERIAL: ADS 501, The Automated Directives System (ADS), has been revised. (Please note that this revision does not make any changes to the official format for ADS chapters.) Additionally, two references for the chapter were revised: The ADS Process, a mandatory reference; and The ADS Users Guide, an additional help reference. The effective date of the changes is 08/21/2006.

EFFECTIVE DATE: 08/21/2006

ATTACHMENTS:

1. [ADS 501](#)
2. [ADS Users Guide](#)
3. [The ADS Process](#)

POLICY

USAID/General Notice
M/AS/IRD
09/01/2006

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Changes to ADS 501

- Discussed primary authors and their responsibilities
- Discussed the fact that all official USAID policy must reside on the USAID Web site
- Discussed the ADS Web site versus the ADS CD
- Provided more information on plain language, including plain language links
- Discussed clearing officials' responsibilities when on leave
- Discussed sending out material for ADS clearance during the holidays
- Discussed vetting ADS material prior to the official clearance process
- Reworded the definition of conforming amendment
- Provided definitions for directive, policy notice, primary author, procedure, and regulation

Changes to ADS 501 References

- ADS Users Guide: clarified instructions on accessing the ADS Web site and the CD
- The ADS Process: clarified clearing official's responsibilities, and detailed the procedure for updating Bureau/Office symbol acronyms in the ADS

The revised chapter and references are attached. M/AS/IRD thanks the ADS clearing officials and ADS authors for their comments and suggestions.

Point of Contact: Any questions concerning this Notice may be directed to Krista R. Hawkins, M/AS/IRD, (202) 712-5032.

Notice 0901

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0612_090706_nocd	09/01/2006	08/21/2006			This IU will be cancelled once CD 45 is released.

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