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ADS Chapter 504

Agency Notices

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ADS 504 – Agency Notices

504.1 OVERVIEW

Effective Date: 06/02/2008

The Agency disseminates official Agency information via Agency Notices. This chapter contains the policy directives and required procedures for creating, clearing, distributing, posting, and accessing Agency Notices.

504.2 PRIMARY RESPONSIBILITIES

Effective Date: 06/05/2015

- a. The **Bureau for Management, Office of Management Policy, Budget, and Performance (M/MPBP)** has management oversight for Agency Notices. M/MPBP trains Agency employees on the Notice system and serves as record keeper for Policy Notice information.
- b. The **Bureau for Management, Office of the Chief Information Officer, Knowledge Management, Web Services (M/CIO/KM/WS)** provides technical maintenance for the Notice database.
- c. **Authorized Notice Senders** review Notices for proper format and ensure that they have been properly vetted and approved within their Bureau/Independent Office (B/IO) before submitting them through the Notice Database. Authorized Notice Senders are also the liaisons between M/MPBP and Notice authors in their B/IO.
- d. **Mission Directors** and **Executive Officers (EXOs)** ensure that all Mission employees have access to all Agency Notices and Executive Messages.
- e. The **Office of Human Capital and Talent Management (HCTM)** reviews all Operating Expense (OE)-funded, internationally recruited U.S. Personal Service Contractor (USPSC) announcements.
- f. The **Bureau for Management, Office of Management Policy, Budget and Performance (M/MPBP); Office of the Executive Secretariat (ES); Bureau for Legislative and Public Affairs (LPA); Bureau for Management, Assistant Administrator for Management (AA/M); Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD); Office of Human Capital and Talent Management, Office of the Chief Human Capital Officer (HCTM/CHCO); and Office of Security (SEC)** are authorized to send Executive Messages.
- g. The **Bureau for Management, Assistant Administrator for Management (AA/M); Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD); Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD); Office of Security (SEC); Office of Human Capital and Talent Management, Office of the**

Chief Human Capital Officer (HCTM/CHCO); and Bureau for Management, Office of Management Policy, Budget, and Performance (M/MPBP) may send Security and Safety Notices.

504.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

504.3.1 Agency Notices

Effective Date: 06/02/2008

Agency Notices are the Agency's official method of disseminating official, unclassified information of significant but in most cases, temporary interest. Policy Notices are the only Notices that contain information that is retained for any length of time (see **504.3.1.1** and [ADS 501 The Automated Directives System \(ADS\)](#) for detailed information on Policy Notices). M/MPBP makes all final determinations regarding Agency Notices.

504.3.1.1 Notice Categories

Effective Date: 11/25/2015

The Authorized Notice Sender must mark the Notice as one of the following 11 categories:

1. ADMINISTRATOR
2. POLICY
3. POLICY– REMINDER
4. EXECUTIVE MESSAGE
5. SECURITY AND SAFETY
6. INFORMATION
7. GENERAL PERSONNEL
8. JOB OPPORTUNITY
9. TRAINING
10. UNION – AFGE (American Federation of Government Employees)
11. UNION – AFSA (American Foreign Service Association)

The following are brief descriptions of each Notice category (see [ADS 504mac, The USAID Notice Process](#) for more information on these categories):

1. **ADMINISTRATOR.** Information for the Agency from the Administrator's Office.
2. **POLICY.** A Notice that announces the release of new, revised, or cancelled Agency policy directives and required procedures, which may require ADS clearance (see [ADS 501](#)).
3. **POLICY–REMINDER.** Reminder of existing mandatory policy directives and required procedures.

4. **EXECUTIVE MESSAGE.** A Notice that relays critical and/or time-sensitive Agency information.
5. **SECURITY AND SAFETY.** Only M/AA, M/MS/HMD, M/MS/TTD, SEC, and M/MPBP may use this category.
6. **INFORMATION.** Information Notices contain internal USAID information that is of general employee-relations interest (for example, brown bag lunches, film presentations, awards, and ceremonies, Combined Federal Campaign, death of an Agency employee's immediate family member (spouse, child, or parent)).
 - a. **Death Announcements.** These are limited to Agency employees, their spouses, children, and parents, and U.S. Personal Services Contractors (USPSCs) who die in the line of duty or shortly thereafter (see [ADS 492, The USAID Employee Memorial Program](#)).

Please note that, in order to be in compliance with the [Privacy Act \(Public Law 93-579 \(5 U.S.C. Section 552a\)\)](#), whenever the Authorized Notice Sender wants to include any personal information (address, phone number, or email address of surviving relative) in the death notice, M/MPBP must receive written authorization from the issuing B/IO in the form of this short note:

"I have spoken to (employee name) and she/he has authorized us to publish his/her (address, phone number, or email address) in the Agency notice being issued regarding the death of (name of employee's dead relative)."

There are no exceptions to this rule.

