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Action Memorandum to Modify an Existing Vetting Program

A Mandatory Reference for ADS Chapter 319

 New Edition Date: 01/15/2021

 Responsible Office: M/MPBP

 File Name: 319mac\_011521

**Date:**

**To: Deputy Administrator**

**From: AA/[Bureau Acronym]**

**Subject: Modification of the Vetting Program for [INSERT NAME OF COUNTRY]**

**Recommendation:** That you, in your capacity as the Senior Agency Vetting Official (SAVO), approve the modification of a vetting program and [INSERT BUREAU/INDEPENDENT OFFICE OR MISSION] vetting order for [INSERT COUNTRY].

**Approve\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapprove\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BACKGROUND**

This memo seeks your approval pursuant to Administrative Directives System (ADS) 319, [Section X] to modify a partner vetting program, and the modified vetting order at Tab 1, for [INSERT COUNTRY].

Rationale for Modification

[Discuss the rationale for requesting a modified vetting order.]

Impact on Implementation of USAID Programs

[Discuss the extent to which the modification is anticipated to have an impact, if any, on USAID’s ability to implement programming.]

Tailored Vetting Order Provisions [IF ANY]

[Discuss any modified policy or process in the vetting order at Tab 1 that is tailored to the location in question. If you have a question about whether a tailored provision is a departure from common USAID vetting policy or procedure, please consult the Central Vetting Group at cvg@usaid.gov and the Office of General Counsel].

Congress and Implementing Partners

[Discuss any statutory requirement to consult with Congress, the plan to brief Congress that USAID will begin vetting in [INSERT COUNTRY], the plan to brief and train Implementing Partners, and other relevant congressional and partner considerations, if any.]

Legal Risks

[As applicable, address any litigation risks associated with modification of the vetting program].

**AUTHORITIES**

ADS 319 establishes the authority of the Deputy Administrator as the Senior Agency Vetting Official to approve the recommended actions.

**RESOURCE IMPLICATIONS**

[Discuss the implications, if any, of the modification on the estimated vetting caseload in the current fiscal year and fiscal year following, corresponding vetting personnel requirements, how personnel requirements will be filled, by hiring mechanism, and funded, and, as appropriate, the timetable for on-boarding new personnel.]

**ATTACHMENT**

Attachment:

 Tab 1—Vetting Bureau/Mission Order

**Drafter**: [B/IO/Title]:[Name]:[Phone extension];[After Hours Phone No.]

**Approved**: [B/IO/Title]:[JDoe]

**Bureau Level Clearances Clearance Status Date**

GC:

SEC:

M: