



ADS Chapter 540

USAID Development Experience Information

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ADS 540 - USAID Development Experience Information

Table of Contents

<u>540.1</u>	<u>OVERVIEW</u>	<u>2</u>
* <u>540.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>2</u>
* <u>540.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>540.3.1</u>	<u>Using Development Experience Documentation</u>	<u>3</u>
* <u>540.3.2</u>	<u>Contributing to the Agency’s Development Experience System (DEXS)</u>	<u>4</u>
<u>540.3.2.1</u>	<u>Documentation That Operating Units Submit to the Development Experience Clearinghouse (DEC)</u>	<u>5</u>
<u>540.3.2.2</u>	<u>Documentation That Operating Units Must Not Submit</u>	<u>6</u>
<u>540.3.2.3</u>	<u>Documentation Created by Agency Contractors and Grantees</u>	<u>7</u>
<u>540.3.2.4</u>	<u>Specific Documentation That Contractors Submit to the Development Experience Clearinghouse (DEC)</u>	<u>8</u>
<u>540.3.2.5</u>	<u>Specific Documentation That Grantees Submit to the Development Experience Clearinghouse (DEC)</u>	<u>9</u>
<u>540.3.2.6</u>	<u>Documentation That Agency Contractors and Grantees Must Not Submit</u>	<u>10</u>
*<u>540.3.2.7</u>	<u>Standards for Material Submitted to the Development Experience Clearinghouse (DEC)</u>	<u>10</u>
*<u>540.3.2.8</u>	<u>Essential Bibliographic Elements for Documents</u>	<u>12</u>
*<u>540.3.2.9</u>	<u>Essential Bibliographic Elements for Non-Print Information Products</u>	<u>13</u>
<u>540.3.2.10</u>	<u>Required Contact Information</u>	<u>13</u>
*<u>540.3.2.11</u>	<u>Where to Submit Development Experience Documentation</u>	<u>13</u>
*<u>540.3.2.12</u>	<u>Submitting Policy-Sensitive, Procurement-Sensitive, or Proprietary Documentation</u>	<u>13</u>
<u>540.3.2.13</u>	<u>Submitting Classified Documentation</u>	<u>14</u>
* <u>540.3.2.14</u>	<u>Closing and Retiring Development Experience Collections</u>	<u>15</u>
<u>540.4</u>	<u>MANDATORY REFERENCES</u>	<u>15</u>
<u>540.4.1</u>	<u>External Mandatory References</u>	<u>15</u>
<u>540.4.2</u>	<u>Internal Mandatory References</u>	<u>15</u>
<u>540.4.3</u>	<u>Mandatory Forms</u>	<u>16</u>

*An asterisk indicates that the adjacent information is new or substantively revised.

540.5 ADDITIONAL HELP 17

540.6 DEFINITIONS..... 17

*An asterisk indicates that the adjacent information is new or substantively revised.

ADS 540 - USAID Development Experience Information

540.1 OVERVIEW

Effective Date: 03/06/1995

Development experience is the cumulative knowledge derived from the planning, design, implementation, evaluation, and results of international development assistance programs. The repository for USAID's cumulative knowledge is the contractor-managed Development Experience Clearinghouse (DEC). The DEC manages the Development Experience System (DEXS), a collection of databases that provide access to USAID produced or funded development experience documents and descriptions of USAID development assistance activities.

This chapter establishes the policy directives and required procedures for maintaining USAID's development experience and contributing to the Agency's knowledge management efforts by

- Preserving and promoting knowledge of the Agency's performance, results, lessons learned, and experiences in development activities throughout the world;
- Ensuring that the Agency has access to its own development experience and that of other international development organizations for use in planning, implementing, and evaluating the Agency's programs and activities; and
- Strengthening the Agency's use of development experience in its strategic planning, program implementation, performance measurements, and evaluations.

* 540.2 PRIMARY RESPONSIBILITIES

Effective Date: 08/26/2008

a. Bureau for Management, Chief Information Office, Office of Knowledge Management (M/CIO/KM)

- (1) Maintains the Agency's development experience databases and information clearinghouse;
- (2) Provides a research and information service to respond to a broad array of development inquiries;
- (3) Maintains specialized development information collections;
- (4) Maintains an Economic and Social Database (ESDB), including external international and U.S. Government statistical data sources;
- (5) Performs the Agency's data brokering function by coordinating Agency program-funded development information service activities;

*An asterisk indicates that the adjacent information is new or substantively revised.

