



USAID
FROM THE AMERICAN PEOPLE

The Bureau for Management, Office of the Chief Information Officer (M/CIO) Knowledge Services Center

Contribute Materials to the DEC



Development Experience Clearinghouse (DEC) Webinar Series

Agenda

- What is the DEC
- What the DEC can do for you
- Why contribute
- What to contribute
- Before you contribute
- What not to contribute
- DEC contribution process overview
- Share what you contributed
- Contact the DEC team
- Demonstration
- Reference Slides

What is the DEC



<https://dec.usaid.gov>

- USAID's largest, permanent, online resource for USAID-funded technical and project materials
- Contents span over 50 years
- Documents, images, audio, and video are available for review or download
- Materials include research reports, evaluations and assessments, contract information, policy and planning documents, activity information sheets, and training materials

What the DEC can do for you



- **Search** the Agency's institutional memory
- **Submit** development experience materials
- **Share** your experiences with others
- **Webinars** that share tips and strategies
- **Mobile** DEC search
- **Guidelines** from ADS 540
- **DEC Express** showcases documents

Why contribute

The Agency's continuing success depends on staff's ability to access timely, accurate information wherever they are to make informed decisions and take necessary actions.

- ADS Chapter 540 and AIDAR requirements
- To capture and preserve knowledge acquired during USAID projects and activities
- Your work gains a wider exposure
- To connect people to timely, relevant and accurate information
- Encourage an environment for information sharing, learning and collaboration

What to contribute: USAID Operating Units



- Program policy and strategy planning documents
- Program reviews
- Development activity analysis, design, and authorization documents
- Program and development activity documents
- Performance, results, and evaluation reports

...and more

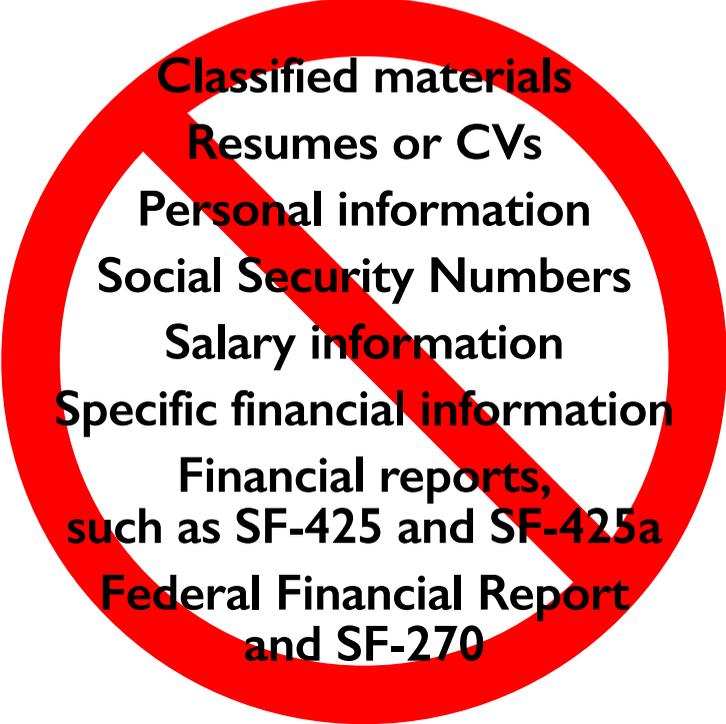
What to contribute: Contractors and Grantees



- USAID supported research, studies, technical reports, and publications
- Program and development activity performance, results, and evaluation reports
- Non-print information products

...any other contractor deliverables and information products

What does not belong



Classified materials
Resumes or CVs
Personal information
Social Security Numbers
Salary information
Specific financial information
Financial reports,
such as SF-425 and SF-425a
Federal Financial Report
and SF-270

- Classified materials
- Resumes or curriculum vitae
- Personal information
 - Social Security Numbers
 - Salary information
- Specific financial information for a project:
 - Financial reports, such as SF-425 and SF-425a,
 - Federal Financial Report, and SF-270, Request for Advance or Reimbursement
- Materials not related to USAID

Before you contribute



- Is this already in the DEC?
- Has the COR/AOR approved this final version?
- Are all parts (indexes, appendices) included?
- Is it free of PII?
- Should this be restricted or is it public?

