

**Major Functional Series 500: Management Services**  
**ADS Chapter 559 - INQUIRIES FROM THE NEWS MEDIA**

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**559.1 Authority**

1. [Foreign Assistance Act of 1961](#), as amended
2. International Security Assistance Act of 1978

**559.2 Objective**

To promote responsible, accurate, and positive news coverage of USAID and its activities and to respond promptly and fully to inquiries from the news media.

**559.3 Responsibility**

1. The Press Relations Division of the Bureau for Legislative and Public Affairs (LPA/PR) is responsible for coordinating all contact between USAID and the news media.
2. USAID offices/bureaus and officers in Washington and overseas are responsible for directing all inquiries from the news media to LPA/PR and for providing necessary information to LPA/PR for response to media inquiries.

**559.4 Definitions (See [ADS GLOSSARY](#))**

NEWS MEDIA INQUIRIES

**559.5 POLICY**

The following are the official Agency policies and corresponding essential procedures:

**559.5.1 NEWS MEDIA INQUIRIES**

In an effort to respond fully and promptly to all inquiries from the news media, all offices/bureaus and officers shall make every effort to provide complete and accurate information that meets media deadlines when contacted by the Press Relations Division (LPA/PR). Offices/bureaus and officers, in providing information to LPA/PR for media disbursement, shall indicate which facts are cleared for release to the media and which are for the information and background knowledge of LPA/PR only.

- a) USAID Spokesperson: No USAID officer or employee shall act as a spokesperson for USAID, except as designated by LPA/PR, other than the Administrator and Deputy Administrator.
- b) News Media Contact: No office/bureau or officer other than LPA/PR and LPA/PR personnel shall initiate contact with the news media.
- c) Media Inquiries: All media inquiries, whether in Washington or overseas, shall be referred immediately to LPA/PR. Any office/bureau or officer which receives an inquiry from the news media shall either refer the inquiry directly to LPA/PR or shall record the name, agency, and telephone number of the inquirer and forward the information to LPA/PR.
- d) Interviews: LPA/PR shall coordinate all interviews with USAID personnel, establish the ground rules for such interviews, provide briefing materials, and coordinate all other aspects of interaction with the news media, in cooperation with the appropriate offices/bureaus and officers.

**E559.5.1**      [News Media Inquiries](#) - N/A

**559.6**          **Supplementary Reference** - N/A

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