- (6) Assists Agency Bureaus, Independent Offices, and Missions (USAID operating units) in managing development information.

Previously, the Bureau for Policy and Program Coordination, Office of Development Evaluation and Information (PPC/DEI) was responsible for these activities.

b. Operating Units and Strategic Objective Teams (SOTs) are responsible for submitting USAID-funded development experience material they generate to the DEC. Additionally, they use the findings, conclusions, and recommendations of development experience documentation prepared by Agency and external resources to guide current and future programs.

c. Contracting Officers (COs) and Agreement Officers (AOs), including those delegated contract and grant-making authority by the Bureau for Management, Office of Assistant Administrator (AA/M), are responsible for incorporating clauses and provisions into contracts, grants, cooperative agreements (CAs), interagency agreements, and other implementing instruments to instruct implementing partners to submit development experience documentation to the DEC. [ADS 103, Delegations of Authority](#), specifies the individual within the Agency who has been assigned contract and grant-making authority.

COs and AOs, in cooperation with **SOTs**, are responsible for including, with as much specificity as possible, the clauses and provisions in contracts, grants, and cooperative agreements to instruct contractors or grantees on the required types of reports to be produced and the timing of their submission to USAID and the DEC. [ADS 300, AIDAR Clauses 742.1170-3 and 752.242-70](#), and [ADS 303.3.14, Elements of an Award](#), describe the requirements for contracts and grants, respectively. [AAPD 04-06, Submission of Development Experience Documents](#), provides the contract clause and assistance provisions for insertion in acquisition and assistance awards.

Note: The Automated Directives System (ADS) uses the terms “grantee” and “recipient” interchangeably. For this chapter, the term “grantee” appears throughout. For this chapter, the term “grant” is interchangeable with cooperative agreements. When the terms “grant” and “cooperative agreement” appear as “grant/CA,” it is for emphasis.

*** 540.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**
Effective Date: 08/26/2008

540.3.1 Using Development Experience Documentation
Effective Date: 03/06/1995

USAID operating units should consult available USAID/Washington (USAID/W) development experience resources, including the DEXS. The DEXS allows the Agency and its component operating units to

*An asterisk indicates that the adjacent information is new or substantively revised.

- a. Improve the performance and effectiveness of existing programs by facilitating access to pertinent development experience information and statistics;
- b. Use the findings, conclusions, and recommendations from Agency and external development experience to plan new assistance programs or activities and to revise strategic plans or results frameworks, when necessary;
- c. Consult available USAID/W development experience resources to identify relevant lessons learned;
- d. Use development experience and analysis to evaluate alternative approaches for achieving best results and on best practices in program and technical areas related to Agency goals and objectives;
- e. Use development information services to improve the coordination of development assistance activities between USAID and its development partners;
- f. Incorporate baseline and contextual data to plan, measure, and improve performance of development assistance activities; and
- g. Request technical assistance and training from Bureau of Management, Chief Information Officer, Office of Knowledge Management (M/CIO/KM) on ways to manage and exchange development experience information resources in order to improve program planning and implementation.

*** 540.3.2 Contributing to the Agency's Development Experience System (DEXS)**

Effective Date: 08/26/2008

USAID maintains the DEXS as its primary institutional memory resource. It provides Agency staff and development partners with accurate, comprehensive, and timely information on the Agency's development experience. The DEXS includes USAID-funded documentation created by the Agency and its contractors and grantees. [OMB Circular A-130, Management of Federal Information Resources](#), requires executive agencies to establish a system to acquire and disseminate information for the purpose of supporting strategic planning activities.

The remainder of this chapter explains the required procedures for submitting development experience documentation for inclusion in DEXS. It describes

- Who must submit material for inclusion in DEXS;
- What types of material must be submitted; and
- The standards for material submitted for inclusion in DEXS.

*An asterisk indicates that the adjacent information is new or substantively revised.

