



USAID
FROM THE AMERICAN PEOPLE

AUTOMATED DIRECTIVES SYSTEM (ADS) ISSUANCE REQUEST FORM - AID FORM 3-252

A Mandatory Form for ADS Chapter 501

Revision Date: 08/22/2011
Responsible Office: M/MPBP/POL
File Name: a3-252_08/22/2011

The 3-252: Frequently Asked Questions (FAQs)

What is the AID Form 3-252?

AID Form 3-252 is necessary to issue ADS material. It is essential. It is an approval form that captures all relevant information about the new or revised information, such as title, content, ADS clearance information, and all relevant signatures. The first page of this form allows the point of contact or the primary author to indicate what is new or what has changed in their material. The second page indicates to M/MPBP/POL and their ADS Coordinators/Editors what happened during the clearance cycle – which Bureau/Independent Office (B/IO) cleared, which B/IO did not clear, the disposition of substantive comments, etc.

Who is the drafter?

The drafter of the 3-252 is the primary author of the ADS material in question.

Who is the requesting official?

The requesting official is the management official who signs off on the new, revised, or cancelled ADS material in question. The requesting official must sign this form before his or her B/IO sends it to M/MPBP/POL.

Who must sign?

The requesting official must sign the form; he or she or the primary author then solicits the signature of M/MPBP/POL (this is typically the COTR of the Directives contract).

The Clearance List for ADS Material lists a “Sometimes Required” section. Do I need to look at the “Sometimes Required” field?

Yes! Please look at the mandatory internal reference for ADS 501, the [Clearance List for ADS Material](#).

This reference contains two lists: the first list details all of the “Always Required” mandatory clearance points, and the second list details all of the “Sometimes Required” clearance points. On the “Sometimes Required” list, Agency Subject Matter Experts (SMEs) are listed based on content — these individuals may be able to provide essential insight into your material.

What is a conforming amendment?

A conforming amendment is policy that does not require ADS clearance because it alters ADS material in one of the following four ways:

- Includes new or revised external regulations (this means precisely that change specified in the external regulation; this does not include the creation of new or revised USAID procedures to implement the regulation);
- Complies with policy already contained in other ADS chapters or internal mandatory references;
- Incorporates written policy issued by the Administrator; or
- Amends or adds one B/IO’s procedures that do not have a substantial impact on any other Agency B/IO. Authors must send M/MPBP/POL an e-mail explaining how the change does not substantively impact another B/IO.

As the primary author of the ADS material in question, how complete do I need to be when filling out the 3-252 for my material?

Be concise, given the space allotted, but be as detailed as possible. Put yourself in the shoes of individuals who need to access your new or modified ADS material: what do they need to know about the changes to fulfill their duties? Keep in mind that the descriptive responses given on this form serve as the basis for the “What’s New” pages on the Internet/intranet. Also, you need to provide enough information on the 3-252 form so that the requesting official feels comfortable signing it.

U. S. AGENCY FOR INTERNATIONAL DEVELOPMENT USAID DIRECTIVES SYSTEM ISSUANCE REQUEST – AID Form 3-252	Filename (M/MPBP/POL use only)
---	---------------------------------------

To: Bureau for Management, Office of Management Policy, Budget and Performance, Policy Division (M/MPBP/POL) ATTN: Albert Moesle, 06.07-065	From: (Bureau/Independent Office)
--	--

Is your material SBU? Yes No

Please check which type of ADS Material you are presenting for Issuance

<input type="checkbox"/> New ADS Chapter	<input type="checkbox"/> New ADS Reference	<input type="checkbox"/> New or Revised ADS Definition
<input type="checkbox"/> Revised ADS Chapter	<input type="checkbox"/> Revised ADS Reference	<input type="checkbox"/> Cancellation (Handbook, Interim Update, Reference, or Chapter)
<input type="checkbox"/> Handbook Change	<input type="checkbox"/> USAID General Policy Notice	

Place a check in the box that best represents your new/revised ADS material

<input type="checkbox"/> Substantive (ADS Clearance required – You must complete second page of this form)
<input type="checkbox"/> Conforming Amendment (substantive, no ADS Clearance required – See ADS 501.6 for definition of conforming amendment)
<input type="checkbox"/> Editorial only (no ADS Clearance required)
<input type="checkbox"/> Additional Help document (no ADS Clearance required; however, M/MPBP/POL review is required)

ADS Chapter Number and Title, or Reference Title

Supersedes

Detailed description of new material, changes, deletions, or additions (Include section numbers when appropriate. Be specific.)

Effective Date (mm/dd/yyyy) [This is the date the new/revised policy becomes/became effective. This may precede the issuance date.]	Proposed issuance date as a Notice (mm/dd/yyyy)
---	--

Name of Drafter(s)

Address Inquires To →	Contact's Name	Organization Symbol	Room Number	Telephone Number
---------------------------------	-----------------------	----------------------------	--------------------	-------------------------

I request issuance of the attached document, which has been prepared and cleared in accordance with ADS 501. Pertinent background material is also attached, including the originals of all responses received from clearing officials. The actions taken on clearing officials' comments are summarized on the next page. If this is new material, I understand that the date I sign this form will be the origination date for the new ADS material.

Signature of Requesting Official	Typed Name and Title	Date
---	-----------------------------	-------------

PROCESSING RECORD (M/MPBP/POL Use Only)		
M/MPBP/POL Review Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Signature _____ Date _____	Received by the Directives Staff (date and initials)	Directives Staff Review Packet Review Complete <input type="checkbox"/> Date _____ Forms Approved <input type="checkbox"/> Yes <input type="checkbox"/> N/A Notice # and Date _____

CONSIDERATION OF REVIEWING OFFICES' COMMENTS

Bureau/ Office	No Response	Cleared With No Comment	No Clearance Required	Changes Proposed		Changes Were		Reasons Requested Changes Were Not Made (Continue on additional sheets if necessary)
				Editorial	Substantive	Made	Not Made	

A. REQUIRED REVIEWING OFFICES' COMMENTS

M/MPBP/ POL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ASIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A/AID/ COO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AFR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DCHA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E&E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EGAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCRD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LAC/AA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M/CFO/ FPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M/MS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M/OAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OAPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ODP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B. OTHER REVIEWING OFFICES' COMMENTS

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	