



USAID
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ADS Chapters and Authors List

A Mandatory Reference for ADS Chapter 501

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ADS Chapters and Authors List

If you have a question about a specific ADS chapter, please contact the office responsible for that chapter. If you would like to create ADS material for one of the subjects listed below, you must contact the point of contact listed with that subject and Krista Ricks-Hawkins, M/AS/IRD, (202) 712-5032, or Stephanie Leveque and Kristen Wood, M/AS/IRD – DKW Communications, Inc., (202) 355-7450.

An asterisk (*) next to a chapter number indicates that the author information or office location information has changed.

| SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 101 | Agency Programs and Functions | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 |
| 102 | Agency Organization | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 |
| 103 | Delegations of Authority | GC/LP 6.06-070 RRB Washington, DC 20523-6601 | Don Gressett 202-712-4139 |
| 104 | Performance of Commercial Activities within USAID | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 Joann Jones 202-712-5048 |
| 105 | Committee Management | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2101 | Joanne Paskar 202-712-1217 |
| 106 | Delegations of Authority and Orders of Succession During a National Security Emergency | GC/LP 6.06-070 RRB Washington, DC 20523-6610 | Don Gressett 202-712-4139 |
| 109 | Ethics | GC/EA 6.06-090 RRB Washington, DC 20523-6601 | Jim Peters 202-712-4785 |
| 110 | Equal Employment Opportunity | EOP 2.09-078 RRB Washington, DC 20523-2901 | Patricia Lamond 202-712-0143 |
| 151 | Reporting and Management of Litigation | GC/LE 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold 202-712-1903 |

| SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS | | | |
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| 152 | Tort Claims | GC/LE 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold 202-712-1903 |
| 153 | Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense | GC/LE 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold 202-712-1903 |
| 154 | Procurement of Legal Services | GC/LE 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold 202-712-1903 |
| 155 | Privileges, Immunities, and Tax Exemptions | GC/LP 6.06-070 Washington, D.C. 20523-6601 | Don Gressett 202-712-4139 |
| 198 | USAID Duty Officer | ES 6.08-055 RRB, Washington, D.C. 20523-2052 | Linda Atkinson 202-712-4965 |

| USAID PROGRAMMING POLICY – PPC’s ADS Material - Series 200, 500, and 600 | | | |
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| No. | Chapter Title | Office Formerly Responsible for the ADS material | New Point of Contact (Name and Office symbol) -- to be determined |
| 200 | Introduction to Managing for Results | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 201 | Planning | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 202 | Achieving | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 203 | Assessing and Learning | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 206 | Prohibition of Assistance to Drug Traffickers | PPC/P 6.07-051 RRB Washington, DC 20523-6802 | |
| 210 | Tobacco Policy | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 212 | Breastfeeding Promotion Policy | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| 215 | Telecommunications, Information, and the Global Information Infrastructure | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |

| USAID PROGRAMMING POLICY – PPC’s ADS Material - Series 200, 500, and 600 | | | |
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| 216 | USAID-Higher Education Community Partnership | PPC/P 6.07-004 RRB Washington, DC 20523-6802 | |
| 219 | Microenterprise Development | PPC/P 6.07-004 RRB Washington, DC 20523-6802 | |
| 221 | USAID’s Procedures for Implementing International Agreements for Tied and Untied Aid | PPC/P 6.07-064 RRB Washington, DC 20523-6802 | |
| 225 | Program Principles for Trade and Investment Activities and the “Impact on U.S. Jobs” and “Workers’ Rights” | PPC/P 6.07-004 RRB Washington, DC 20523-6802 | |
| 260 | Geographic Codes | PPC/SPP 6.08-113 RRB Washington, DC 20523-6802 | |
| SERIES 500 – MANAGEMENT SERVICES | | | |
| 540 | USAID Development Experience Information and Reference Services | PPC/DEI/DIS 6.07-081 RRB Washington, DC 20523-6701 | |
| SERIES 600 - BUDGET AND FINANCE | | | |
| *601 | Funding Source Policy | A/AID/COO 6.07-003 RRB Washington, DC 20523-2052 | Angela McNerney 202-712-4574 Yvette Hart 202-712-4534 |
| *602 | Forward Funding of Program Funds | M/MPBP/OD 6.08-073 RRB Washington, DC 20523-6802 | Angelique Crumbly 202-712-4279 |
| *603 | Forward Funding, Non-Program Funds | A/AID/COO 6.07-003 RRB Washington, DC 20523-2052 | Angela McNerney 202-712-4574 Yvette Hart 202-712-4534 |

