



# Timeline: Four-Step Process and Issuing ADS Material (Directives)

An Additional Help for ADS Chapter 501

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Responsible Office: M/MPBP/POL  
File Name: 501sad\_122408

## Timeline: Four-Step Process and Issuing ADS Material (Directives)

<b>STEP 1: Pre-clearance</b> <i>(drafting new and revising existing material)</i>	
<b>Author</b>	<i>Optional:</i> Send e-mail to DW list (M.MPBP.POL DW-LIST) informing of directive's subject matter and requesting input.
<b>Author</b>	Coordinate with appropriate offices and staff.
<b>Author</b>	Send new or revised material to M/MPBP/POL Directives Shop for review.
<b>Editor/Directives Coordinator</b>	Review material for plain language, content, grammar, and format. Highlight all suggested changes and queries. Return mark-up to author.
<b>Author</b>	Incorporate grammar, format, and plain language edits. Make appropriate modifications to text to resolve queries. Remove highlights, delete words in strikeout. <i>Optional:</i> Return material to M/MPBP/POL Directives Shop for follow-up review.
<b>STEP 2: Clearance</b>	
<b>Author</b>	E-mail request for ADS clearance to clearing officials. Attach directive; summarize new/revised material in e-mail. Allow 10 full business days for response (15 business days if large volume of material) starting the day after you send the e-mail. Follow up with non-responders after three business days.
<b>Author</b>	Save and print "read receipts" for the official record.
<b>Clearing Official</b>	Review directive; provide comments to substantive issues. Deliver response to author within the clearance deadline.
<b>Editor</b>	Review clearance draft for plain language, content, grammar, and format. Return any mark-ups to author.
<b>Author</b>	Make appropriate changes based on clearance comments and editor mark-ups. Resolve any differences with clearing offices.
<b>Author</b>	If substantive changes are made, re-circulate for ADS clearance. Allow five full business days for response.
<b>STEP 3: Final</b>	
<b>Author</b>	Send clean copy to Directives Shop for final review. Provide electronic copy or URL for all reference documents.
<b>Editor</b>	Review for content, format, grammar. Return to author with corrections, any final suggestions.
<b>Author</b>	Make appropriate changes. Send final back to Directives Shop.
<b>Editor</b>	Prepare directive for publication. Add Revision date, Effective dates. Prepare reference documents. Send final version to author.
<b>Author</b>	Complete AID Form 3-252. Attach all clearance documentation, final cleared material, and description of additions/deletions. Send hardcopy to M/MPBP/POL for approval.
<b>M/MPBP/POL</b>	Approve AID 3-252. Forward to Directives Shop.
<b>Editor</b>	Check AID 3-252 and required clearance documentation.
<b>STEP 4: Issuing Policy Notice</b> <i>(see p. 2 for more information on Step 4)</i>	
<b>Author</b>	Create Policy Notice announcing release of directive. Send to Bureau/Office Authorized Notice Sender to forward to Notice Mailbox.
<b>Notice Mailbox &amp; Editor</b>	Check Policy Notice. Attach final version of directive. Release Policy Notice with nightly Notices.
<b>M/MPBP/POL &amp; LPA</b>	Post directive and references to the ADS Web site within 6-11 business days of Notice issuance <i>(see p. 2)</i> .

## Timeline: Linking and Issuing ADS Material

If the ADS material is...	...then it will be issued as an attachment to a Policy Notice	...and posted to the ADS Web site
A cleared chapter or reference	<p>After</p> <ul style="list-style-type: none"> <li>• The Authorized Sender sends the Policy Notice to Notice Mailbox;</li> <li>• The ADS Author delivers a completed AID Form 3-252 to Ms. Sue Corl, M/MPBP/POL, for signature; and</li> <li>• The Editor prepares the final version;</li> </ul> <p>Then, the material is hyperlinked and released as a Policy Notice and posted to the ADS Web site within 6 to 11 business days.</p>	Simultaneously with the release of the Policy Notice.
A cleared chapter or reference that the author needs to be issued ASAP because it is time sensitive or critical <sup>1</sup>	<p>After</p> <ul style="list-style-type: none"> <li>• The Authorized Sender sends the Policy Notice to Notice Mailbox;</li> <li>• The ADS Author delivers a completed AID Form 3-252 to Ms. Sue Corl, M/MPBP/POL, for signature; and</li> <li>• The Editor prepares the final version;</li> </ul> <p>Then, the Policy Notice with attachments will be issued with no live hyperlinks<sup>2</sup>.</p> <p>After its release as a Policy Notice, the ADS Directives Shop will then insert live hyperlinks and re-post it to the intranet Notice database and post it to the ADS Web site. Contact the ADS Directives Shop for the posting timeframe, as this will vary depending on the length of the material.</p>	Contact the ADS Directives Shop for the posting timeframe.
An already posted chapter that contains broken or incorrect hyperlinks	N/A	Within 6 to 11 business days.

These specific timeframes must be allotted because of the preparation and posting work required by the ADS Directives Shop and LPA. ADS Authors and Authorized Notice Senders, please build these 6 to 11 business days into your timeframe. When possible, both the ADS Directives Shop and the LPA Internet shop post ADS material within a few days.

<sup>1</sup> For example, to meet a GAO audit, OMB, Executive Order, or Administrator's deadline.

<sup>2</sup> Please note that although any cleared ADS material can be issued immediately as a Policy Notice, this is not normal operating procedure because some of the material will not yet contain live hyperlinks and therefore it will not be a fully user-friendly product for the customer.