



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 558

Public Activity

Document Quality Check Date: 04/29/2013
Partial Revision Date: 12/03/2002
Responsible Office: LPA/PL
File Name: 558_042913

Major Functional Series 500: Management Services
ADS Chapter 558 – Public Activity
POC for ADS 558: Rudy Gharib, (202) 712-4916, rgharib@usaid.gov

Table of Contents

<u>558.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>558.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>558.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>558.3.1</u>	<u>Invitations and Scheduling</u>	<u>4</u>
<u>558.3.2</u>	<u>Speeches and Public Presentations</u>	<u>4</u>
<u>558.3.3</u>	<u>Publications</u>	<u>4</u>
<u>558.3.4</u>	<u>Political Activity</u>	<u>5</u>
<u>558.4</u>	<u>MANDATORY REFERENCES</u>	<u>6</u>
<u>558.4.1</u>	<u>External Mandatory References</u>	<u>6</u>
<u>558.4.2</u>	<u>Internal Mandatory References</u>	<u>6</u>
<u>558.5</u>	<u>ADDITIONAL HELP</u>	<u>6</u>
<u>558.6</u>	<u>DEFINITIONS</u>	<u>6</u>

ADS Chapter 558 – Public Activity

558.1 OVERVIEW

To encourage USAID employees to speak to interested, responsible public and private groups and to author articles for general and trade publications and periodicals regarding USAID activities and programs.

558.2 PRIMARY RESPONSIBILITIES

- a. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for coordinating and scheduling, in cooperation with the Executive Secretariat (ES), all public engagements of the Administrator and the Deputy Administrator and for clearing all written materials for publication on matters of official concern to USAID.
- b. **Executive Secretariat (ES)** is responsible for receiving all invitations for public appearances by the Administrator and the Deputy Administrator and for working with LPA to schedule and plan such appearances.
- c. **Bureaus/Independent Offices (B/IOs) and officers** are responsible for forwarding to ES all requests for public appearances by the Administrator, Deputy Administrator, or other senior USAID officials, and for clearing all written materials of official concern produced by USAID employees for publication in the United States which pertain to the policies or activities of the office/bureau.
- d. **Mission Directors** are responsible for clearing all written materials of official concern produced by USAID employees for publication in their host countries.
- e. **USAID employees** are responsible for submitting all written materials of official concern to be published for approval by the appropriate office/bureau or mission director and by LPA, and for providing an appropriate disclaimer on all published written materials not of official concern. USAID employees are also responsible for not receiving any fee for materials published as a matter of official business and for not engaging in any domestic political activities as prohibited by statute.

558.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

The following are the official Agency policies and corresponding essential procedures:

558.3.1 Invitations and Scheduling

When any Bureau/Independent Office (B/IO) or officer receives an invitation for a public appearance by the Administrator, or any other senior USAID official, the office/bureau or officer shall immediately forward the request to the Executive Secretariat (ES).

The Bureau for Legislative and Public Affairs (LPA) shall coordinate and schedule, in cooperation with ES, all public appearances and speaking engagements by the Administrator and the Deputy Administrator.

558.3.2 Speeches and Public Presentations

LPA shall assist any USAID employee preparing a speech for public presentation by providing policy direction, message guidance, talking points, and USAID public education materials, at the request of the employee. LPA shall make available all speeches by the Administrator and the Deputy Administrator to be used as guidance in developing speeches for other offices/bureaus and officers.

LPA shall consult with USAID employees on how to make their public presentations more effective, including the use of videotapes, audio recordings, film, and other audio-visual aids, at the request of the employee.

USAID personnel shall not accept fees or honoraria for public presentations on matters of official business, as prohibited by statute.

558.3.3 Publications

Any USAID employee desiring outside publication of a manuscript or technical document of official USAID concern shall submit the materials to LPA for clearance prior to publication.

- a) All written materials relating to the work of USAID which have been written by USAID personnel for publication in the United States shall be submitted for approval by the office/bureau to which the material most closely pertains and by LPA before submission to literary agents or publishers. All such material for publication in a host country shall be reviewed by the Mission Director or the Mission Director's designee.
- b) When publishing materials which are not of official concern, but which might be thought to be USAID related, USAID employees shall include a specific statement to the effect that the opinions and views expressed are those of the author and not necessarily those of USAID. If there is doubt as to the propriety of the publication, the employee shall seek guidance or advice from LPA.

- c) USAID employees shall not make commitments to publishers until material has been approved for publication.
- d) Upon written request, LPA shall forward approved materials to publishers or agents as designated by the author.
- e) USAID personnel shall not accept compensation or fees for material written as a matter of official business, as prohibited by statute.

The Bureau for Legislative and Public Affairs (LPA) shall conduct its review and either approve or disapprove material to be published which is submitted for approval within 30 calendar days after receipt thereof, except in extraordinary circumstances.

- a) If extraordinary circumstances, as determined by LPA, prevent a review and approval or disapproval of the material within 30 days, LPA shall notify the submitter of the material in writing to that effect. Such notice shall set forth the reasons why the material was not acted upon within 30 days and shall establish an estimated time, not to exceed 15 calendar days, by which the material will be acted upon.
- b) If the review cannot be completed within this period, LPA shall again notify the submitter of the material of the delay and the reasons for it. This procedure of written notices shall continue at a maximum interval of 15 days until LPA approves or disapproves the material for publication.
- c) In the case of short manuscripts concerning matters of particular timeliness, where the submitter requests an expedited review within a reasonable time period of less than 30 days and gives specific reasons warranting such an expedited review, LPA shall either approve or disapprove the material for publication within the time requested or as soon thereafter as possible.

558.3.4 Political Activity

USAID employees shall not undertake speaking or writing activities relating to domestic United States politics, as prohibited by law.

558.4 MANDATORY REFERENCES

558.4.1 External Mandatory References

- a. [Foreign Assistance Act of 1961, as amended](#)

558.4.2 Internal Mandatory References

There are no Internal Mandatory References for this chapter.

558.5 ADDITIONAL HELP

There are no Additional Help documents for this chapter.

558.6 DEFINITIONS

There are no Definitions for this chapter.

558_042913