



Instructions for Creating Agency Notices Without Using the Notice Generator

A Mandatory Reference for ADS Chapter 504

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Creating Agency Notices Without Using the Notice Generator

You may create an Agency Notice without using the Notice Generator (located on the Agency Forms intranet Web site). These Notices must still conform to the Agency Notice format. The following steps will help you create a Notice in the proper format:

1. **Page Setup** – Open a new Word document, and format the page as follows:
 - a. Set the **margins**. To do this, click on **File** on your menu bar. Then click on **Page Setup**. On the Margins tab, change the left margin to .92” and the right margin to 1.92”. Click OK.
 - b. Your page must be left justified. Now set **tabs** for your document by clicking on **Format** on your menu bar. Then click on **Tabs**. In the field called Tab stop position, type .5. Now click on Set. Now in the field called Tab stop positions, type 1. Click on **Set**. Repeat these steps at .5” increments until you get to 5.5. Once you have all of these tab stops entered, click OK.
 - c. Set your **font**. On your **Formatting** toolbar click on the **Font** drop down menu. Find Verdana and select it. On the Font Size drop down menu, find 10 pt. and select it. Click OK.
2. **Line One** – On the first line of your document, tab seven times to 3.5” on your ruler. (Do not use the “Align right” function on your toolbar.) Insert the **Notice audience**, which is either USAID/W (Washington employees only) or USAID/General Notice (All USAID employees). Press the Enter key.
3. **Line Two**
 - a. On the second line of your document, tab four times to 2” on your ruler. (Do not use the “Center” function on your toolbar.) In all capital letters, insert the **category of the Notice**. The eleven categories of Notices are the following:

ADMINISTRATOR¹
 POLICY²
 POLICY-REMINDER
 EXECUTIVE MESSAGE³
 SECURITY AND SAFETY
 INFORMATION
 GENERAL PERSONNEL
 JOB OPPORTUNITY
 TRAINING
 UNION – AFGE
 UNION - AFSA

¹ Administrator Notices must be approved and sent by either the Office of the Administrator or the Office of the Executive Secretariat (ES).

² Policy Notices must receive ADS clearance before being released as a Notice or Cable. Additionally, M/MPBP/POL must receive a completed AID 3-252 form before publishing. (See ADS 501 for details on ADS clearance and issuance.)

³ Executive Messages can only be sent by the Executive Secretariat (ES); Bureau for Management, Office of the Assistant Administrator (M/AA); Bureau for Legislative and Public Affairs (LPA); Bureau for Management, Office of Management Policy, Budget, and Performance, Division of Policy (M/MPBP/POL); Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD); and the Office of Security (SEC).

- b. Tab two more times to 3.5” on your ruler. In all capital letters, insert the **office symbol** of the originating Bureau/Independent Office. Press the Enter key.
4. **Line Three** – On the third line of your document, tab seven times to 3.5” on your ruler. (Do not use the “Center” function on your toolbar.) Insert the date (mm/dd/yyyy, such as, 05/25/2011). Press the Enter key twice.
5. **Line Five** – Beginning at the left margin type “Subject:” and then type the **subject** of your Notice. Ideally, the subject should not be more than two lines long. Press the Enter key twice. **Please add any important dates, such as deadlines/due dates, or action required by, to the subject line of the Notice.**

Additionally, when issuing a Policy Notice or Policy-Reminder General Notice, cite the ADS Chapter number(s) or mandatory reference title(s):

- where the policy directives/required procedures are referenced, or
- where the ADS Author is going to incorporate the new or revised material.

6. **Line Seven** – Begin the **body of the Notice** on line seven. The body must not be in all capital letters and must be left justified. Do not type the body of the Notice in all capital letters.

Therefore, if you are issuing a cable as a Notice, all cables must be converted to sentence case, or you may create a cover Notice for a cable and have the cable be an attachment as is.

