



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 07-04

SUBJECT: Revision of ADS 501 and its reference - The ADS Process

NEW MATERIAL: ADS chapter 501, The Automated Directives System, and its reference ADS 501mae, The ADS Process, have been substantively revised.

EFFECTIVE DATE: June 1, 2007

ATTACHMENTS: [ADS 501](#)

[ADS 501mae](#)

POLICY

USAID/General Notice
M/AS/IRD
07/03/2007

SUBJECT: Revision of ADS 501 and its reference - The ADS Process

ADS 501, The Automated Directives System, has been revised and edited to include the following substantive changes:

1. Announced the types of ADS training available.
2. The procedures for cancelling an Interim Update.
3. The process for changing the authorship of a chapter from one Bureau to another.
4. Clarified the roles of the primary clearing official and his or her backup.
5. Clearance e-mails must include a short description of new or revised material.
6. Clarified that it is up to the author to grant a clearing official more time.

7. Clarified the five possible responses that a clearing official can provide to an author.
8. Clarified what clearing officials need to review once a chapter is sent out for re-clearance.
9. Provided information on how M/AS/IRD reacts when ADS material is held up for issuance by the author.
10. Provided information on the steps M/AS/IRD will take to respond to delinquent annual certification tables of ADS material.

The ADS Process, a mandatory internal reference to ADS Chapter 501, has also been revised. It has been edited for clarity and the following substantive changes have been made:

1. Clarified the use of asterisks in the ADS.
2. Clarified the use of back-up clearing officials.
3. Clarified the role of EOP in the ADS clearance process.
4. Stated that clearing officials must justify to their Author their request for more reviewing time.
5. Provided details regarding the need to send ADS material out for re-clearance.

Please let us know if you have any ADS questions. Send your comments and questions to ads@usaid.gov.

Point of Contact: Krista Hawkins, M/AS/IRD, (202) 712-5032.

Notice 0710

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0704_070307_nocd	07/03/2007	06/01/2007			This IU will be cancelled once cd 48 is issued.

IU5_0704_070307_w070607_nocd