540.3.2.1 Documentation That Operating Units Submit to the Development Experience Clearinghouse (DEC)

Effective Date: 09/05/2005

Operating units (field Missions, regional entities, and USAID/W) must properly document the Agency's policies, programs, and development activities. Development experience documentation describes the planning, design, implementation, evaluation, and results of development assistance activities that are generated during the life cycle of the program or activity. Agency documentation changes when new management systems are implemented. [ADS 101, Agency Programs and Functions](#), describes the roles and responsibilities of operating units in developing policies, programs, and development activities. [ADS 202.3.4.6, Maintaining Official SO Team Files](#), and [ADS 502, The USAID Records Management Program](#), describe the role of operating units in establishing and maintaining official files.

Operating units must submit the development experience documentation they generate to the DEC for inclusion in the DEXS database.

To ensure that all relevant documents have been submitted, operating units should designate individuals to serve as liaisons to the DEC. The liaison can be a Cognizant Technical Officer (CTO), Contracting Officer (CO), Program Officer (PO), Project Development Officer (PDO), or other staff member. The designated individual should be the person most familiar with the submitted material.

Types of development experience documentation include

a. Examples of Program Policy and Strategy Planning Documentation

Documents that describe Agency policy or planning decisions, including

- Policy analyses,
- Policy implementation reports,
- Regional and Central Bureau/Independent Office frameworks,
- Agency operating unit strategy statements,
- Performance management plans, and
- Strategic objective agreements prepared for USAID programs and activities.

b. Examples of Development Activity Analyses and Design Documentation

Reports that analyze, justify, define, or document USAID development activity, including

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- Activity information sheets (AIS)
- Economic, social, and environmental analyses conducted prior to activity design.

c. Examples of Program Reviews and Assessment Documentation

Reports that define, describe, or analyze USAID programs at the regional, country, sector, or issue levels, including

- Agency operating unit annual reports (ARs)
- Operational plans
- Portfolio reviews
- All Congressionally-mandated reports.

d. Examples of Program and Development Activity Performance, Results, and Evaluation Reports

Reports that document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Mid-term evaluations
- Final evaluation reports
- Strategic Objective closeout reports
- Agency operating unit closeout (“graduation”) reports.

e. Examples of Additional Information Products

Any additional product produced by the Agency that furthers USAID development assistance activities, including

- Training materials
- Conference/workshop proceedings and reports
- Videos and DVDs
- Electronic information products like databases and CD-ROMs.

If documentation is prepared by Agency staff, it is the responsibility of the Agency operating unit to submit the final approved report to the DEC. If contractor assistance is used to prepare a document that is a deliverable according to the contract, the Agency operating unit should coordinate the submission of the document with the responsible CTO.

540.3.2.2 Documentation That Operating Units Must Not Submit

Effective Date: 09/05/2005

Do not submit the following types of documentation:

*An asterisk indicates that the adjacent information is new or substantively revised.

- Administrative approval forms and checklists;
- Travel itineraries;
- Salary information generated in the normal course of carrying out the administrative, financial, or procurement management of a contract or grant;
- Marketing and promotional materials such as posters, flyers, and “give-away” products; and
- Non-technical newsletters.

540.3.2.3 Documentation Created by Agency Contractors and Grantees

Effective Date: 09/05/2005

The purpose of this section is to provide mandatory guidance to CTOs, COs, and Agreement Officers (AOs), including those delegated grant-making authority by AA/M, as they carry out their duties in monitoring contractor performance.

COs and AOs must include the contract clause and assistance provisions required in [AAPD 04-06, Submission of Development Experience Documents](#), in award documents to ensure that contracts and grants/CAs require the implementing partners to submit reports or deliverables they produce under the award to the DEC. CTOs or other individuals who are the most familiar with the award will monitor the contractor's or grantee's compliance with this requirement.

Types of documentation USAID contractors and grantees must submit include, but are not limited to, the following four categories:

a. Research and Technical Reports

Material that documents and reports on development research methods and results, technology development and applications, development assistance methods, technical assistance, and training methods, including

- Technical and sector assessments
- Analyses
- Feasibility studies
- Proceedings of USAID-sponsored conferences and workshops
- Handbooks and manuals
- Journal articles.

