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# ADS Chapter 504

## Agency Notices

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**Functional Series 500 – Management Services****ADS 504 – Agency Notices**POC for ADS 504: Tyrone Brown, (202) 521-9100, [tybrown@usaid.gov](mailto:tybrown@usaid.gov)**Table of Contents**

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## ADS 504 – Agency Notices

### 504.1 OVERVIEW

Effective Date: 09/23/2020

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: 09/23/2020

- a. The **Bureau for Management, Office of Management Policy, Budget, and Performance (M/MPBP)** has management oversight for Agency Notices. M/MPBP gives Agency employees access to submit Agency Notices and trains Agency employees on the Notice Database.
- b. The **Bureau for Management, Office of the Chief Information Officer (M/CIO)** provides technical maintenance for the Notice Database. M/CIO also maintains the distribution list for Agency Notices.
- c. **Authorized Notice Senders** review Agency 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.
- d. **Mission Directors** and **Executive Officers (EXOs)** ensure that all Mission employees have access to Agency Notices and Executive Messages.
- e. 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 (HCTM)**; and **Office of Security (SEC)** are authorized to send Executive Messages.

### 504.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 09/23/2020

Agency Notices are the Agency's official method of disseminating official, unclassified information of significant but in most cases, temporary interest. M/MPBP makes all final determinations regarding Agency Notices.

#### 504.3.1 Notice Categories

Effective Date: 09/23/2020

The Authorized Notice Sender must mark the Agency 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)

#### **504.3.1.1 Administrator Notices**

Effective Date: 09/23/2020

Only the Administrator's Office can send out these notices. These notices contain information that the Administrator directly relays to Agency employees.

Unlike most Agency Notices, as soon as these notices are entered into the Notice Database, they are immediately distributed to all Agency employees.

M/MPBP includes these notices in the Daily Notices Email, with a note about their prior distribution.

#### **504.3.1.2 Executive Message Notices**

Effective Date: 09/23/2020

Only designated Authorized Notice Senders have permission to send these notices as they relay critical and/or time-sensitive Agency information and are immediately distributed to the Agency upon submission. For a list of Agency employees with permissions to send Executive Messages, please see [ADS 504maa, Authorized Notice Senders for Agency Notices](#).

M/MPBP includes these notices in the Daily Notices Email, with a note about their prior distribution.

#### **504.3.1.3 Policy Notices**

Effective Date: 09/23/2020

Policy notices announce the release of new, revised, or archived Agency policy (for archived Automated Directives System (ADS) chapters or references, please contact the ADS Mailbox ([ads@usaid.gov](mailto:ads@usaid.gov))).

Policy notices contain ADS chapters or mandatory references that have been approved through an Agency clearance process. At the end of each policy notice, it states whether the policy was approved through the Agency-wide clearance process or the Exceptions to the ADS Clearance Process.

Policy notices also announce the release of new or revised ADS additional help documents, which do not undergo a clearance process since they do not contain mandatory guidance.

Authorized Notice Senders cannot use this category to issue new policy guidance that is not included in the ADS or to project policy revisions.

#### **504.3.1.4 Policy-Reminder Notices**

Effective Date: 09/23/2020

Policy-Reminder notices remind Agency employees of existing mandatory policy directives and required procedures.

Authorized Notice Senders cannot use this category to send out guidance that is not included in the ADS or to project policy revisions.

#### **504.3.1.5 Security and Safety Notices**

Effective Date: 09/23/2020

Security and Safety notices contain information about the physical security and safety of Agency employees and Agency facilities. They also cover topics such as security clearances, safety procedures, and emergency closings.

Authorized Notice Senders cannot use this category to send out guidance on security measures that is not included in the ADS.

#### **504.3.1.6 Information Notices**

Effective Date: 09/23/2020

Information Notices contain internal USAID information that is of general employee-relations interest (*i.e.*, brown bag lunches, film presentations, awards and ceremonies, Combined Federal Campaign, death of an Agency employee's immediate family member (spouse, child, or parent)). Information Notices cannot be used to announce non-USAID-sponsored or-endorsed activities.