| SERIES 200 - USAID PROGRAMMING POLICY | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 204 | Environmental Procedures | EGAT/ESP 3.08-052 RRB Washington, DC 20523-6802 | James Hester 202-712-5176 |
| 205 – RESERVED | | | |
| 207– RESERVED | | | |
| 208 | Food for Peace | DCHA/OFDA 7.06-135 RRB Washington, DC 20523-7600 | Francesca Nelson 202-712-1244 |
| 211 | DRAFT – Biosafety Policy | EGAT/ESP/IRB 3.08-064 RRB Washington, DC 20523-3800 | Josette Lewis 202-712-5592 |
| 213-214 – RESERVED | | | |
| 217-218 – RESERVED | | | |
| 220 – RESERVED | | | |
| 222-224 – RESERVED | | | |
| 226-248 – RESERVED | | | |
| 249 | Development Credit Authority (DCA) | EGAT/DC 2.10-082 RRB Washington, DC 20523-2052 | Chris Ray 202-712-5538 |
| 250 | Urban and Environment Credit Program (UE Credit Program) | EGAT/DC 2.10-112 RRB Washington, DC 20523-2110 | Peter Pirnie 202-712-1712 |
| 251 | International Disaster Assistance | DCHA/OFDA 8.07-052 RRB Washington, DC 20523-8700 | Melita Yearwood 202-712-5893 |
| 252 | Visa Compliance for Exchange Visitors | EGAT/ED/FS 3.09-094 RRB Washington, DC 20593-3900 | James Nindel 202-712-5317 |
| 253 | Training for Development | EGAT/ED/PT RRB 3.09-103 Washington, DC 20523-3900 | Ethel Brooks 202-712-0496 |
| 254-259 - RESERVED | | | |
| 261-299 - RESERVED | | | |

| SERIES 300 - ACQUISITION & ASSISTANCE | | | |
|--|---|---|--------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 301 | Responsibility for Procurement | M/OAA/PE 7.08-030 RRB Washington, DC 20523-7801 | Carol Ketrick 202-712-1382 |
| 302 | USAID Direct Contracting | M/OAA/PE 7.08-030 RRB Washington, DC 20523-7801 | Carol Ketrick 202-712-1382 |
| 303 | Grants and Cooperative Agreements to Non-Governmental Organizations | M/OAA/PE 7.08-012 RRB Washington, DC 20523-7801 | Michael Gushue 202-712-5831 |
| 304 | Choice of Implementation Instrument | M/OAA/PE 7.08-030 RRB Washington, DC 20523-7801 | Carol Ketrick 202-712-1382 |
| 305 | Host Country Contracts | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| *306 | Interagency Agreements | M/OAA/PE 7.08-012 RRB Washington, DC 20523-7801 | Michael Gushue 202-712-5831 |
| 307 | Commodity Import Programs | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 308 | Grants and Cooperative Agreements with Public International Organizations | M/OAA/PE 7.08-012 RRB Washington, DC 20523-7801 | Michael Gushue 202-712-5831 |
| 309 - RESERVED | | | |
| 310 | Source, Origin and Nationality | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 311 | Local Procurement | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 312 | Eligibility of Commodities | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 313 | Eligibility of Suppliers and Contractors | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 314 | Eligibility of Delivery Services | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 315 | Cargo Preference | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 316 | Procurement Under Intermediate Institutions | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |

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| No. | Chapter Title | Responsible Office | Point of Contact |
| 317 | Procurement Under Fixed Amount Reimbursement Activities | M/OAA/PE 7.09-012 RRB Washington, DC 20523-7801 | Michael Gushue 202-712-5831 |
| 318 | Patent Rights | GC/LE 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold 202-712-1903 |
| 319 - RESERVED | | | |
| 320 | Marking | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 Michael Gushue 202-712-5831 John Niemeyer 202-712-4776 |
| 321 | Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |
| 322 | Procurement of Insurance | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |
| 323 | Metric Specifications | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 324 | Post Procurement | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |
| 325-329 - RESERVED | | | |
| 330 | Source Rules for Administrative Procurement | M/OAA/PE 7.08-031 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |
| 331 | Small and Micro Purchases in USAID/W | M/OAA/PE 7.08-021 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 332-348 - RESERVED | | | |
| 349 | International Agreements | GC/ANE 6.06-093 RRB Washington, DC 20523-6601 | Mary Alice Kleinjan 202-712-1611 |
| 350 | Grants to Foreign Governments | GC/A&A 6.06-071 RRB Washington, DC 20523-6601 | Bill Buckhold, 202-712-1903 |
| 351-399 - RESERVED | | | |

| SERIES 400 - PERSONNEL | | | |
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| 401-404 - RESERVED | | | |
| 405 | Telecommuting | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 406 - RESERVED | | | |
| 407 | Acquired Immune Deficiency Syndrome in the Workplace | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 408 | Alcohol and Drug Abuse Assistance Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 409 - RESERVED | | | |
| 410 | Drug Free Workplace Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 M/HR/POD/FS 2.08-170 Washington, DC 20523-2700 | Joann Jones 202-712-5048 Mary Satterwhite 202-712-5045 |
| 411 - RESERVED | | | |
| 412 | Reemployment Rights | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 413 | Civil Service Appointments and Employment | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 414 | DRAFT – Foreign service Appointments | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 415 | Civil Service to Foreign Service Appointment Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 416-417 - RESERVED | | | |
| 418 | Promotion and Internal Placement | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 419-421 - RESERVED | | | |
| 422 | Personnel Operations: Senior Foreign Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 423 | Personnel Operations: Senior Executive Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |

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| 424 | DRAFT – Senior Management Group | M/HR/EPM 2.09-007 RRB Washington, DC 20523-2800 | Joann Jones 202-712-5048 |
| 425-431 – RESERVED | | | |
| 432 | Details - Civil and Foreign Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 433 - RESERVED | | | |
| 434 | Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS) | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 435 | Commissions, Titles and Rank | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 436 | FS Assignments and Tours of Duty | M/HR/POD/SP 2.08-166 RRB Washington, DC 20523-2700 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Cecilia Pitas 202-712-1468 Joann Jones 202-712-5048 |
| 437 | Temporary Assignments under the Intergovernmental Personnel Act | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 438 | DRAFT – Language Program | M/HR/POD/SP 2.08-166, RRB Washington, DC 20523-2700 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Cecilia Pitas 202-712-1468 Joann Jones 202-712-5048 |
| 439 – RESERVED | | | |
| 440 | TIC/LCE | M/HR/P 2.09-026, RRB Washington, DC 20523-2900 | Maribeth Zankowski 202-712-1081 |
| 441 – RESERVED | | | |
| 442 | Workers' Compensation Program | M/HR/LERB 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 443 | Special Assistance to Employees/Beneficiaries | M/HR/LERB 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 444-445 - RESERVED | | | |
| 446 | Termination During Probation - Civil Service | M/HR/LERB 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 447-449 - RESERVED | | | |