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b. Evaluations and Assessments

Reports that document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Self-evaluations and evaluations of other USAID programs and activities regarding performance measures, strategic objectives, and lessons learned; and
- Mid-term and final evaluation reports.

c. Required Progress and Performance Reports

Reports that describe progress and accomplishments or document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Annual reports
- Final contractor and grantee reports to USAID. For grants with no annual reporting requirement, grantees must submit semi-annual or quarterly reports.

d. Additional information products

Any product produced by the Agency that furthers USAID development assistance activities, including

- Reference works
- Bibliographies
- Videos and DVDs
- Electronic information products like databases and CD-ROMs.

540.3.2.4 Specific Documentation That Contractors Submit to the Development Experience Clearinghouse (DEC)

Effective Date: 09/05/2005

The range of reports that a contractor may be required to submit to USAID are found in four sections of a USAID contract: Sections F, G, I, and J. Not all of these reports qualify as development experience documentation to be submitted to the DEC.

a. Section F – Deliverables or Performance

A subsection, usually headed as "Delivery Schedule" or "Reports," provides information on the types and timing of submission of reports to USAID. With the exception of financial reporting, reports required in this section **are** development experience documentation.

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b. Section G – Contract Administration Data

This section contains mandatory references to Federal Acquisition Regulation (FAR) clauses and AID Acquisition Regulation (AIDAR) clauses. [AIDAR clause 742.1170-3](#) states the requirement for periodic progress reports including their type, content, and submission schedule. The AIDAR requires that this information be included in Section G. In practice, the instructions for submitting specific progress reports appear at the CO's discretion in either Section F or Section G. With the exception of financial reporting, reports required in this section **are** development experience documentation.

The Contract Information Bulletin (CIB), federal statutes, and USAID regulations prompt the CO to consult with the SO Team to determine the specific deliverables or performance measures that must be incorporated in Section F, "Deliverables or Performance", of the contract. [AIDAR clause 752.242-70, Periodic Progress Reports](#) describes the requirement for insertion of the clauses in contracts.

c. Section I – Contract Clauses

This section pertains to regulations governing USAID's payment for services or equipment supplied by the contractor. Financial reports and invoices are **not** development experience documentation.

d. Section J – List of Documents, Exhibits, and Other Attachments

This section pertains to U.S. Government-furnished property and the requirement of a contractor to report periodically on non-expendable property. Reports generated under this section are **not** development experience documentation.

540.3.2.5 Specific Documentation That Grantees Submit to the Development Experience Clearinghouse (DEC)

Effective date: 09/05/2005

The range of reports that a grantee must submit to USAID are located in the "Monitoring Techniques and Reporting Program Performance" section of the grant. Not all of them qualify as development experience documentation to be submitted to the DEC.

The following grant reports **are** development experience documentation:

- Performance reports (quarterly or annual).
- Annual reports describing the progress and accomplishments of the USAID-funded activity or project. For grants with no annual reporting requirement, grantees must submit semi-annual or quarterly reports.
- Final performance reports submitted 90 days after the expiration or termination of the grant.

The following grant reports are **not** development experience documentation:

- Annual reports issued after the fiscal year end that report on the financial status of the organization administering the grant.
- Financial reports. [22 CFR 226.50, Purpose of Reports and Records, Part 226, Administration of Assistance Awards to U.S. Non-Governmental Organizations](#), explains the procedures for monitoring and reporting a grantee's program and financial performance.

540.3.2.6 Documentation That Agency Contractors and Grantees Must Not Submit

Effective Date: 09/05/2005

The following are NOT considered to be development experience material and should not be submitted to the DEC either by contractors or grantees under the terms of their awards, or by CTOs or operating units:

- Financial reports such as [SF-269, Financial Status Report \(Long Form\)](#), [SF-269A, Financial Status Report \(Short Form\)](#), [SF-270, Request for Advance or Reimbursement](#), or [SF-272, Report of Federal Cash Transactions](#).
- Financially-sensitive portions of required reports.
- Marketing and promotional materials, such as posters, flyers, and "give-away" products.
- Non-technical newsletters.