DEC contribution process overview – Part I



- Use Internet Explorer
- Navigate to dec.usaid.gov and sign in
- Navigate to SUBMIT
- Select Documents or Images
- Provide the core information
 - Document Title
 - Publication Date
 - Language

DEC contribution process overview – Part 2



- Provide additional information
 - USAID Contract Number(s)
 - Ex: AID-367-TO-13-00007
AID-367-00-13-00007
 - Project title
 - Ex: MCHIP
- Upload the file
- Select **Save**
- You'll see a confirmation message

Share what you've contributed



- Post to my.usaid.gov
- Post to Facebook or Twitter
- Share the record URI via email
- Tag
- Comment
- Rate
- Vote

Contact the DEC team



- Post questions to DEC subject on my.usaid.gov
- Email: ksc@usaid.gov
- Phone: +1.202.712.0579
- URL: dec.usaid.gov
- Pages: <https://pages.usaid.gov/M/CIO/usaid-development-experience-clearinghouse-dec>

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Demonstration





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Reference Information

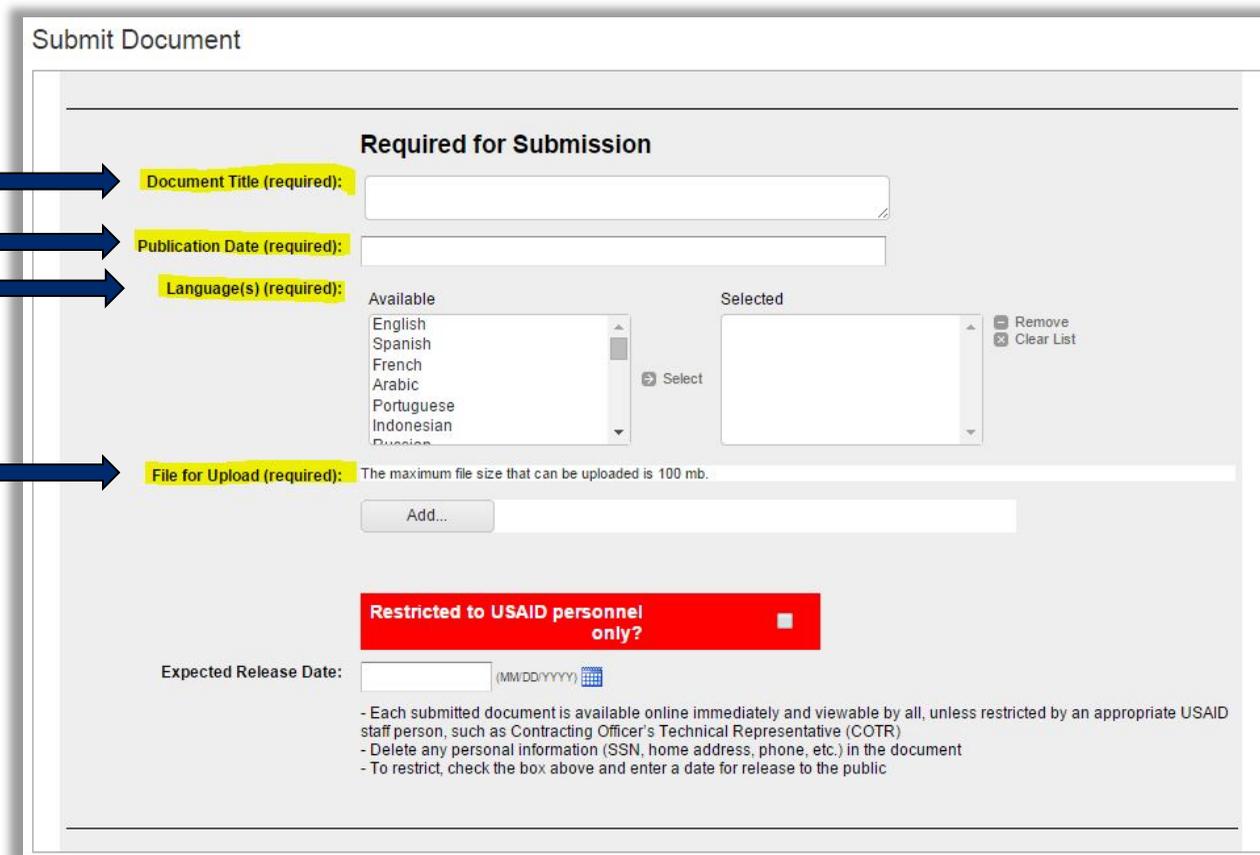
- Additional Step by Step guide: How to Contribute
- Contract Number Resources
- References

