



USAID
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Clearance List for ADS Material

A Mandatory Reference for ADS Chapter 501

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Responsible Office: M/AS/IRD
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Clearance List for ADS Material

Always Required

You must send ALL clearance material to the following offices:

(You may use the Outlook Global Address List named “**ADS CLEARANCE Mail List (M.AS.IRD)**” to capture these names. You must check the list of “Sometimes Required Clearing Officials” for additional names.)

Clearing Official	Office Symbol	Bureau/Office
Bernadette Bundy Mitchell	A/AID	Office of the Administrator
Sharon Phillipps	AFR	Bureau for Africa
*Laurie de Freese	A	Bureau for Asia
*Laurie de Freese	ME	Bureau for the Middle East
Shawn Barrett	CFO (M/FM and M/MPI)	Office of the Chief Financial Officer (Bureau for Management, Offices of Financial Management and Management Planning and Innovation)
Sue Parks	DCHA	Bureau for Democracy, Conflict, and Humanitarian Assistance
David Smith	E&E	Bureau for Europe and Eurasia
Frank Alejandro	EGAT	Bureau for Economic Growth, Agriculture, and Trade
Gloria Blackwell	EOP	Office of Equal Opportunity Programs
Jacqueline Johnson	GC	General Counsel
Melvin Porter	ODP	Office of Development Partners
Lavern Hollis	GH	Bureau for Global Health
Toraanna Francis	LAC/AA	Bureau for Latin America and the Caribbean, Office of the Assistant Administrator
Joe Fredericks	LPA	Bureau for Legislative and Public Affairs
Diane Howard	OAA	Office of Acquisition and Assistance
Nora Lewis	OMS	Bureau for Management, Overseas Management Support Staff
*Kimberly Ball	OSDBU	Office of Small and Disadvantaged Business Utilization
ADS (Stephanie Leveque & John Scott)	M/AS/IRD Directives Shop (Note: M/AS/IRD Directives Shop reviews and comments on, but does not clear, ADS material)	Bureau for Management, Office of Administrative Services, Information and Records Division

Please see the Sometimes Required List beginning on the next page. You may be required to send your material to one or more of the individuals on that list.

Sometimes Required Clearances

If your ADS material deals with:	Then you must send your ADS material to:		
	Clearing Official	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • Conduct of audits of Agency programs or procedures that promote the economy and efficiency and the detection of fraud, waste, and abuse of these programs and operations. • Financial operations and information technology of the Agency and the economy, efficiency, and effectiveness of USAID programs and administrative functions. <p>Note: OIG reviews and comments, but does not clear ADS material.</p>	Christine Byrne, IG/A/HLC cc: Lisa Goldfluss, IG/Legal Counsel	IG/A/HLC	Office of the Inspector General, Office of Audit, Headquarters Liaison and Coordination Division
<ul style="list-style-type: none"> • Strategic Planning • Information Architecture • Capital Planning • Budget Formulation • Information Systems Security • Privacy Protection • Freedom of Information Act (FOIA) • Records Management • Knowledge Management • Electronic Government • Information Dissemination • Information Technology (IT) Skills • Accessibility • Performance Monitoring and Evaluation 	David Anewalt and the ISSO Mailbox and the CIO-USAID Mailbox	(M/CIO/CISO)	Bureau for Management, Chief Information Officer/Chief Information Security Officer
<ul style="list-style-type: none"> • Office Services directives: <ul style="list-style-type: none"> – Space/Moves – Personal Property – Real Property – Safety/Health – Equipment/ Supplies – Storage – Gifts/Art Bank – Recycling – Security 	Marilyn Collins	M/AS/FMD	Bureau for Management, Office of Administrative Services, Facilities Management Division
<ul style="list-style-type: none"> • Travel 	Kenneth Hawkins	M/AS/TT	Bureau for Management, Office of Administrative Services, Travel and Transportation Division
<ul style="list-style-type: none"> • Freedom of Information Act (FOIA) <ul style="list-style-type: none"> – Privacy Act of 1974 – Systems of Records • Records Management (ADS 502) <ul style="list-style-type: none"> – Declassification – Electronic Records – Vital Records – Forms – Disposition of Records – Strategic Objective Documents – Correspondence Management 	Joanne Paskar cc: Cynthia Staples	M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Division

Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Clearing Official	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • Employee Travel Entitlements • Financial Management Policies with Personnel Implications (pay, benefits, overseas allowances) • Overseas Management Policies with Personnel Implications (emergency planning and evacuations, mission closeouts and openings, etc.) • Personnel Security Issues (suitability determinations, security clearances) • Non-direct hires (PSCs, PASAs, etc.) 	Joann Jones	M/HR/PPIM	Bureau for Management, Office of Human Resources, Policy, Planning and Information Management Division
<ul style="list-style-type: none"> • Information Technology • Information Management Plans • Information Systems • Telecommunications • Automated Data Processing (ADP) • Computer Systems • Data Administration • Federal Information Processing (FIP) Resources • Automated Information System Security 	Carl Crawford cc: David Anewalt (for Information Systems Security), and the CIO-USAID Mailbox	(M/CIO/CE)	Bureau for Management, Chief Information Officer/Chief Engineer

If your ADS material deals with:	Then send your material for clearance to:		
	Clearing Official	Office Symbol	Bureau/Office
Financial, budget (program or operating expense), and workforce matters (directly or indirectly related)	Angelique Crumbly	M/MPBP/OD	Bureau for Management, Office of Management, Policy, Budget, and Performance
<ul style="list-style-type: none"> • Procurement Policies and Regulations • Records Management • Information Services • Communications Management • Regulations on Submission of Contractor Reports • Reporting Requirements 	Joe Gueron	PPC/DEI	Bureau for Policy and Program Coordination, Office of Development Experience Information
<ul style="list-style-type: none"> • Physical Security • Personnel Security • Information Security (including classified information on ADP systems) • Physical Security Overseas: There are rigid national security requirements associated with the physical location of U.S. facilities overseas, the granting of access to workspace in proximity to locations where National Security Information is stored, discussed, or used; and the hiring of U.S. Direct Hire or U.S. Personnel Service Contractor employees of USAID. • National Industrial Security Program (NISP) <p>Any directive addressing these topics must be cleared in advance by the Office of Security.</p>	Jeffrey A. Denale	SEC	Office of Security

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