***540.3.2.7 Standards for Material Submitted to the Development Experience Clearinghouse (DEC)**

Effective Date: 08/26/2008

Material must meet the following basic standards for entry into the DEXS database:

- a. Material must be final and approved by the CTO or another qualified reviewer.
- b. Material must be complete, legible, and free of typographical mistakes, notes, or other extraneous markings, including automated change tracking and embedded comments.
- c. Material should be in electronic format. If an electronic version does not exist, a hard copy is acceptable.
- d. Each electronic document must be saved as a single file that is equivalent to the complete and final hard copy.

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- e. Electronic material may be submitted online at <http://dec.usaid.gov> (preferred); on 3.5" diskette, or on CD-ROM. Section **540.3.2.11** provides Internet and mailing addresses for submissions.
- f. Documentation must conform to current USAID branding requirements. The Agency revised 22 CFR 226 on August 26, 2005 to include new marking requirements that grantees must use on USAID-funded reports and advertising for USAID-sponsored seminars, workshops, etc. (See 70 FR 50183, at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/pdf/05-16698.pdf>). Contractors must comply with the marking clause in their contracts and the CTO's specific instructions on the Agency's branding policy.
- g. Documentation must be compliant with Section 508 of the Rehabilitation Act of 1973. [ADS 302.3.4.10, Implementation of Section 508 of the Rehabilitation Act of 1973](#) provides the needed guidance.
- h. Electronic documents must be in one of the following National Archives and Records Administration (NARA)-approved formats as described in NARA guidelines related to the transfer of permanent E-records. (See <http://www.archives.gov/records-mgmt/initiatives/transfer-to-nara.html>)

Document	File Format
Text records	<ul style="list-style-type: none"> • Portable Document Format (PDF)** • Plain ASCII
Scanned images of text records	<ul style="list-style-type: none"> • Tagged Image File Format (TIFF)
Data files and databases	<ul style="list-style-type: none"> • Tables converted to files with fixed-length fields or fields defined by delimiters
Digital geospatial data	<ul style="list-style-type: none"> • Special Data Transfer Standards (SDTS) • Geography Markup Language
Digital photographic records	<ul style="list-style-type: none"> • Tagged Image File Format (TIFF) • File Interchange Format (JFIF, JPEG)
Web records	<ul style="list-style-type: none"> • Hypertext Markup Language (HTML) • Other formats, such as TIFF or PDF, that either are embedded in the HTML or referenced by it.

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Document	File Format
Audio	<ul style="list-style-type: none"> • Audio Interchange File Format (AIFF)** • Waveform audio format (WAV)** • Audio format (AU) • Broadcast Wave Format (BWF) • Free-format Lossless Audio Codec (FLAC) • Motion Pictures Expert Group 4 (MPEG4) • Audio Lossless Coding format (ALS)
Video	<ul style="list-style-type: none"> • Audio-Video Interleave Format (AVI)** • Quicktime Format (MOV)** • Material Exchange Format (MXF)

** USAID-preferred format

NARA has not established standards for newer forms of media such as streaming audio and video. Contact the DEC (+1 202-712-0579) or **Bureau for Management, Office of Administrative Services, Information Records Division (M/AS/IRD)** (+1 202-712-0960) for assistance in submitting a type of material that is not on this list.

***540.3.2.8 Essential Bibliographic Elements for Documents**

Effective Date: 08/26/2008

Essential bibliographic information must accompany documents submitted to the DEC. To ensure that all bibliographic elements necessary to catalog a document are received, a completed [AID 590-7, USAID Development Experience Clearinghouse \(DEC\) Submission Form](#) must accompany each submission. The form is available in MS Word or PDF format at <http://dec.usaid.gov/submit/a590-7.doc> and <http://dec.usaid.gov/submit/a590-7.pdf>.

The bibliography must include

- a. USAID award number (contract, cooperative agreement, grant, etc.),
- b. USAID strategic objective title and number (if applicable),
- c. USAID project title and number (if applicable),
- d. USAID program area and program element,
- e. Descriptive title, (if non-English, a translation),
- f. Author name(s),
- g. Contractor or grantee name(s),

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- h. Sponsoring USAID Agency operating unit(s), including the name of the current CTO,
- i. Date of publication, and
- j. Language of document.