Remember the Rules

- **Format:** Indent, Bold, Italics, Underline, Footers/Headers, Footnotes, AutoNumbering, and AutoFormatting are NOT allowed in a text Notice, but are allowed in attachments.
- **Capital letters:** Do not send a Notice that is in all capital letters. Because it is difficult to read all capital letters, you must convert the text of the cable to sentence case and put it in Notice format, or create a cover Notice for the cable, which then becomes an attachment.
- **Cables:** The cable MUST be converted to sentence case before you send it to your Authorized Notice Sender or Notice Mailbox. M/MPBP/POL will return the cable to you for processing if it contains all capital letters.
- **Length of Notice:** M/MPBP/POL encourages you to make your lengthy Notice an attachment. Then create a brief cover notice for your attachment and send both files to your Authorized Notice Sender.

Exception to the rules

If your Notice has charts, tables, graphs, spreadsheets (e.g., Microsoft Excel), or requires a lot of formatting, you must create a one-page cover Notice, stripped of all codes except TAB. Use the body of the cover Notice to describe what your Notice is about. E-mail both the cover Notice and your original document to your Authorized Notice Sender.

* An asterisk indicates that the adjacent material is new or substantively revised.

ALL Notices (including attachments) must be compliant with Section 508 of the Rehabilitation Act Amendments of 1998. (See [The ADS Process – Part 1 C.2](#), Section 508 Format Requirements, [36 CFR 1194](#), and [USAID-Federal Regulations for Web Accessibility](#).) Please contact M/MPBP/POL for guidance.

7. **End of document** – Press the **Enter** key twice after the last line of the body of your Notice. Beginning at the left margin, type “Point of Contact:” and then insert the **point of contact** for your Notice. The point of contact information must include the point of contact’s full name, Bureau/Independent Office symbol, and full phone number or e-mail address.

8. **Saving your document** – Use the following steps when saving your document:
 - Click on **File**, then **Save As**.
 - At the bottom of the popup menu, next to “Save as type:” click the down arrow and choose **Plain Text**, hit **Save**.
 - A dialog box will appear, under Encoding MS-DOS, place a checkmark in the box **MS-DOS Text with Line Breaks** and a checkmark in the box next to **Insert Line Breaks**, listed under Options of that dialog box.
 - Then click the **OK** button. This will create a text (.txt) version of your document, which is then ready for you to send to your Authorized Notice Sender.

***Obtaining Required Clearances for Notice Issuance**

Once you have completed the text for your Notice, you must obtain any required clearances for the Notice before sending it to your Authorized Notice Sender. Observe the following requirements:

- **All Notices** must be approved through established internal procedures specific to each Bureau/Independent Office/Mission. Bureaus/Independent Offices/Missions establish their own internal office policy and procedures for clearing Notices. To learn more about your Bureau/Independent Office/Mission’s internal Notice procedures, contact your Authorized Notice Sender. (M/MPBP/POL maintains a list of Authorized Notice Senders – see [Authorized Notice Senders for Agency Notices](#).)

***Executive Messages**

Executive Messages are extremely time-sensitive Notices that relay critical Agency information that must be received by Notice recipients in less than 24 hours and, therefore, cannot wait for the daily email distribution and posting to the intranet.

* An asterisk indicates that the adjacent material is new or substantively revised.

ONLY designated Authorized Notice Senders from **AA/M, M/MS/HMD, LPA, ES, SEC,** or **M/MPBP/POL** may distribute Executive Messages.

If you have a message that you want distributed as an Executive Message, you must create the message in the Agency Notice format. Then contact the USAID ADS and Notices Team at (202) 355-7450 or contact Albert Moesle, ADS COTR for M/MPBP/POL, at (202) 712-0648. M/MPBP/POL will make all final determinations on Executive Messages.

*If you request that M/MPBP/POL send out an Executive Message, then M/MPBP/POL will send out the Executive Message within 30 minutes of M/MPBP senior management review.

Executive Messages are sent from a mailbox called *Executive Message*. The e-mails are distributed to the same addresses as Agency Notices. *Use Verdana 10 pt. font when creating Executive Messages.