Death Announcements of current Agency employees are announced under the General Personnel Notice category.

- b. **Reminder Notices.** When possible, state just the facts and do not repeat the original Notice. Keep reminder Notices brief and, whenever possible, only state pertinent information.
- c. **Retirement Notices and Farewell Parties.** Only the Administrator may send these. You may distribute other retirement and farewell announcements through your B/IO AMS.

With the exception of the U.S. Department of State Notices, Information Notices exclude non-USAID-sponsored or-endorsed activities.

Do not use the category “Information” to distribute policy or procedure.

There are additional rules for Information Notices that must be followed (see [ADS 504mac, The USAID Notice Process, Attachment A](#) for these rules).

7. **GENERAL PERSONNEL.** Generally, HCTM generates Notices that concern personnel issues (for example, assignment review boards, Foreign Service assignments, Merit Promotion Information, Holidays, and donating leave). However, death announcements of current Agency employees and Absence Notices are also issued under this category. Please note that Job Opportunities are a separate Notice category.

The following are additional rules for **General Personnel Notices**:

- a. **Out-of-Office or Leave-of-Absence Notices.** These are limited to the following:

- Administrator (A/AID)
- Deputy Administrator (DA/AID)
- Assistant Administrators (AAs)
- Chief Acquisition Officer/Procurement Executive (CAO/PE)
- Chief Financial Officer (CFO)
- Chief Information Officer (CIO)
- Chief Human Capital Officer (CHCO)
- Directors of Independent Offices (D/IOs) (Please refer to the Definition section, **504.6**, for the difference between an Independent Office and an Office.)

Please Note: In order to issue an Absence Notice for the above individuals, they must be absent for a minimum of three business days.

The Notice system may no longer be used to announce when a DAA, Office Director, or Division Chief is on TDY or leave. Please send these announcements to your Administrative Management Staff (AMS) Officer for internal processing.

- b. **Office Designation Notices.** This category is limited to announcing appointments of **Directors** and higher to the appropriate B/IO. Office Designation Notices may also be used to announce the appointments of Mission Directors.
8. **JOB OPPORTUNITY.** This category consists of Job Opportunity Announcements (JOAs), Personal Service Contractor (PSC) solicitations, and other USAID vacancy announcements.
9. **TRAINING.** Information related to training offered by or to the Agency.

10. **UNION – AFGE.** These civil service union notices must be marked with the union acronym, AFGE, next to the category. Only AFGE Authorized Notice Senders can submit Notices in this category.
11. **UNION – AFSA.** These foreign service union notices must be marked with the union acronym, AFSA, next to the category. Only AFSA Authorized Notice Senders can submit Notices in this category.

Please see [ADS 504mac, The USAID Notice Process, Attachment A: Notice Categories](#) to learn about the process for creating, clearing, and distributing Agency Notices.

504.3.1.2 Executive Messages

Effective Date: 12/12/2014

M/MPBP has management oversight of Executive Messages. Executive Messages are messages that relay critical and/or time-sensitive Agency information. They announce information that must be received by Agency employees in less than 24 hours. Therefore, they cannot wait for the daily email distribution and posting to the Notice database.

Only designated Authorized Notice Senders from, ES, LPA, HCTM/CHCO, AA/M, M/MS/HMD, M/MPBP, and SEC may transmit Executive Messages.

If you work for another office and have a message that you would like to issue as an Executive Message, contact the M/MPBP ADS and Notices Team at (202) 355-7450 or contact Tyrone Brown (M/MPBP/POL), ADS COR, at (202) 712-4941. M/MPBP will make all final determinations on Executive Messages.

Executive Messages are distributed to the same addresses as Agency Notices.

M/MPBP also posts Executive Messages to the Notice database system, with a note about their prior distribution.

504.3.2 How to Create an Agency Notice

Effective Date: 04/08/2011

If you have information that needs to be distributed and you think it is best suited for an Agency Notice, you must

- Submit your Notice using the [Notice Generator](#), if you are an Authorized Notice Sender. If you are not an Authorized Notice Sender, email your Notice to the Authorized Notice Sender in your B/IO (see [ADS 504maa, Authorized Senders for Agency Notices](#) for individuals, listed by B/IO, who are authorized to submit Agency Notices).

- Create the Notice in the proper format and make sure that your attachment is [Section 508](#) compliant. **Section 508 of the Rehabilitation Act** requires that:

“Federal employees with disabilities have access to and use of information that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency; and

Members of the public with disabilities seeking information or services from an agency have access to and use of information and data that is comparable to the access and use by members of the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency”.
- Obtain any required clearances (see [ADS 504mac, The USAID Notice Process, section IV](#)).

M/MPBP may authorize changes to the above procedures for Notices and Executive Messages.