***540.3.2.9 Essential Bibliographic Elements for Non-Print Information Products**
Effective Date: 08/26/2008

[Removed former section **540.3.2.9**, Essential Bibliographic Elements for Non-Print Information Products.]

540.3.2.10 Required Contact Information
Effective Date: 09/05/2005

A submitting party must include his or her name, organization, mailing address, and contact information (telephone number, fax number, and e-mail address) on all material submitted.

***540.3.2.11 Where to Submit Development Experience Documentation**
Effective Date: 08/26/2008

Development experience documentation may be submitted

- Online: <http://dec.usaid.gov>
- By mail (for pouch delivery):

DEXS Document Submissions
M/CIO/KM/DEC
RRB M.01-010
Washington, DC 20523-6100

For questions on DEC submissions, contact

M/CIO/KM/DEC
Telephone: +1 202-712-0579
E-mail: DocSubmit@usaid.gov

***540.3.2.12 Submitting Policy-Sensitive, Procurement-Sensitive, or Proprietary Documentation**
Effective Date: 08/26/2008

M/CIO/KM works closely with the Agency's Bureau for Management, Office of Acquisition and Assistance (M/OAA) and Office of General Counsel (GC) to protect sensitive information contained in development experience documents. [ADS 201.3.13](#),

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[Public Access to Planning Documents](#), defines budget information and includes a table providing release dates of planning documents to the public. The section also provides guidance for managing documents that contain sensitive foreign policy information.

Before submitting documentation to the DEC, each Agency operating unit or CTO must clearly mark all documents containing sensitive information according to current Agency guidelines including, if possible, a projected release date. [12 FAM 540, Sensitive But Unclassified \(SBU\)](#) discusses procedures for managing SBU material.

Operating units or CTOs must redact sensitive information from material before it is submitted to the DEC. Information on how to redact Word and PDF files can be found at <http://inside.usaid.gov/M/AS/OMS/nsa-redactWordandPDF.pdf>.

USAID recommends that all policy-sensitive, procurement-sensitive, or proprietary documentation submitted to the DEC include a cover sheet that contains the following declaration:

The (insert USAID/country or Agency operating unit) assembled (insert title of plan, strategy, report, or evaluation, etc.). It is an approved, official USAID document. Budget information contained herein is for illustrative purposes. All policy and procurement sensitive information has been removed. Additional information on the plan, strategy, report, or evaluation can be obtained from (insert name of individual, office and contact information).

Release Date: Within 10 days from the date the approved version is submitted to the DEC.

Note: Each Agency operating unit and CTO has the option of limiting access to the development experience document submitted to the DEC. A document may be released for access to one of two user categories: the USAID intranet (<http://ppc.usaid.gov/search/index.cfm>) limits access to users with USAID e-mail accounts while the USAID Internet (<http://dec.usaid.gov>) places the document in the public domain. Posting a development experience document to USAID's intranet and limiting public access should only be used when documents contain sensitive information. When in doubt, seek the advice of the Office of General Counsel (GC) and the director of the Agency operating unit.

540.3.2.13 Submitting Classified Documentation

Effective Date: 09/05/2005

The DEC does not accept classified documents. [32 CFR 2001, Subpart E](#) describes mandatory reviews and declassification guidelines for classified national security documents.

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*** 540.3.2.14 Closing and Retiring Development Experience Collections**

Effective Date: 08/26/2008

Operating units intending to discontinue information center operations such as Mission or technical libraries or to retire special collections must contact M/CIO/KM at +1 202-712-0579, to ensure that USAID-funded development experience materials referred to in **540.3.2.1** are not discarded without a review of the inventory by the DEC. DEC submission coordinators review the holdings and decide what material should be retained as development experience material. When in doubt whether documents must be maintained in the DEXS, contact the DEC via e-mail at DocSubmit@usaid.gov or submit a copy using the DEC's mailing address shown in **540.3.2.11**.

