



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 560

## News Releases and Services

Document Quality Check Date: 04/29/2013  
Partial Revision Date: 11/29/2011  
Responsible Office: LPA/AA  
File Name: 560\_042913

Functional Series 500 – Management Services  
ADS 560 – News Releases and Services  
POC for ADS 560: Kamil Bazbaz, (202) 712-5174, [kbazbaz@usaid.gov](mailto:kbazbaz@usaid.gov)

## Table of Contents

<u><a href="#">560.1</a></u>	<u><a href="#">OVERVIEW</a></u> .....	<u><a href="#">3</a></u>
<u><a href="#">560.2</a></u>	<u><a href="#">PRIMARY RESPONSIBILITIES</a></u> .....	<u><a href="#">3</a></u>
<u><a href="#">560.3</a></u>	<u><a href="#">POLICY DIRECTIVES AND REQUIRED PROCEDURES</a></u> .....	<u><a href="#">3</a></u>
<u><a href="#">560.3.1</a></u>	<u><a href="#">News Releases</a></u> .....	<u><a href="#">3</a></u>
<u><a href="#">560.3.2</a></u>	<u><a href="#">Daily News Summaries</a></u> .....	<u><a href="#">4</a></u>
<u><a href="#">560.4</a></u>	<u><a href="#">MANDATORY REFERENCES</a></u> .....	<u><a href="#">4</a></u>
<u><a href="#">560.4.1</a></u>	<u><a href="#">External Mandatory References</a></u> .....	<u><a href="#">4</a></u>
<u><a href="#">560.4.2</a></u>	<u><a href="#">Internal Mandatory References</a></u> .....	<u><a href="#">4</a></u>
<u><a href="#">560.5</a></u>	<u><a href="#">ADDITIONAL HELP</a></u> .....	<u><a href="#">5</a></u>
<u><a href="#">560.6</a></u>	<u><a href="#">DEFINITIONS</a></u> .....	<u><a href="#">5</a></u>

## **ADS 560 – News Releases and Services**

### **560.1 OVERVIEW**

This chapter contains the policy directives and required procedures for promoting timely, accurate, positive reporting to the news media regarding USAID activities and programs and to provide daily news summaries to the USAID senior staff.

### **560.2 PRIMARY RESPONSIBILITIES**

- a.** The **Bureau of Legislative and Public Affairs/Press Relations Division (LPA/PR)** is responsible for clearing all news releases drafted by overseas missions, for preparing and distributing all other news releases produced by USAID, and for clearing all press guidance prepared by any Bureau/Independent Office (B/IO) or officer. LPA/PR is also responsible for providing daily news summaries for the USAID senior staff from major newspapers and wire services on USAID related material.
- b.** **Missions** are responsible for obtaining clearance from LPA/PR for all news releases they prepare.
- c.** **USAID Bureaus/Independent Offices (B/IOs) and officers** are responsible for notifying LPA/PR as early as possible of all events and activities they wish to publicize or which they consider appropriate for publication in the news media, for responding fully, accurately, and quickly to inquiries from LPA/PR regarding news releases, and for obtaining clearance from LPA/PR for all press guidance they prepare. USAID B/IOs and officers are also responsible for providing LPA/PR with news clippings from other sources for inclusion in the next day's news summaries.

### **560.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **560.3.1 News Releases**

The Press Relations Division (LPA/PR), at its discretion and in cooperation with the appropriate B/IOs or officers, shall prepare and distribute all news releases produced by USAID/W. No B/IO or officer other than LPA/PR and LPA/PR personnel shall distribute news releases. Overseas missions must obtain clearance from LPA/PR for all news releases they prepare.

All offices/bureaus and officers shall notify the Press Relations Division (LPA/PR) as early as possible, of events or activities that they wish to publicize or consider appropriate for publication in the news media.

LPA/PR shall evaluate the suggestion and decide whether a prepared news release must be drafted by LPA/PR for review by the B/IO or officer, or if pertinent facts are compiled, reviewed by the B/IO or officer, and made available to the appropriate members of the news media by LPA/PR.

In an effort to maintain the timeliness and accuracy of all news releases, all B/IOs and officers shall respond as fully, accurately, and quickly as possible to all inquiries from LPA/PR regarding news releases.

Any B/IO or officer which desires to prepare press guidance on a particular issue must obtain clearance from LPA/PR before sending it to the Department of State, the White House, or any federal agency.

If an B/IO or officer receives a press inquiry on an issue after the preparation and clearance of press guidance on that issue, the B/IO or officer shall refer the press inquiry to LPA/PR for processing. (See [ADS 559](#))

### **560.3.2 Daily News Summaries**

The Press Relations Division (LPA/PR) shall be responsible for providing daily news summaries for the USAID senior staff from major newspapers and wire services on USAID related material. LPA/PR shall also provide, when needed, a videotape and/or audio tape of major and scheduled network and Washington area news programming that contains a story on foreign aid or a related item.

USAID B/IOs and officers aware of news items from other sources related to USAID, foreign affairs or development assistance, shall provide LPA/PR with newsclippings from these sources for inclusion in the next day's news summaries.

LPA/PR shall notify an B/IO if there has been an item reported which is of particular interest to that B/IO.

When reports are carried in programming other than the announced schedule, offices shall make specific requests for the material from LPA/PR in advance of air time. Once it is obtained it shall be available to the Office requesting the report.

Offices aware of programs that discuss foreign affairs, USAID or development assistance shall notify LPA/PR.

## **560.4 MANDATORY REFERENCES**

### **560.4.1 External Mandatory References**

- a. [Foreign Assistance Act of 1961](#)
- b. [International Security Assistance Act of 1978](#)

### **560.4.2 Internal Mandatory References**

There are no Internal Mandatory References for this chapter.

## **560.5 ADDITIONAL HELP**

There are no Additional Help documents for this chapter.

## **560.6 DEFINITIONS**

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

### **news releases**

Statements of policy, comments from USAID officers, data, or other information regarding USAID activities and programs provided to members of the news media for publication or for use in reporting on the activities of USAID and related topics. **(Chapter 560)**

### **news summaries**

News clippings from major newspapers and wire services related to foreign affairs and USAID. **(Chapter 560)**

### **press guidance**

Information or materials regarding USAID activities and programs provided to the Department of State, White House, or other federal agency for their use in news media contact. **(Chapter 560)**

560\_042913