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## Guidance on Preparing Mission Orders

### A. GENERAL

Mission Orders are required when additional Mission-specific procedures are necessary to implement Automated Directives System (ADS) policy. In keeping with Executive Order 12861 to reduce internal regulations by 50 percent, Missions are reminded that they must not duplicate information already contained in an ADS chapter, mandatory reference, or Additional Help document (supplementary reference). Mission Notices (generated within the Mission) are used to disseminate information only. A separate numbering system and filing system should be established for Mission Notice issuances.

This USAID Generic Mission Order Guidance is based on the ADS. The objective of this guidance is to provide a format that ensures consistent publication of Mission-specific guidance. This guidance also ensures that Mission Orders do not create new policy, do not duplicate or contradict existing policy, and do cite the corresponding ADS or AID Handbook chapter as the appropriate authority.

Sample Mission Orders may be viewed in the EXO Toolbox at <http://inside.usaid.gov/M/AS/OMS/>.

### 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 contains six Functional Series. It is recommended that the Mission Order Manual be divided into six sections reflecting these Series.

USAID Generic Mission Order Standardized Functional Series:

FUNCTIONAL SERIES NUMBERS <sup>1</sup>	SERIES TITLE
MO100	Agency Organization and Legal Affairs

<sup>1</sup> (See ADS 501 Mandatory Reference, ADS Chapters and Authors, for chapter titles within each Series.)

MO200	Programming Policy
MO300	Acquisition and Assistance
MO400	Personnel
MO500	Management Services
MO600	Budget and Finance

The numeric coding of each Mission Order 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 Mission Orders on motor vehicles are needed, the next numeric code will be MO536-1, Other Authorized Use of Vehicles; then MO536-2, Self-Drive Procedures; etc.

If an ADS chapter has not yet been issued and the Handbook is still active, the numeric coding begins with MO and is followed by the Handbook number and Chapter number. For example, MOHB19.11 indicates that this Mission Order is related to Handbook Number 19, Chapter 11, Operating Expenses. If more Mission Orders on Operating Expenses are needed, follow the numeric sequence MOHB19.11-1, Allocation of Personnel to Functional Categories at Mission; MOHB19.11-2; etc.

#### D. FORMAT

When possible and practical, every Mission Order 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 Mission Order.
- II. Authority                  Cites the legally binding ADS chapter or active Handbook that authorizes the implementing procedures being issued. Only prepare a Mission Order if the ADS chapter or Handbook 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 Mission Order.
- 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 on which the Mission Order is activated.

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