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Clearance List for ADS Material

A Mandatory Reference for ADS Chapter 501

Revision Date: 11/19/2009
Responsible Office: M/MPBP/POL
File Name: 501mab_111909

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.MPBP.POL)**” to capture these names. You must check the list of “Sometimes Required Clearing Officials” for additional names.)

Clearing Official	Office Symbol	Bureau/Office
Katherine Kuo	ASIA	Bureau for Asia
Bernadette Bundy Mitchell	A/AID/COO	Office of the Administrator
Sharon Phillipps	AFR	Bureau for Africa
Susan Bradley, Acting	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
*Christina Reyes	GC	General Counsel
Lavern Hollis Janet Ice (Alt.)	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
Eddie C. Morton Robbin Burkhart (Alt.)	M/CFO/FPS	Bureau for Management, Office of the Chief Financial Officer, Financial Policy and Support Division
Katherine Kuo	ME	Bureau for the Middle East Note: The Outlook Global Address List shows Ms. Kuo's office as Asia/SPO, but she also acts as the ME clearing official.
Colleen Allen	M/MPBP/POL	Bureau for Management, Management Policy, Budget and Performance, Policy Division
Diane Howard	M/OAA	Office of Acquisition and Assistance
Nora Lewis	M/OMS	Bureau for Management, Overseas Management Staff
Melvin Porter	ODP	Office of Development Partners Note: The Outlook Global Address List shows Mr. Porter's office as FA/COO, but he acts as the ODP clearing official.
Kimberly Ball	OSDBU	Office of Small and Disadvantaged Business Utilization
ADS (Stephanie Leveque, Rhonda Sonnenberg, and Stephen Fong)	M/MPBP/POL Directives Shop (Note: M/MPBP/POL Directives Shop reviews and comments on, but does not clear, ADS material)	Bureau for Management, Management Policy, Budget and Performance, Policy 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"> • 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 	Phil Heneghan and the ISSO Mailbox and the CIO-USAID Mailbox GC/EA	(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	Bureau for Management, Office of Administrative Services
<ul style="list-style-type: none"> • Travel and Transportation 	Kenneth Hawkins GC/EA	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 	Cynthia Staples GC/EA	M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Division
<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	HR/PPIM	Office of Human Resources, Policy, Planning and Information Management Division

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"> • 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 • Privacy 	Carl Crawford cc: Gretchen Larrimer and the CIO-USAID Mailbox	(M/CIO/CE)	Bureau for Management, Chief Information Officer/Chief Engineer
<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	M/CIO/KM	Bureau for Management, Office of the Chief Information Officer, Knowledge Management Division
<ul style="list-style-type: none"> • Physical Security • Personnel Security • Information Security (including classified information on ADP systems) • Physical Security Overseas: 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) • Counterterrorism: Matters concerning the Partner Vetting System initiative and other national security screening for USAID programs • Counterintelligence: Briefings and debriefings for USAID travelers; support to high risk USAID programs and sensitive investigations <p>Any directive addressing these topics must be cleared in advance by the Office of Security.</p>	Jeffrey A. Denale GC/EA	SEC	Office of Security