



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 559

Inquiries from the News Media

Document Quality Check Date: 04/29/2013
Partial Revision Date: 11/28/2011
Responsible Office: LPA/AA
File Name: 559_042913

Functional Series 500 – Management Services
ADS 559 – Inquiries from the News Media
POC for ADS 559: Kamil Bazbaz, (202) 712-5174, kbazbaz@usaid.gov

Table of Contents

<u>559.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>559.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>559.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>559.3.1</u>	<u>News Media Inquiries</u>	<u>3</u>
<u>559.4</u>	<u>MANDATORY REFERENCES</u>	<u>4</u>
<u>559.4.1</u>	<u>External Mandatory References</u>	<u>4</u>
<u>559.4.2</u>	<u>Internal Mandatory References</u>	<u>4</u>
<u>559.5</u>	<u>ADDITIONAL HELP</u>	<u>4</u>
<u>559.6</u>	<u>DEFINITIONS</u>	<u>4</u>

ADS 559 – Inquiries from the News Media

559.1 OVERVIEW

Effective Date: 06/11/1997

This chapter contains the policy directives and required procedures for promoting responsible, accurate, and positive news coverage of USAID and its activities and to respond promptly and fully to inquiries from the news media.

559.2 PRIMARY RESPONSIBILITIES

Effective Date: 06/11/1997

- a.** 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.
- b.** **USAID Bureaus/Independent Offices (B/IOs) 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.

559.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

559.3.1 News Media Inquiries

Effective Date: 06/11/1997

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). B/IOs 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

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

coordinate all other aspects of interaction with the news media, in cooperation with the appropriate B/IOs and officers.

559.4 MANDATORY REFERENCES

559.4.1 External Mandatory References

Effective Date: 06/11/1997

a. [Foreign Assistance Act of 1961, as amended](#)

b. [International Security Assistance Act of 1978](#)

559.4.2 Internal Mandatory References

Effective Date: 06/11/1997

There are no Internal Mandatory References for this chapter.

559.5 ADDITIONAL HELP

Effective Date: 06/11/1997

There are no Additional Help documents for this chapter.

559.6 DEFINITIONS

Effective Date: 06/11/1997

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

news media inquiries

Requests from members of the news media for statements, comments, publications, or other information regarding USAID and related activities and programs. (**Chapter 559**)

559_042913