



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 559

Public Activity

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ADS Chapter 559 – Public Activity
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Table of Contents

559.1	OVERVIEW	3
559.2	PRIMARY RESPONSIBILITIES	3
559.3	POLICY DIRECTIVES AND REQUIRED PROCEDURES	4
559.3.1	Invitations and Scheduling	4
559.3.2	Speeches and Public Presentations	4
559.3.3	Publications	4
559.3.4	Political Activity	5
559.4	MANDATORY REFERENCES	6
559.4.1	External Mandatory References	6
559.4.2	Internal Mandatory References	6
559.5	ADDITIONAL HELP	6
559.6	DEFINITIONS	6

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

ADS Chapter 559 – Public Activity

559.1 OVERVIEW

Effective Date: 12/03/2002

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.

559.2 PRIMARY RESPONSIBILITIES

Effective Date: 02/20/2018

- a. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for coordinating and scheduling, in cooperation with the Executive Secretariat (ES) and the Front Office (FO) scheduling team, 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. Materials are on matters of “official concern” if they relate to any policy, program, or operation of the employee’s agency or to current U.S. foreign policies, or reasonably may be expected to affect the foreign relations of the United States.
- 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 Front Office principal through the scheduling proposal process, 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 Bureau/Independent Office (B/IO).
- 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 B/IO 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. Please consult with General Counsel’s Ethics Office if you have additional questions.

559.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

559.3.1 Invitations and Scheduling

Effective Date: 02/20/2018

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 B/IO or officer must immediately forward the request to the Executive Secretariat (ES) through appointments@usaid.gov.

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

559.3.2 Speeches and Public Presentations

Effective Date: 02/20/2018

LPA will be available to consult with any USAID employee preparing a speech for public presentation by providing policy direction, message guidance, and USAID public education materials, at the request of the employee. LPA must make available all speeches by the Administrator and the Deputy Administrator to be used as guidance in developing speeches for other B/IOs and Officers, as posted online at www.usaid.gov.

LPA must be available to consult with USAID employees on how to make their public presentations more effective, including the use of video, at the request of the employee. All templates for PPT presentations can be found at: <https://www.usaid.gov/branding/resources#templates>.

USAID personnel must not accept fees or honoraria for public presentations on matters of official business, as prohibited by statute. Please consult with General Counsel's Ethics Office if you have additional questions.

559.3.3 Publications

Effective Date: 12/03/2002

Any USAID employee desiring outside publication of a manuscript or technical document of official USAID concern must 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 must be submitted for approval by the B/IO 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 must 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 must 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 must seek guidance or advice from LPA.
- c. USAID employees must not make commitments to publishers until material has been approved for publication.
- d. Upon written request, LPA must forward approved materials to publishers or agents as designated by the author.
- e. USAID personnel must not accept compensation or fees for material written as a matter of official business, as prohibited by statute.

LPA must 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 must notify the submitter of the material in writing to that effect. Such notice must set forth the reasons why the material was not acted upon within 30 days and must 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 must again notify the submitter of the material of the delay and the reasons for it. This procedure of written notices must 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 must either approve or disapprove the material for publication within the time requested or as soon thereafter as possible.

559.3.4 Political Activity
Effective Date: 02/20/2018

USAID employees must not undertake speaking or writing activities relating to domestic United States politics, as prohibited by law. Please consult with General Counsel's Ethics Office if you have additional questions.

559.4 MANDATORY REFERENCES

559.4.1 External Mandatory References

Effective Date: 12/03/2002

a. **Foreign Assistance Act of 1961, as amended**

559.4.2 Internal Mandatory References

Effective Date: 12/03/2002

There are no Internal Mandatory References for this chapter.

559.5 ADDITIONAL HELP

Effective Date: 12/03/2002

There are no Additional Help documents for this chapter.

559.6 DEFINITIONS

Effective Date: 12/03/2002

There are no Definitions for this chapter.

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