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| 450 | Termination of Time-Limited Appointments - Foreign Service (FS) | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 451 - RESERVED | | | |
| 452 | Reduction in Force - Civil Service | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 Joann Jones 202-712-5048 |
| 453 | Furlough - Civil Service and Foreign Service | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 Joann Jones 202-712-5048 |
| 454 | Reduction in Force - Foreign Service | M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 Joann Jones 202-712-5048 |
| 455 | Reduction in Force in the Senior Executive Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 456 | Personnel Operations: Position Classification | M/HR/POD/CS 2.07-021 RRB Washington, DC 20523-2700 | Robin Galery-Todd 202-712-1057 |
| 457-- RESERVED | | | |
| 458 | DRAFT – Training and Education | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 M/HR/LS 2.08-082 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 Toni Mitchell 202-712-1297 |
| 459 | International Development Intern Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 460 | Presidential Management Intern Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 461 | Employee Evaluation Program, Foreign Service and Senior Foreign Service | M/HR/EPM 2.08-023 RRB Washington, DC 20523-5900 | Darren Shanks 202-712-5685 |
| 462 | Employee Evaluation Program, Civil Service | M/HR/EPM 2.08-023 RRB Washington, DC 20523-590 | Darren Shanks 202-712-5685 |

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| No. | Chapter Title | Responsible Office | Point of Contact |
| 463 | Foreign Service Boards | M/HR/EPM 2.08-023 RRB Washington, DC 20523-590 | Darren Shanks 202-712-5685 |
| 464-465 - RESERVED | | | |
| 466 | DRAFT – Student Loan Repayment (SLR) Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 467 | Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities | M/HR/POD/SP 2.08-166 RRB Washington, DC 20523-2700 M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Cecilia Pitas 202-712-1468 Joann Jones 202-712-5048 |
| 468 | DRAFT – Foreign Service (FS) Personnel Recruitment | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 469 | Civil Service Personnel Recruitment | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 M/HR/POD/CS 2.07-002 RRB Washington, DC 02523-2700 | Joann Jones 202-712-5048 Sheila Tolliver 202-712-5615 |
| 470 | Pay Under the Foreign Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 471 | Pay under the General Schedule | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 472 | Premium Compensation | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 473 | Pay Under Prevailing Rate Systems | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 474 | Salary and Grade Retention | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 475 | DRAFT – Severance Pay and Involuntary Separation Benefits | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 476 | Benefits | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 477 | Allowances and Differentials | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 478 | Payments to Missing Employees | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |

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| 479 | Hours of Duty | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 480 | Leave | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 481 | Family and Medical Leave (FML) | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| 482 | Voluntary Leave Transfer Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 M/HR/LERPM 2.07-014 RRB Washington, DC 20523-2800 | Joann Jones 202-712-5048 Cynthia Andrews 202-712-1557 |
| 483-484 - RESERVED | | | |
| 485 | Disciplinary Action - Foreign Service | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 486 | Grievances - Foreign Service | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 487 | Disciplinary and Adverse Actions Based on Misconduct - Civil Service | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 488 - RESERVED | | | |
| 489 | Performance Based Actions - Civil Service | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 490 | Agency Administrative Grievance Procedure | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 491 | Incentive Awards Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 M/HR/EPM 2.08-062 RRB Washington, DC 20523-2800 | Joann Jones 202-712-5048 Lynn Mason 202-712-1286 |
| 492-492 - RESERVED | | | |
| 493 | DRAFT – FS Retirement | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |
| 494 | Civil Service Retirement | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 |

