



USAID
FROM THE AMERICAN PEOPLE

Template:
Mission or Bureau Action Memorandum
for the Administrator

A Mandatory Reference for
ADS Chapters 302 and 303

Reference Issuance Date: 09/16/2011
Responsible Office: M/OAA/P
File Name: 302mba_091611



XXXX-XX-XXXX

ACTION MEMO FOR THE ADMINISTRATOR or DESIGNEE

THROUGH: XXXXX/Assistant Administrator, (or Mission Director if this is from a mission)

FROM:

SUBJECT: Request Clearance to

Recommendation

Pursuant to your procurement reform, announced on January 19, 2011, that any grant or contract extension in excess of \$5 million requested without a competitive process will require your personal expressed clearance, Mission/Bureau name requests that you concur with an \$_____million increase in the total estimated cost from \$_____million to \$_____million and a _____month(s)/year(s) extension of the _____(Contract/Grant/CA or Task Order) from _____date_____ to _____dates_____ for Title/Name of the activity/program/project in order to allow continuation of _____

Approve_____ Disapprove_____

Background

Resource Implications

Attachment(s):

Tab 1 – Justification for Other than Full and Open Competition (JOFOC)

CLEARANCE PAGE FOR ACTION MEMO FOR \$ _____ million Ceiling Increase for

Clearances:

Mission/Bureau as appropriate: _____ Date: _____

Mission/Bureau as appropriate: _____ Date: _____

Mission/Bureau as appropriate: _____ Date: _____

GC/OAA or RLA: _____ Date: _____

M/OAA/ or A&A CO: _____ Date: _____

M/OAA/OD: Jean Horton _____ Date: _____

M/OAA/OD: Maureen Shauket _____ Date: _____

ES Special Assistant: [Name] _____ Date: _____

Drafter:

ACTS Folder No. [to be added by ES]

302mba_091611