Contribution process, in detail



- Use Internet Explorer
- Navigate to dec.usaid.gov
- Sign in
- Navigate to the SUBMIT page
- Select Documents or Images

Contribution process, in detail



Submit Document

Required for Submission

Document Title (required):

Publication Date (required):

Language(s) (required):

Available	Selected
English	
Spanish	
French	
Arabic	
Portuguese	
Indonesian	
Russian	

File for Upload (required): The maximum file size that can be uploaded is 100 mb.

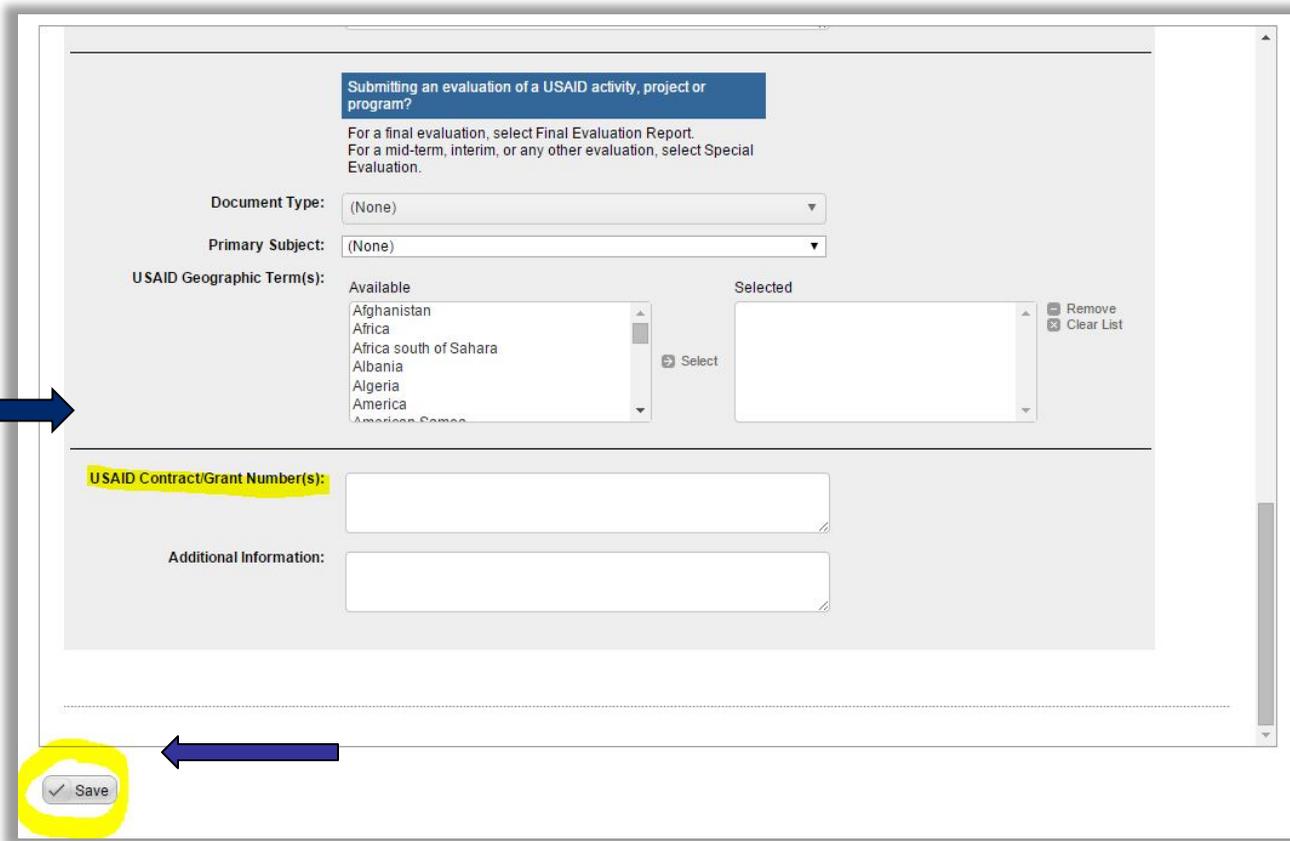
Restricted to USAID personnel only?