540.4 MANDATORY REFERENCES

Effective Date: 09/05/2005

540.4.1 External Mandatory References

Effective Date: 09/05/2005

- a. [Foreign Assistance Act of 1961, 22 U.S.C. 2151w, Project and Program Evaluations](#) (authority)
- b. [Foreign Assistance Act of 1961, 22 U.S.C. 2381a, Strengthened Management Practices](#) (authority)
- c. [OMB Circular A-25, User Fees](#) (authority)
- d. [OMB Circular A-130, Management of Federal Information Resources](#) (authority)
- e. [12 FAM 540, Sensitive But Unclassified \(SBU\)](#) (authority)
- f. [22 CFR 226.50, Purpose of Reports and Records](#) (authority)
- g. [32 CFR 2001, Classified National Security Information, Subpart E, Declassification](#) (authority)

540.4.2 Internal Mandatory References

Effective Date: 09/05/2005

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 103, Delegations of Authority](#)
- c. [ADS 200, Introduction to Managing for Results](#)
- d. [ADS 201, Planning](#)

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- e. [ADS 202, Achieving](#)
- f. [ADS 203, Assessing and Learning](#)
- g. [ADS 300, Interim Update 03-03, Contract Clause Guide for Unclassified Information System Security Systems and Services](#)
- h. [ADS 320, Branding and Marking](#)
- i. [The ADS Process, A Mandatory Reference for ADS Chapter 501](#)
- j. [ADS 501, The Automated Directives System](#)
- k. [ADS 502, USAID Records Management System](#)
- l. [AAPD 04-06, Submission of Development Experience Documents](#)
- m. [AAPD 04-10, Standardized Model Letters for Designating the Cognizant Technical Officer \(CTO\) for Contracts, Grants, and Cooperative Agreements](#)

[Attachment 1: Cognizant Technical Officer Designation – Contract/Task Order Administration](#)

[Attachment 2: Cognizant Technical Officer \(CTO\) Designation – Grant Administration](#)

[Attachment 3: Cognizant Technical Officer \(CTO\) Designation – Cooperative Agreement Administration.](#)

- n. [CIB 01-21 USAID Implementation of Section 508 of the Rehabilitation Act of 1973 and Federal Acquisition Circular \(FAC\) 97-27 “Electronic and Information Technology Accessibility”](#)
- o. [CIB 98-21, Contractor Progress Reports – new AIDAR coverage](#) Contains new AIDAR section 742.1170, Performance Monitoring and Progress Reporting, and new contract clause, 752.242-70 in AIDAR part 752, Solicitation Provisions and Contract Clauses.

540.4.3 Mandatory Forms

Effective Date: 09/28/05

- a. The **AID 590-7, DEC Submission Form** is available in MS Word or PDF format at <http://dec.usaid.gov/submit/a590-7.doc> and <http://dec.usaid.gov/submit/a590-7.pdf>.

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540.5 ADDITIONAL HELP
Effective Date: 09/05/05

a. [Sample Document Request Letter to Contractors and Grantees](#)

540.6 DEFINITIONS
Effective Date: 09/05/05

Agreement Officer (See also, Contracting Officer)

A person with the authority to enter into, administer, terminate and/or closeout assistance agreements, and make related determinations and findings on behalf of USAID. An Agreement Officer can only act within the scope of a duly authorized warrant or other valid delegation of authority. The term "Agreement Officer" includes persons warranted as "Grant Officers". It also includes certain authorized representatives of the Agreement Officer acting within the limits of their authority as delegated by the Agreement Officer. (Chapters 303, 304, 540)

Cognizant Technical Officer (CTO)

The individual who performs functions designated by the Contracting or Agreement Officer or is specifically designated by policy or regulation as part of contract or assistance administration. In other parts of the U.S. Government, the synonymous term is usually Contracting Officer's Technical Representative (COTR). (Chapters 200-203, 306, 540, 548, 621, 631)

contract

A mutually binding legal instrument in which the principal purpose is the acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal government, or in the case of a host country contract, the host government agency that is a principal, signatory party to the instrument. (Chapters 302, 304, 305, 540, 621)

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see Part 16. (Chapters 331, 540)

Contracting Officer (See also, Agreement Officer)

A person representing the U.S. Government through the exercise of his or her delegated authority to enter into, administer, and/or terminate contracts and make related determinations and findings. This authority is delegated by one of two methods: to the individual by means of a "Certificate of Appointment", SF 1402, as prescribed in