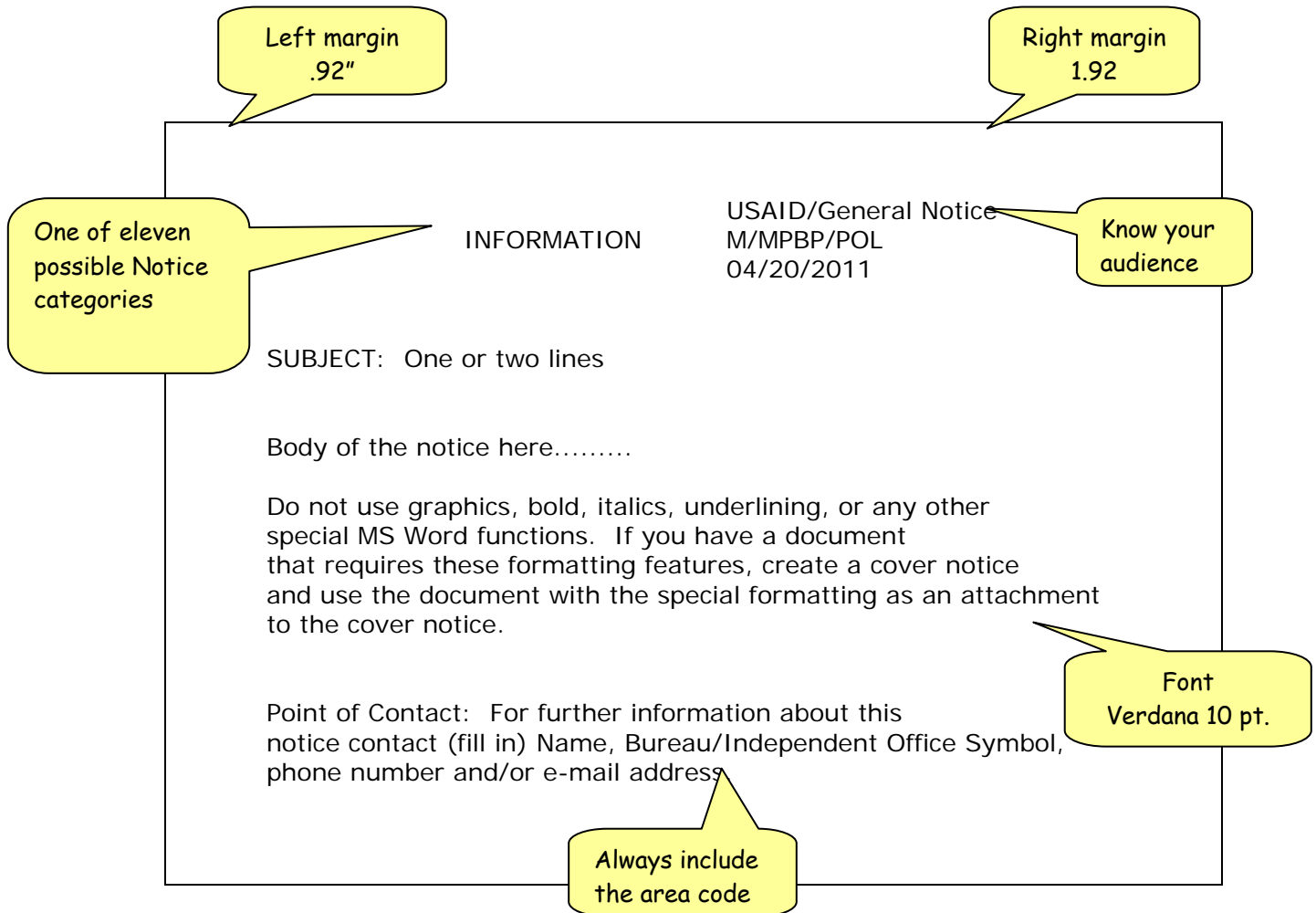
Note: The Executive Message mailbox only distributes e-mail. It does not receive e-mail. Do not send e-mail to this mailbox. Send your e-mails to nmailbox@usaid.gov.

M/MPBP/POL also posts Executive Messages to the Notices database on the intranet that evening, with a note about their prior distribution. Additionally, M/MPBP/POL attaches the Executive Message to the nightly e-mail from Notice Sender that is sent to the Missions.

Example of a Correctly Formatted Notice

The image below is a sample Agency Notice showing the margins that must be used, where the Notice category and the Notice audience must be placed, and the font size that must be used. It also reminds you to always include the area code when typing the phone number at the end of the Notice.

Sample Agency Notice



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