| SERIES 400 - PERSONNEL | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 495 | Foreign Service National Personnel Administration | M/HR/PPIM 2.09-022 RRB Washington, DC 20523-2900 | Sherri Fennell 202-712- 1866 |
| 496 | FSN Emergency Health and Accident Coverage (HAC) | M/HR/PPIM 2.07-016 RRB Washington, DC 20523-2900 M/HR/PPIM 2.09-022 RRB Washington, DC 20523-2900 | Frank McDonough 202-712-1826 Sherri Fennell 202-712- 1866 |
| 497-498 - RESERVED | | | |
| 499 | Overseas Employment Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 501 | The Automated Directives System (ADS) | M/AS/IRD 2.07-092 RRB Washington, DC 20523-2701 | Krista Hawkins 202-712-5032 |
| 502 | The USAID Records Management Program | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Cynthia Staples 202-712-0798 |
| 503 | Correspondence Management | M/AS/IRD 2.07-092 RRB Washington, DC 20523-2701 | Krista Hawkins 202-712-5032 |
| 504 | Agency Notices | M/AS/IRD 2.07-092 RRB Washington, DC 20523-2701 | Krista Hawkins 202-712-5032 |
| 505 | Forms Management Program | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 506 | Reports Management | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 507 | Freedom of Information Act | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Joanne Paskar 202-712-1217 |
| 508 | Privacy Act - 1974 | M/IRM 2.12-003 RRB Washington, DC 20523-2120 | Phil Heneghan 202-712-4938 |
| 509 | Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals) | M/IRM 2.12-003 RRB Washington, DC 20523-2120 | Phil Heneghan 202-712-4938 |
| 510 | Mandatory Declassification Review | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 511 | Vital Records Program | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Cynthia Staples 202-712-0798 |
| 512 | Agency Printing and Graphics Services | M/AS/FMD B2-06.02 RRB Washington, DC 20523-0200 | Bob Coston 202-712-1568 |
| 513 | Mail Management | M/AS/FMD 4.06-143 RRB Washington, DC 20523-0200 | Roberto Miranda 202-712-4410 |
| 514 | Parking Program Administration | M/AS/OD 4.06-132 RRB Washington, DC 20523-4100 | Stephanie Teasley 202-712-0178 |
| 515 | Metro Transit Subsidy Program | M/AS/FMD 4.10-091 RRB Washington, DC 20523-4100 | Stephanie Teasley 202-712-0178 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 516 | Office of the Federal Register | M/AS/IRD 2.07-090 RRB Washington, DC 20523-2700 | Linda Porter 202-712-0849 |
| 517 | RESERVED | | |
| 518 | Personal Property Management (Domestic) | M/AS/FMD 4.10-093 RRB Washington, DC 20523-4100 | James Taylor 202-712-5944 |
| 519 | Building Services | M/AS/FMD 4.10-093 RRB Washington, DC 20523-4100 | James Taylor 202-712-5944 |
| 520 | International Cooperative Administrative Support Services (ICASS) | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 521 | Claims for Losses of Private Personal Property | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 522 | Performance of Temporary Duty Travel in the U.S. and Abroad | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 523 | Foreign Service Assignment Travel | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 524 | Entitlement for Domestic Relocation | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 525 | Separation/Retirement Travel for Foreign Service Employees | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 526 | USAID Guest House Services | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 527 | Functions of the Mission Executive Officer | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 528 | Energy Management and Planning Program for USAID Buildings | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 529 | Safety Program | M/AS/FMD 4.06-143 RRB Washington, DC 20523-0200 | Roberto Miranda 202-712-4410 |
| 530 | Emergency Planning Overseas | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 531 | Continuity of Operations Program | M/AS/FMD 4.10-010 RRB Washington, DC 20523-4100 | Peter Garcia 202-712-1869 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 532 | Employee Operated Services and Facilities | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 533 | Purchasing for USAID's Overseas Activities | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 534 | Personal Property Management Overseas | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 535 | Real Property Management Overseas | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 536 | Use and Control of Official Vehicles | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 537 | Professional Liability Insurance | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 538 - RESERVED | | | |
| 539 | Overseas Schools Program | M/OMS 4.06-138 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 541 | Information Management | M/PMO/ETI 2.12-017 RRB Washington, DC 20523-2120 | Pat Kristobek 202-712-1284 |
| 542 | Planning and Budgeting for Information Technology (IT) Resources | M/IRM/CPFM 2.12-080 RRB Washington, DC 20523-2101 | Jerry Sajewski 202-712-1825 |
| 543 | Corporate Information Systems | M/IRM/SDM 2.12-085 RRB Washington, DC 20523-2120 | Paul Eavy 202-712-5011 |
| 544 | Technical Architecture Design, Development and Management | M/PMO/BEA 2.12-001 RRB Washington, DC 20523-2120 | Joe Gueron 202-712-1373 |
| 545 | Information Systems Security | M/IRM 2.12-003 RRB Washington, DC 20523-2120 | Phil Heneghan 202-712-4938 |
| 546 | Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources | M/IRM/IBO 2.12-015 RRB Washington, DC 20523-7803 | Dana Doo-Soghoian 202-712- 5671 |
| 547 | Property Management of Information Technology (IT) Resources | M/IRM/TSI 7.06-043 RRB Washington, DC 20523-7600 | Theresa Rauch 202-712- 0603 |