- A. Death Announcements.** These are limited to Agency employees (current and former), 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](#)). Note: Death Announcements of current Agency employees are announced under the General Personnel Notice category.

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, they must send M/MPBP ([ads@usaid.gov](mailto:ads@usaid.gov)) 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 deceased relative).”

There are no exceptions to this rule.

**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. Please note: You can only send one reminder notice per Agency Notice. Therefore, ensure that you are sending out your reminder notice at the best time (*i.e.*, the day before an event or training).

**C. Retirement Notices and Farewell Parties.** Only the Administrator may send these notices. You may distribute other retirement and farewell announcements through your B/IO AMS.

#### **504.3.1.7 General Personnel Notices**

Effective Date: 09/23/2020

Generally, HCTM generates notices that concern personnel issues (*i.e.*, assignment review boards, Foreign Service assignments, Merit Promotion Information, Holidays, and donating leave). Death announcements of current Agency employees and Absence Notices are also issued under this 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 Financial Officer (CFO)
- Chief Information Officer (CIO)

- Chief Human Capital Officer (CHCO)
- Directors of Independent Offices (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.

Authorized Notice Senders cannot submit notices for when a Deputy Assistant Administrator (DAA), Office Director, or Division Chief is on temporary duty (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.

#### **504.3.1.8 Job Opportunity Notices**

Effective Date: 09/23/2020

Job Opportunity notices consist of Job Opportunity Announcements (JOAs), Personal Service Contractor (PSC) solicitations, and other USAID vacancy announcements.

When submitting these notices, it is imperative that Authorized Notice Senders ensure that all dates listed are accurate and match the dates in the hyperlinked listing of the job announcement/solicitation.

#### **504.3.1.9 Training Notices**

Effective Date: 09/23/2020

Training Notices contain information related to training offered by or to the Agency.

#### **504.3.1.10 Union-AFGE Notices**

Effective Date: 09/23/2020

Only AFGE Authorized Notice Senders can submit notices in this category. Authorized Notice Senders must mark these civil service union notices with the union acronym, AFGE, next to the category.

#### **504.3.1.11 Union-AFSA Notices**

Effective Date: 09/23/2020

Only AFSA Authorized Notice Senders can submit notices in this category. Authorized Notice Senders must mark these foreign service union notices with the union acronym, AFSA, next to the category.

### **504.3.2 How to Become an Authorized Notice Sender**

Effective Date: 09/23/2020

In order to become an Authorized Notice Sender, the Office or Mission Director, or their designee, must send an email to the Notice Mailbox at **nmailbox@usaid.gov** requesting that you be added for your B/IO/Mission.

Unless specifically requested and approved, Authorized Notice Senders will only be given permission to send regular Agency Notices (they will not have permission to send Administrator Notices or Executive Message Notices).

### **504.3.3 How to Create an Agency Notice**

Effective Date: 09/23/2020

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

- Submit your notice into the [Notice Database](#). 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](#)).
- To ensure 508 compliancy, if your notice has an attachment, please refer to [Section 508](#). Please note that the Rehabilitation Act of Section 508 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 internal clearances from your B/IO.

Once you submit your Agency Notice, please make sure to monitor your emails for any additional information required before release. If your notice is missing pertinent information, M/MPBP will contact you. Please note: If M/MPBP is unable to reach the Authorized Notice Sender in a timely manner, your notice may be delayed until the next business day.

In order for an Agency Notice to be released on the same business day, the Authorized Notice Senders must submit the notice by 3:00 p.m. (EST). This allows time for M/MPBP to process and approve the notice, and ensure the system is prepared to release the notice by 5:30 p.m. that same business day.

If a notice is submitted after the 3:00 p.m. deadline and is time-sensitive (*i.e.*, it is announcing an event that is occurring the next business day), then the Authorized Notice Sender can send an email to the Notice Mailbox ([nmailbox@usaid.gov](mailto:nmailbox@usaid.gov)) requesting an exception. M/MPBP will review the notice to determine if an exception is warranted and inform the Authorized Notice Sender of whether the notice will be posted that evening or will be held until the next business day.

