

Activity Location Data Waiver

Action Memorandum

An Additional Help for ADS Chapter 579

New Edition Date: 05/21/2021

Responsible Office: DDI/ITR

File Name: 579sac\_052121

**1. OVERVIEW**

According to [ADS Chapter 201](http://www.usaid.gov/ads/policy/200/201) and [ADS 579mab, Activity Location Data](http://www.usaid.gov/ads/policy/500/579mab), Activity Planners or Design Teams may request a waiver from the requirements of the policy when extenuating circumstances that restrict the ability to collect Activity Location Data at the required Level of Geographic Detail. This document provides guidance on the waiver process.

**2. WAIVER PROCESS**

To request and receive approval for a waiver, the Activity Planner or Design Team should:

1. Determine which Level of Geographic Detail they propose to collect Activity Location Data for the activity and describe why it is not possible to collect Activity Location Data at the required Level of Geographic Detail.
2. Use the action memorandum template below to request approval for the waiver from the relevant head of the Mission, Bureau, or Independent Office (or their designee).
3. Save the signed action memorandum in the Agency Secure Image and Storage Tracking System (ASIST).

**3. ACTION MEMORANDUM TEMPLATE**

See next page.



Month DD, YYYY

**ACTION MEMO FOR MISSION DIRECTOR/ASSISTANT ADMINISTRATOR/INDEPENDENT OFFICE DIRECTOR/OTHER WITH DELEGATED AUTHORITY [FULL NAME]**

**FROM:** [Full Name], Director, [Technical] Office

**SUBJECT:** Activity Location Data Waiver Memo for the [Name] Activity

**Recommendation**

That you approve this request for a waiver from the Activity Location Data requirements for [Name] activity.

Approve\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapprove\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background**

This section should briefly address the following:

1. A short description of the activity to provide necessary context;
2. The Level of Geographic Detail at which Activity Location Data must be collected for this activity according to the requirements of [ADS 579mab](https://www.usaid.gov/ads/policy/500/579mab);
3. The proposed Level of Geographic Detail at which Activity Location Data will be collected for this activity instead of fulfilling the [ADS 579mab](https://www.usaid.gov/ads/policy/500/579mab) requirements;
4. A justification for why it is important to collect Activity Location Data at the proposed rather than required Level of Geographic Detail; and
5. The duration of the waiver, not to exceed two years.

**Authority**

According to [ADS 579mab](https://www.usaid.gov/ads/policy/500/579mab), as [Mission Director/Assistant Administrator/Independent Office Director] for [[USAID/Country]/[Washington Bureau or Independent Office]], you have the authority to approve this Action Memorandum.

**CLEARANCE PAGE FOR ACTIVITY LOCATION DATA WAIVER MEMO for the [Name] activity**

**Drafter**: [Full Name], [Office/Title], [Phone Number]

*The list of clearances prior to Mission Director/Assistant Administrator/Independent Office Director/ designee approval is at each OU’s discretion. However, it is highly recommended that this list be efficient or streamlined to facilitate the activity’s expeditious review and approval.*

**Clearances Clearance Status Date**

[Technical Office]:[JDoe]

[Program Office]:[JDoe]

[OAA]:[JDoe]

[RLO/GC]:[JDoe]

[DMD/DAA]:[JDoe]

**If applicable, Info-Copy**

[OFM]:[JDoe]