



# Guidance on Preparing Mission Orders

An Additional Help for ADS Chapter 527

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## A. GENERAL

Mission Orders (MOs) are issued in instances where post-specific instructions/policies are deemed necessary to more fully or effectively implement policies outlined in the Agency's Automated Directives System (ADS). MOs neither duplicate, nor contradict existing Agency policy. MOs should specifically cite corresponding ADS chapters as the governing authority.

In keeping with Agency burden reduction objectives, MOs should not be issued to reiterate guidance or information contained in the ADS but to disseminate information and/or codify Mission-specific policies. MOs are distinct from Standard Operating Procedures (step-by-step instructions that outline how a particular task should be carried out) and Administrative or Mission Notices (official communications issued by the Executive Officer or other administrative official to provide guidance, updates, and instructions related to administrative policies, procedures, and practices within the Mission). Mission management should establish a separate numbering system and filing system for Mission Notices, as described below.

Sample Mission Orders may be viewed in the EXO Toolbox at:

[https://my.usaid.gov/M/MS/OMD/exo-toolbox?check\\_logged\\_in=1](https://my.usaid.gov/M/MS/OMD/exo-toolbox?check_logged_in=1).

## B. MINIMUM REQUIREMENTS

The format provided below is not mandatory but is recommended, as it covers the following minimum requirements that must be included in any system: Authority, Responsibility, and Implementing Procedures.

## C. NUMBERING

The ADS is comprised of six functional series. Mission Order Manuals should be divided into six sections to reflect these series.

USAID Generic Mission Order Standardized Functional Series:

FUNCTIONAL SERIES NUMBERS <sup>1</sup>	SERIES TITLE
MO100	Agency Organization and Legal Affairs
MO200	Programming Policy
MO300	Acquisition and Assistance
MO400	Personnel
MO500	Management Services

<sup>1</sup> (See [ADS 501maa](#), [ADS Chapters and Point of Contact List](#) for chapter titles within each Series.)

FUNCTIONAL SERIES NUMBERS <sup>1</sup>	SERIES TITLE
MO600	Budget and Finance

The numeric coding of each MO begins with MO and is followed by the ADS Functional Series number, chapter number, and title. For example, MO536 indicates that this Mission Order is related to Functional Series 500, Chapter 536, Use and Control of Official Vehicles. If more MOs on motor vehicles are needed, the next numeric code would be MO536-1, Other Authorized Use of Vehicles; then MO536-2, Self-Drive Procedures; etc.

#### **D. FORMAT**

When possible and practical, every MO should contain identical headings. These headings should be individually distinguished by a standardized numbering system. The recommended headings and numbers follow:

- I. Purpose Defines the desired or intended result or effect of the particular MO.
- II. Authority Cites the legally binding ADS chapter that authorizes the implementing procedures being issued. Only prepare a MO if the ADS chapter that is cited in the authority paragraph cannot be adequately implemented at post as written.
- III. Definitions Specialized terms that the reader must understand to carry out the direction contained within the specific MO.
- IV. Responsibility Applies to the specific duties of Mission staff at all levels within the Mission.
- V. Procedures Consists of a mandatory course of action that supports the specific ADS policy. Explains which Mission-specific procedures need to be followed to comply with Agency policy. Implementing procedures are not permitted if the ADS procedures are sufficient. The goal in this section is to minimize internal regulations and increase efficiency.
- VI. Effective Date Provides the date the MO is activated.

Missions should review all MOs annually and renew MOs at a minimum of every five years. MOs lapse if not renewed within five years from the date of issuance.