#### **504.3.4 Procedures for Processing Agency Notices**

Effective Date: 09/23/2020

Once an Agency Notice has been submitted, M/MPBP's ADS and Notices Team will process the notice. This process includes editing and reviewing the notice for any missing pertinent information, confirming hyperlinks and attachments are functional, and ensuring all Points of Contact information is included. The Team 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.

##### **504.3.4.1 Approving Agency Notices**

Effective Date: 09/23/2020

At 3:00 p.m. each business day, M/MPBP reviews all the notices scheduled to be released that day. If a notice contains sensitive or high-level information, the notice may be placed on hold for a more substantive review.

If a notice is placed on hold, the ADS and Notices Team will send the Authorized Notice Sender an email letting them know the notice is on hold. Once the hold is released, the Team will inform the Authorized Notice Sender.

##### **504.3.4.2 Posting and Distributing Nightly Notices**

Effective Date: 09/23/2020

Notices received by 3:00 p.m., Monday through Friday, will be released that evening unless they are placed on hold (see **504.3.4.1**). M/MPBP distributes the Agency Notices through the Notice Database which uses a distribution list of all USAID email addresses. M/CIO maintains this distribution list.

If you do not receive the Agency Notices on a daily basis and you have a USAID email address, please contact the M/CIO Help Desk at (202) 712-1234 for assistance.

##### **504.3.5 Accessing Agency Notices**

Effective Date: 09/23/2020

USAID employees will receive an email after 5:30 p.m. (EST) every business day containing that day's Agency Notices.

USAID employees can access all previous Agency Notices, dating back to January 2000, through the [Notice Database](#).

Each evening, Missions are sent an email from Notice Sender with that day's Agency Notices attached. Each Mission must establish a generic mailbox to receive Agency 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 the M/CIO Help desk at [cio-helpdesk@usaid.gov](mailto:cio-helpdesk@usaid.gov). An example of the name of a generic notice mailbox for Missions is [caironotices@usaid.gov](mailto: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 Agency Notice available to all USAID employees at the Mission. Missions must forward the nightly email, as is, 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.

#### **504.3.5.1 Assistance with Agency Notices**

Effective Date: 09/23/2020

If you cannot find an Agency Notice on the Notice Database, or if you have other notice-related questions (accessing, viewing, or downloading), contact the ADS and Notices Team by sending an email to [nmailbox@usaid.gov](mailto:nmailbox@usaid.gov).

### **504.4 MANDATORY REFERENCES**

#### **504.4.1 External Mandatory References**

Effective Date: 09/23/2020

- 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: 09/23/2020

- a. [ADS 501, The Automated Directives System \(ADS\)](#)
- b. [ADS 501mad, Federal Regulations-Section 508](#)
- c. [ADS 504maa, Authorized Notice Senders for Agency Notices](#)

**504.5 ADDITIONAL HELP**  
Effective Date: 09/23/2020

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

**504.6 DEFINITIONS**  
Effective Date: 09/23/2020

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 (IO)**

A major organization unit of the Agency that reports to the Office of the Administrator; an Independent Office is a Level 1 organization. An Independent Office is responsible for significant Agency-wide program or staff functions. Some Independent Offices are Congressionally mandated. ([Chapter 102](#), **504**)

**Office**

An organizational unit below Bureau level, the head of which reports directly to the Bureau AA. An Office is a level 2 organization. An Office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. Generally, Offices contain three or more related sub organizational units. ([Chapter 102](#), [103](#), **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**, **504**)

**Policy Notice**

A notice, issued as part of the nightly notices to all USAID employees that includes both mandatory guidance and required procedures, and may include broader official

statements of Agency goals, guiding principles, and views on development challenges and best practices in addressing those challenges. (Chapter [501](#), 504)

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