Expected Release Date: (MM/DD/YYYY)

- Each submitted document is available online immediately and viewable by all, unless restricted by an appropriate USAID staff person, such as Contracting Officer's Technical Representative (COTR)
 - Delete any personal information (SSN, home address, phone, etc.) in the document
 - To restrict, check the box above and enter a date for release to the public

- Enter the Complete Document Title
 - Typically found on the cover
- Publication Date
- Language
 - Select all that apply
- Uploaded file
 - Select *Add* and navigate to the file you wish to contribute
 - Multi-part documents should be zipped into a single file

Contribution process, in detail



Submitting an evaluation of a USAID activity, project or program?
For a final evaluation, select Final Evaluation Report.
For a mid-term, interim, or any other evaluation, select Special Evaluation.

Document Type: (None) ▾

Primary Subject: (None) ▾

USAID Geographic Term(s):

Available	Selected
Afghanistan	
Africa	
Africa south of Sahara	
Albania	
Algeria	
America	
American Samoa	

Remove
Clear List

USAID Contract/Grant Number(s):

Additional Information:

Save

The screenshot shows a web form for submitting an evaluation. It includes dropdown menus for Document Type and Primary Subject, and a list of USAID Geographic Terms. A blue arrow points to the 'Available' list, and a yellow circle highlights the 'Save' button at the bottom left.

- Enter the Complete Document Title
 - Typically found on the cover
- Publication Date
- Language
 - Select all that apply
- Uploaded file
 - Select *Add* and navigate to the file you wish to contribute
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Contract number format examples

- Same contract, old vs new adapted format
 - 114-C-00-07-00068-00
 - AID-114-C-00-07-00068
- Same contract, old vs new adapted format
 - DGS-A-00-99-00015-00
 - AID-DGS-A-00-99-00015
 - wrong > AID-DGS-A-00-99-00015-00
- Purchase order, new format
 - AID-114-O-10-00002
- New format, task order number, original IQC number
 - AID-117-TO-12-00001
 - AID-117-I-12-00001
- IQC contract task order, original number, old vs new adapted format
 - GHH-I-03-07-00070-00
 - GHH-I-00-07-00070-00
 - AID-GHH-I-03-07-00070
 - AID-GHH-I-00-07-00070

USAID/DEC Cataloguing References

- USAID Thesaurus
- Primary Subject Codes
- Document Types

Development Experience Clearinghouse



Check the DEC!

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- Phone: +1.202.712.0579
- URL: dec.usaid.gov
- Intranet: <https://pages.usaid.gov/M/CIO/usaid-development-experience-clearinghouse-dec>

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