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## Clearance List for ADS Material

A Mandatory Reference for ADS Chapter 501

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## Clearance List for ADS Material Always Required

<b>You must send ALL clearance material to the following offices:</b>		
(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.)		
<b>Clearing Official</b>	<b>Office Symbol</b>	<b>Bureau/Office</b>
*Carolyn Coleman	ASIA	Bureau for Asia
Bernadette Bundy Mitchell	A/AID/COO	Office of the Administrator
Sharon Phillipps	AFR	Bureau for Africa
Thomas Ross Raymond Jennings (Alt.)	DCHA	Bureau for Democracy, Conflict, and Humanitarian Assistance
David Smith *Elena Prince (Alt.)	E&E	Bureau for Europe and Eurasia
Frank Alejandro	EGAT	Bureau for Economic Growth, Agriculture, and Trade
*Janet Allem *Sherinette Solomon (Alt.)	OCRD	Office of Civil Rights and Diversity
Christina Reyes *Erica Swift (Alt.)	GC	General Counsel
Lavern Hollis *Sabrina Harris (Alt.)	GH	Bureau for Global Health
Toraanna Francis *Christina Corbett (Alt.) *Betty Mangum (Alt.)	LAC/AA	Bureau for Latin America and the Caribbean, Office of the Assistant Administrator
Barbara Bennett Gina Jackson (Alt.)	LPA	Bureau for Legislative and Public Affairs
Eddie C. Morton Robbin Burkhart (Alt.) Rebecca Hedrick (Alt.)	M/CFO/FPS	Bureau for Management, Office of the Chief Financial Officer, Financial Policy and Support Division
*Carolyn Coleman	ME	Bureau for the Middle East  <b>Note:</b> The Outlook Global Address List shows Ms. Coleman's office as Asia but she also acts as the ME clearing official.
Colleen Allen *Albert Moesle (Alt.) Lisa Gluffling (Alt.)	M/MPBP/POL	Bureau for Management, Management Policy, Budget and Performance, Policy Division
Diane Howard *Jennifer Norling (Alt.)	M/OAA	Office of Acquisition and Assistance
Nora Lewis *Alex Bond (Alt.)	*M/MS	*Office of Management Services
*Thomas Cornell *Michele Schimpp (Alt.)	*OAPA	*Office of Afghanistan and Pakistan Affairs

\*An asterisk indicates that the adjacent information is new or substantively revised.

<b>You must send ALL clearance material to the following offices:</b>		
(You may use the Outlook Global Address List named “ <b>ADS CLEARANCE Mail List (M.MPBP.POL)</b> ” to capture these names. You must check the list of “Sometimes Required Clearing Officials” for additional names.)		
Melvin Porter *Audrey Doman (Alt.)	ODP	Office of Development Partners  <b>Note:</b> The Outlook Global Address List shows Mr. Porter’s office as FA/COO, but he acts as the ODP clearing official.
Kimberly Ball *Calvina Dupre (Alt.)	OSDBU	Office of Small and Disadvantaged Business Utilization
*Leonardo Martinez-Diaz Letitia Butler (Alt.)	PPL	Bureau of Policy, Planning and Learning
ADS (Stephanie Leveque, Rhonda Sonnenberg, Elton Faulkner	M/MPBP/POL Directives Shop (Note: M/MPBP/POL Directives Shop reviews and comments 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"> <li>• Strategic Planning</li> <li>• Information Architecture</li> <li>• Capital Planning</li> <li>• Budget Formulation</li> <li>• Information Systems Security</li> <li>• Privacy Protection</li> <li>• Freedom of Information Act (FOIA)</li> <li>• Records Management</li> <li>• Knowledge Management</li> <li>• Electronic Government</li> <li>• Information Dissemination</li> <li>• Information Technology (IT) Skills</li> <li>• Accessibility</li> <li>• Performance Monitoring and Evaluation</li> </ul>	<p>Jay Mahanand and the ISSO Mailbox and the CIO-USAID Mailbox</p> <p>GC/EA</p>	(M/CIO/CISO)	Bureau for Management, Chief Information Officer/Chief Information Security Officer
<ul style="list-style-type: none"> <li>• Office Services directives: <ul style="list-style-type: none"> <li>– Space/Moves</li> <li>– Personal Property</li> <li>– Real Property</li> <li>– Safety/Health</li> <li>– Equipment/ Supplies</li> <li>– Storage</li> <li>– Gifts/Art Bank</li> <li>– Recycling</li> <li>– Security</li> </ul> </li> </ul>	Marilyn Collins	*M/MS	*Bureau for Management, Office of Management Services
<ul style="list-style-type: none"> <li>• Travel and Transportation</li> </ul>	<p>Kenneth Hawkins</p> <p>GC/EA</p>	*M/MS/TTD	*Bureau for Management, Office of Management Services, Travel and Transportation Division
<ul style="list-style-type: none"> <li>• Freedom of Information Act (FOIA) <ul style="list-style-type: none"> <li>– Privacy Act of 1974</li> <li>– Systems of Records</li> </ul> </li> <li>• Records Management (ADS 502) <ul style="list-style-type: none"> <li>– Declassification</li> <li>– Electronic Records</li> <li>– Vital Records</li> <li>– Forms</li> <li>– Disposition of Records</li> <li>– Strategic Objective Documents</li> <li>– Correspondence Management</li> </ul> </li> </ul>	GC/EA	*M/MS/IRD	Bureau for Management Services, Office of Administrative Services, Information and Records Division
<ul style="list-style-type: none"> <li>•Employee Travel Entitlements</li> <li>•Financial Management Policies with Personnel Implications (pay, benefits, overseas allowances)</li> <li>•Overseas Management Policies with Personnel Implications (emergency planning and evacuations, mission closeouts and openings, etc.)</li> <li>•Personnel Security Issues (suitability determinations, security clearances)</li> <li>•Non-direct hires (PSCs, PASAs, etc.)</li> </ul>	Joann Jones	HR/PPIM	Office of Human Resources, Policy, Planning and Information Management Division

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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"> <li>• Information Technology</li> <li>• Information Management Plans</li> <li>• Information Systems</li> <li>• Telecommunications</li> <li>• Automated Data Processing (ADP)</li> <li>• Computer Systems</li> <li>• Data Administration</li> <li>• Federal Information Processing (FIP) Resources</li> <li>• Automated Information System Security</li> <li>• Privacy</li> </ul>	Rick Pritchett  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"> <li>• Procurement Policies and Regulations</li> <li>• Records Management</li> <li>• Information Services</li> <li>• Communications Management</li> <li>• Regulations on Submission of Contractor Reports</li> <li>• Reporting Requirements</li> </ul>	Joe Gueron	M/CIO/KM	Bureau for Management, Office of the Chief Information Officer, Knowledge Management Division
<ul style="list-style-type: none"> <li>• Physical Security</li> <li>• Personnel Security</li> <li>• Information Security (including classified information on ADP systems)</li> <li>• 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.</li> <li>• National Industrial Security Program (NISP)</li> <li>• Counterterrorism: Matters concerning the Partner Vetting System initiative and other national security screening for USAID programs</li> <li>• Counterintelligence: Briefings and debriefings for USAID travelers; support to high risk USAID programs and sensitive investigations</li> </ul> <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

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