



# Sample E-Mail Requesting ADS Clearance

An Additional Help for ADS Chapter 501

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Responsible Office: M/MPBP/POL  
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## Sample E-Mail Requesting ADS Clearance

Below is an actual e-mail requesting ADS clearance that was sent out in 2008. It is a strong example of a clearance e-mail because it contains the correct subject line information, it describes for the clearing officials the major changes to the material, and it provides the clearing officials with the proper choices for responding. The deadline for responding to the clearance request is also clearly stated more than once.

From: **Denale, Jeffrey A (SEC/OD)**  
Sent: **Thursday, December 18, 2008 12:21 PM**  
To: **ADS CLEARANCE Mail List (M.AS.IRD) (USAID)**  
Cc:  
Subject: **ADS Clearance – ADS Chapter 569, Counterintelligence Program**

Attached to this email for your clearance is ADS Chapter 569, Counterintelligence Program. This ADS, in conjunction with 12 FAM 260, establishes the policies and procedures utilized to protect USAID personnel and information from intelligence related threats.

This ADS was previously coordinated with you or your predecessors. We've since made the minor wording changes requested, but more importantly **added Section 569.3.6 regarding polygraph examinations.**

In responding, please include comments in the following manner:

- Advise that you clear the material;
- Advise that you cannot clear until your substantive comments are resolved (include your comments and clearly state that they are substantive);
- Advise that you clear the material and are including non-substantive comments or suggestions for our consideration;
- Advise that clearance by your office is not required; or is not applicable;
- Request additional time.

Please provide your response by **January 15, 2009.**

Thanks and Happy Holidays!

jd

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