

Mandatory Reference: 501  
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## Clearance List for ADS Material

### Always Required

<b>You must send ALL clearance material to the following offices:</b>		
(You may use the Outlook Global Address List named “ <b>ADS CLEARANCE Mail List (M.AS.IRD)</b> ” to capture these names. You must check the list of “Sometimes Required Clearing Officials” for additional names.)		
Clearing Official	Office Symbol	Bureau/Office
Vanessa Garza	A/AID	Office of the Administrator
Steve Giddings	AFR	Bureau for Africa
Monica McQueary	ANE	Bureau for Asia and the Near East
Joe Keady	CFO (M/FM and M/MPI)	Office of the Chief Financial Officer (Bureau for Management, Offices of Financial Management and Management Planning and Innovation)
Lewis Conner	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
Carolyn Mackey	EOP	Office of Equal Opportunity Programs
Carol Lewis	GC	General Counsel
Curt Reintsma	GDA	Global Development Alliance Secretariat
Tanya Dalton	GH	Bureau for Global Health
Maria Marigliano	LAC/AA	Bureau for Latin America and the Caribbean, Office of the Assistant Administrator
Gertrude Neely	LPA	Bureau for Legislative and Public Affairs
Nora Lewis	M/OMS	Bureau for Management, Overseas Management Support Staff
*Robert Egge	OSDBU	Office of Small and Disadvantaged Business Utilization
Chad Weinberg	PPC/SPP	Bureau for Policy and Program Coordination, Office of Strategic Planning Coordination
ADS (Sue Collier, Stephanie Leveque)	M/AS/IRD Directives Shop  (Note: M/AS/IRD Directives Shop reviews and comments, 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"> <li>• 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.</li> <li>• Financial operations and information technology of the Agency and the economy, efficiency, and effectiveness of USAID programs and administrative functions.</li> </ul> <p>Note: OIG reviews and comments, but does not clear ADS material.</p>	Darren Roman cc: Robert Perkins, 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"> <li>• Strategic Planning</li> <li>• Information Architecture</li> <li>• Capital Planning</li> <li>• Budget Formulation</li> <li>• Information Systems Security</li> <li>• Privacy Protection</li> <li>• Freedom of Information Act (FOIA)</li> <li>• Records Management</li> <li>• Knowledge Management</li> <li>• Electronic Government</li> <li>• Information Dissemination</li> <li>• Information Technology (IT) Skills</li> <li>• Accessibility</li> <li>• Performance Monitoring and Evaluation</li> </ul>	Margaret A. Miller (temporary)	M/MPPA	Bureau for Management, Office of Management Policy, Performance and Administration
<ul style="list-style-type: none"> <li>• Office Services directives:               <ul style="list-style-type: none"> <li>– Space/Moves</li> <li>– Personal Property</li> <li>– Real Property</li> <li>– Safety/Health</li> <li>– Equipment/ Supplies</li> <li>– Storage</li> <li>– Gifts/Art Bank</li> <li>– Recycling</li> <li>– Security</li> </ul> </li> </ul>	Paul Booze	M/AS/FMD	Bureau for Management, Office of Administrative Services, Facilities Management Division
<ul style="list-style-type: none"> <li>• Travel</li> </ul>	Diane Carter	M/AS/TT	Bureau for Management, Office of Administrative Services, Travel and Transportation Division
<ul style="list-style-type: none"> <li>• Freedom of Information Act (FOIA)               <ul style="list-style-type: none"> <li>– Privacy Act of 1974</li> <li>– Systems of Records</li> </ul> </li> <li>• Records Management (ADS 502)               <ul style="list-style-type: none"> <li>– Declassification</li> <li>– Electronic Records</li> <li>– Vital Records</li> <li>– Forms</li> <li>– Disposition of Records</li> <li>– Strategic Objective Documents</li> <li>– Correspondence Management</li> </ul> </li> </ul>	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"> <li>• Employee Travel Entitlements</li> <li>• Financial Management Policies with Personnel Implications (pay, benefits, overseas allowances)</li> <li>• Overseas Management Policies with Personnel Implications (emergency planning and evacuations, mission closeouts and openings, etc.)</li> <li>• Personnel Security Issues (suitability determinations, security clearances)</li> <li>• 300 Major Functional Series</li> <li>• Contract Employees (PSCs, PASAs, etc.)</li> </ul>	Joann Jones	M/HR/PPIM	Bureau for Management, Office of Human Resources, Policy, Planning and Information Management Division
<ul style="list-style-type: none"> <li>• Information Technology</li> <li>• Information Management Plans</li> <li>• Information Systems</li> <li>• Telecommunications</li> <li>• Automated Data Processing (ADP)</li> <li>• Computer Systems</li> <li>• Data Administration</li> <li>• Federal Information Processing (FIP) Resources</li> <li>• Automated Information System Security</li> </ul>	Pat Kristobek cc: Mike Austin  *cc: Phil Heneghan (for Information Systems Security)	M/IRM and M/PMO	Bureau for Management, Offices of Information Resources Management and Program Management Office
<ul style="list-style-type: none"> <li>• Procurement/Contracts</li> <li>• Grants and Cooperative Agreements, including planning, implementation, and administration (not to include assistance agreements with foreign governments and ASHA grants)</li> <li>• Personal Services Contracts/Contractors (U.S., TCN, and FSN)</li> <li>• Commodity Import Programs (including commodity eligibility and other commodity management issues, except those relating to Food for Peace)</li> <li>• Source and Nationality</li> <li>• Excess Property</li> <li>• Host-Country Contracting</li> <li>• Program-Funded Transportation of Goods</li> <li>• Contractor and Recipient Audits</li> <li>• FAA Sec 632(b) interagency agreements, including PASAs and RSSAs</li> <li>• Delegations of Authority relating to contracts and assistance agreements, except to foreign governments</li> </ul>	Raquel Powell	M/OAA	Bureau for Management, Office of Acquisition and Assistance

**Sometimes Required Clearance list, continued**

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)	Chris VandenAssem	PPC/RA	Bureau for Policy and Program Coordination, Office of Resource Allocation
<ul style="list-style-type: none"> <li>• Program Planning and Budgeting</li> <li>• Project Assistance</li> <li>• Non-Project Assistance</li> <li>• Procurement Policies</li> <li>• Procurement Regulations</li> <li>• Records Management</li> <li>• Information Services</li> <li>• Communications Management</li> <li>• Regulations on Submission of Contractor Reports</li> </ul>	Judy Coker	PPC/DEI/DI	Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division
<ul style="list-style-type: none"> <li>• Physical Security</li> <li>• Personnel Security</li> <li>• Information Security (including classified information on ADP systems)</li> <li>• 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.</li> <li>• National Industrial Security Program (NISP)</li> </ul> <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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