504.3.3 Accessing Agency Notices

Effective Date: 06/02/2008

USAID employees can access Agency Notices through the [Notice database system](#) or from their daily email from Notice Sender (see [ADS 504mac, The USAID Notice Process, section I](#), for procedures on accessing the Notices electronically; how employees without email access Notices; and how to request a copy of a Notice that you cannot find).

504.3.3.1 Daily Emails From Notice Sender

Effective Date: 06/02/2008

In addition to posting Notices to the Notice database, M/MPBP distributes, at the end of each business day, the day’s Notices via email from the Notice Sender mailbox.

Each evening, **Missions** are sent an email from Notice Sender with that day’s General Notices attached. Each Mission must establish a generic mailbox to receive Notices and Executive Messages. If you have not already or you are a new Mission, when you establish your generic Notice mailbox, please send the name of your new mailbox to nmailbox@usaid.gov. An example of the name of a generic notice mailbox for Missions is caironotices@usaid.gov.

The Mission Director, EXO, or their designee is responsible for maintaining the generic mailbox at each Mission. On a daily basis, all Missions **must** make every Notice available to all USAID employees at the Mission. Missions must forward the nightly email, as is, from Notice Sender to all Mission personnel. Additionally, the designee is

responsible for forwarding Executive Message emails to **all** Mission personnel when these messages arrive in the Mission mailbox.

If Mission personnel wish to issue a Notice for distribution, they must send the Notice to their Bureau's Authorized Notice Sender for distribution (see [ADS 504maa, Authorized Senders for Agency Notices](#)).

504.3.3.2 Other Notices Help

Effective Date: 06/02/2008

If you cannot find a Notice on the Notice database, or if you have other Notice-related questions (accessing, viewing, or downloading), contact the M/MPBP ADS and Notices Team by sending an email to nmailbox@usaid.gov.

504.3.3.3 Posting and Distributing Nightly Notices

Effective Date: 11/15/2013

All Notices received by 3:00 p.m., Monday through Friday, will be released that evening. M/MPBP reviews each Notice for grammar, punctuation, and Plain Language; coherence of ideas, logical flow, and timeliness of information; and complete and accurate information and correct approvals, when appropriate. M/MPBP will return the Notice to the Authorized Notice Sender for correction if any of these items are incorrect or missing. Otherwise, at the end of each business day, M/MPBP distributes the day's Notices from the Notice Sender mailbox and posts them to the Notices database.

504.4 MANDATORY REFERENCES

504.4.1 External Mandatory References

Effective Date: 06/02/2008

- a. [36 CFR 1194, Electronic and Information Technology Accessibility Standards](#)
- b. [The Privacy Act \(Public Law 93-579; 5 U.S.C. Section 552a\)](#)

504.4.2 Internal Mandatory References

Effective Date: 02/02/2009

- a. [ADS 492, USAID Employee Memorial Program](#)
- b. [ADS 501, The Automated Directives System \(ADS\)](#)
- c. [ADS 501mad, USAID-Federal Regulations for Web Accessibility](#)
- d. [ADS 504maa, Authorized Notice Senders for Agency Notices](#)

e. [ADS 504mac, The USAID Notice Process: Creating, Clearing, and Sending Agency Notices](#)

504.5 ADDITIONAL HELP
Effective Date: 06/02/2008

a. [ADS 504saa, Sample Agency Notice](#)

504.6 DEFINITIONS
Effective Date: 06/05/2015

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

Agency Notice

The Agency's official method of disseminating official, unclassified information of significant but temporary interest. Agency Notices are not for material that is to be retained for any length of time, with the exception of Policy Notices. (**Chapter 504**)

Authorized Notice Sender

The person responsible for submitting Notices on behalf of their Bureau/Independent Office (B/IO) into the Notice Database for posting. (**Chapter 504**)

Executive Message

A Notice that relays critical Agency information and/or is time-sensitive. Therefore, it cannot wait for the daily email distribution and posting to the Notice Web database on the USAID intranet. (**Chapter 504**)

Independent Office

A major organization unit of the Agency that reports to the Office of the Administrator; a Level I organization. An Independent Office is responsible for significant Agency-wide program or staff functions. (**Chapter [102](#) and [504](#)**)

Office

An organization unit within a Bureau or Mission; a Level II (Bureau-level) or III (Mission-level) organization. An office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. (**Chapters [102](#), [501](#), [504](#)**)

operating expenses (OE)

Costs related to personnel, other administration costs, rental, and depreciation of fixed assets. (**Chapters [200-203](#), [504](#)**)

policy

USAID policy includes both mandatory guidance (policy directives and internal mandatory references) as well as broader official statements of Agency goals, guiding

principles, and views on development challenges and best practice in addressing those challenges. (**Chapter 501** and **504**)

Policy Notice

A Policy Notice contains new, revised, or cancelled Agency policy directives and required procedures. (**Chapter 504**)

program-funded property (USAID)

Program-funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records shall indicate funding source. (**Chapter 504** and **534**)

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