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FAR 1.603-3, including any limitations on the scope of authority to be exercised, or to the head of each contracting activity (as defined in AIDAR 702.170), as specified in AIDAR 701.601. (Chapters 302, 331, 535, 540)

cooperative agreement

A legal instrument used where the principal purpose is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated. (Chapter 304, 540)

data brokering

Coordinating Agency, program-funded development information service activities. (Chapter 540)

Development Experience

The cumulative knowledge derived from implementing and evaluating development assistance programs. Development experience is broader in scope than "lessons learned", and includes research findings, applications of technologies and development methods, program strategies, and assistance mechanisms, etc. (Chapter 540)

Development Experience Clearinghouse (DEC)

The unit in the Office of Knowledge Management, under the aegis of the Chief Information Officer (M/CIO/KM), which acquires, processes, and disseminates, on demand, intellectual materials that describe the planning, design, implementation, evaluation, and results of USAID development assistance activities. (Chapter 540)

Development Experience Documentation

Documents that (1) describe the planning, design, implementation, evaluation, and results of development assistance and (2) are generated during the life cycle of development assistance programs or activities. (Chapter 540)

Development Experience System (DEXS)

A collection of databases providing access to USAID-produced or funded development experience documents and descriptions of USAID development assistance activities. (Chapter 540)

development information

The body of published literature, unpublished "gray literature," statistical data, current awareness information, and knowledge bases that document, describe, measure, and communicate the methods, technologies, status, performance, results, and experience of development practices and activities by the international development community and local, indigenous development practitioners. (Chapter 540)

Development Information Services (DIS)

Research and information services that target, identify, analyze, and synthesize USAID experiences, other donor development experience, and state-of-the-art technical knowledge. Information provided by research services enhances decision making,

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policy formulation, strategic planning, project and program design, implementation, management, evaluation, and application of technical expertise. (Chapter 540)

Document Distribution Unit

The Development Experience Clearinghouse office that provides on-demand copies of USAID project and program documents and USAID-funded technical reports in the Development Experience System (DEXS). (Chapter 540)

Economic and Social Database (ESDB)

An online information system that provides access to international economic and social data in support of Agency operations and evaluation activities. (Chapter 540)

electronic documents

Documents composed on computers using a variety of word processing, data collection, spreadsheet, or other software programs. PDF is the preferred format of the Development Experience Clearinghouse (DEC). (Chapter 540)

evaluation documents

Program and project evaluation, performance measurement, and development result reports, and any other document containing significant evaluative information and observation. Those publications describing a relatively structured, analytic activity undertaken selectively to answer specific management questions regarding USAID-funded development assistance activities. (Chapter 540)

grant

A legal instrument used when the principal purpose is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated. (Chapters 304, 591, 595)

interagency agreement

Any agreement between two Federal agencies by which one agency buys goods or services from the other, including, but not limited to, an agreement under the authority of FAA section 632(b), the Economy Act, the Government Management Reform Act or similar legislation, or by which one agency transfers or allocates funds to another under the authority of FAA section 632(a). (Chapter 306)

lessons learned

The conclusions extracted from reviewing a development program or activity by participants, managers, customers, or evaluators with implications for effectively addressing similar issues and problems in another setting. (Chapter 540)

National Archives and Records Administration (NARA)

The organization responsible for appraising, accessing, preserving, and making available permanent records. (Chapter 502)

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operating units

USAID field Missions, regional entities, and USAID/Washington that expend funds to support Agency program objectives. This definition includes operating units performing the functions of formulating policy, strategic and budgetary planning, achieving results, procurement, personnel management, financial management, and statutory requirements. (Chapters 200-204, 260, 540, 623)

recipient (also called grantee)

An organization receiving direct financial assistance (a grant or cooperative agreement) to carry out an activity or program. (Chapters 303, 304, 305, 540, 567)

An organization receiving financial assistance directly from USAID to carry out a program under a grant or cooperative agreement. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private nonprofit organizations. The term may also apply to profit-making organizations that are performing work under a grant or cooperative agreement relationship with USAID. (Chapters 540, 591, 636)

USAID Library

A USAID/Washington resource collection, staffed by information professionals, who manage and provide a wide range of development information services and sources (books, journals, databases, etc.) to USAID staff, contractors, and the public, who need ready access to information sources on international development. (Chapter 540)

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