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| 548 | Program-Funded Information Technology (IT) | M/IRM/BEA 2.12-062 RRB Washington, DC 20523-2120 | Bill Wood 202-712-1019 Nicole Uzzle 202-712-0274 |
| 549 | Telecommunications Management | M/IRM/TSI 7.06-043 RRB Washington, DC 20523-7600 | Theresa Rauch 202-712- 0603 |
| 550 | End-User Applications | M/PMO/ISSM 2.12-114 RRB Washington, DC 20523-2120 | Samuel Lukschander 202-712-0186 |
| 551 | Data Administration | M/IRM/SDM 2.12-085 RRB Washington, DC 20523-2120 | Paul Eavy 202-712-5011 |
| 552 | Classified Information Systems Security | M/IRM 2.12-003 RRB Washington, DC 20523-2120 | Phil Heneghan 202-712-4938 |
| 553 | Congressional Inquiries | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 554 | Congressional Witnesses | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 555 | Congressional Delegations | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 556 | Congressional Reports | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 557 | Public Information | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 558 | Public Activity | LPA/SCP 6.10-007 RRB Washington, DC 20523-6100 | Steve Tupper 202-712-4059 |
| 559 | Inquiries from the News Media | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 560 | News Releases and Services | LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100 | Joe Fredericks 202-712-0502 |
| 561 | Security Responsibilities | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 562 | Physical Security Programs (Overseas) | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
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| 563 | Armored Vehicle Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 564 | Security Communications | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 565 | Physical Security Programs (Domestic) | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 566 | U.S. Direct-Hire and PASA/RSSA Personnel Security Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 567 | Classified Contracts and Contractor Personnel Security | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 568 | National Security Information Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 569 | DRAFT – Counterintelligence Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 570 | DRAFT -- Counterterrorism Vetting Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 571-576 – RESERVED | | | |
| 577 | Information Technology Capital Planning and Investment Control | M/IRM/CPFM 2.12-080 RRB Washington, DC 20523-2120 | Jerry Sajewski 202-712-1825 |
| 578 | Information Quality and Peer Review Guidelines | M/IRM/SDM 2.12-085 RRB Washington, DC 20523-2120 | Paul Eavy 202-712-5011 |
| 579-589 - RESERVED | | | |
| 590 | Audit | OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Jay Rollins 202-712- 0631 |
| 591 | Financial Audits of USAID Contractors, Grantees And Host Government Recipients | M/CFO/APC 2.10-008 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Karon Wilson 202-712-5143 Jay Rollins 202-712- 0631 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 592 | Performance Audits | M/CFO/APC 2.10-008 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Karon Wilson 202-712-5143 Jay Rollins 202-712- 0631 |
| 593 | Reviews Conducted by the General Accounting Office (GAO) | M/CFO/APC 2.10-022 RRB Washington, DC 20523-2052 OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Beverly McDonald 202-712-4061 Jay Rollins 202-712- 0631 |
| 594 | Audits of USAID's Annual Financial Statement | OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Jay Rollins 202-712- 0631 |
| 595 | Audit Management Program | M/CFO/APC 2.10-008 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-070 RRB Washington, DC 20523-8900 | Karon Wilson 202-712-5143 Jay Rollins 202-712- 0631 |
| 596 | Management Accountability and Control | M/CFO/APC 2.10-042 RRB Washington, DC 20523-2101 | Lynn Winston 202-712-0921 |
| 597-599 - RESERVED | | | |

| SERIES 600 - BUDGET AND FINANCE | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 604-609 - RESERVED | | | |
| 610 | Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment | GC/LP 6.06-070 RRB Washington, DC 20523-6601 | Don Gressett 202-712-4139 |
| 611-619 – RESERVED | | | |
| 620 | Financial Management Principles and Standards | M/CFO/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| *621 | Obligations | M/CFO/APC 2.10-044 RRB Washington, DC 20523-2101 | Christopher Johnson 202-712-5927 |
| 622 | Performance and Accountability Report | M/CFO/APC 2.10-044 RRB Washington, DC 20523-2101 | Gloria White 202-712-5339 |
| 623 | Financial Management of Credit Programs | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| 624 | Host Country-Owned Foreign Currency | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| 625 | Administrative Accounts Receivable | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| 626 - RESERVED | | | |
| 627 | Local Currency Trust Fund Management | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| 628 | Gifts and Donations and Dollar Trust Fund Management | M/CFO/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 629 | Accounting for USAID Owned Property and Internal Use Software | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| 630 | Payables Management | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |
| *631 | Accrued Expenditures | M/CFO/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 632 - RESERVED | | | |
| 633 | Financial Management Aspects of Temporary Duty Travel (TDY) | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhardt 202-712-1928 |

| SERIES 600 - BUDGET AND FINANCE | | | |
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| No. | Chapter Title | Responsible Office | Point of Contact |
| 634 | Administrative Control of Funds | M/CFO/FPS 2.10-022 RRB Washington, DC 20523-2052 | Robbin Burkhart 202-712-1928 |
| 635 | Working Capital Fund | M/FM/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 636 | Program Funded Advances | M/FM/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 637 | U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan | M/CFO/APC 2.10-040 RRB Washington, DC 20523-2100 | Jeanetta Marshall 202-712-0269 |
| 638-699 - RESERVED | | | |

| ACTIVE HANDBOOK CHAPTERS | | | |
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| No. | Handbook Title | Responsible Office | Point of Contact |
| HB 9 | Food for Peace (HB 9 is no longer an active Handbook but is considered an Additional Help document.) | DCHA/OFDA 7.06-135 RRB Washington, DC 20523-7600 | Francesca Nelson 202-712-1244 |
| HB 18, Part 3, Ch. 13 | Policies and Procedures Communications Review Board | LPA/AA Part 3, 6.10-007 RRB Washington, DC 20523-6100 | Rick Marshall 202-712-5976 |
| HB 20, Ch. 10 | Duty Officer | ES 6.08-055 RRB Washington, DC 20523-6801 | Linda Atkinson 202-712-4965 |
| HB 23, Ch. 11 | Regional Conferences | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| HB 24, Ch. 2 | Employee Responsibilities, Conduct and Political Activity | GC/EA 6.06-084 RRB Washington, DC 20523-6601 | James Peters 202-712-4785 |
| HB 25, Ch. 35 | Foreign Service Appointments | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 36 | Foreign Service Assignments and Tours of Duty | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 37 | Time-In Class Limitations | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 39 | Executive Level Assignments - AID Foreign Service | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 40, Supplement D | Limited Career Extension Precepts for Senior Foreign Service Employees | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 40, Supplement E | Performance Awards for Foreign Service Employees | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 25, Ch. 42 | Consultation | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| HB 25, Ch. 46 | Career Development Program | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 26, Ch. 7 | Salary Allotments and Deductions | M/FM/FPS 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| HB 28, active chapters 1-4, 7-9, and 11 | Training and Staff Development | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |

| ACTIVE HANDBOOK CHAPTERS | | | |
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| No. | Handbook Title | Responsible Office | Point of Contact |
| HB 30, Ch. 1 | Voluntary Separations | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 30, Ch. 3 | Foreign Service Retirement and Disability System | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 32, Ch. 1 | Official Personnel Files and Records | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |
| HB 32, Ch. 3 | Work Force Resource Allocation and Employment Controls | M/HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 | Joann Jones 202-712-5048 |

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