

Functional Series 400  
Personnel

INTERIM UPDATE #6

SUBJECT: Implementation of Ceilings for the USAID Workforce

NEW MATERIAL: This Interim Update was moved from Series 500. Describes the procedures the Agency has adopted to maintain an appropriate level of control over the workforce while allowing managers an increased degree of flexibility in managing the workforce.

SEE ALSO: Series 400, Interim Update #2, Appropriate Use and Funding of USAID's Non-Direct Hire Workforce, dated September 18, 1995.

EFFECTIVE DATE: July 25, 1997

POLICY

USAID/GENERAL NOTICE  
AA/M  
07/25/97

SUBJECT: Implementation of Ceilings for the USAID Workforce

REF: Appropriate Use and Funding of USAID's Non-Direct Hire Workforce, USAID General Notice, Policy, September 18, 1995.

This directive describes the procedures the Agency has adopted to maintain an appropriate level of control over the workforce while allowing managers an increased degree of flexibility in managing the workforce.

Non-binding, target workforce ceilings for the budget year will be issued by M/B at the beginning of the R-4 process. These targets will be a point of departure for organizations to develop and identify the OE and program funded workforce resources needed to carry out their management and program responsibilities. At the end of the R-4 process, based on reviews and analyses of requests, binding workforce ceilings will be issued. Adjustments to these ceilings will be made if necessary, in consultation with offices and bureaus, after receipt of final Executive Branch budget decisions and again after completion of the appropriation process by the Congress. Requests for changes to final ceilings are to be sent to AA/M for action.

Workforce ceilings will be issued for each AID/W bureau and independent office and for each bureau's overseas presence. Separate workforce ceilings will be issued to each organization for their OE funded and program funded personnel, with sub-categories of OE-funded personnel as indicated in section 1 below. In addition, the Global bureau will be given ceilings for TAACS and Fellows, as explained in sections 3 and 4 below. Effective immediately, M/HR approval will be required only when assigning USDH employees and recruiting OE-funded, internationally recruited non-direct hire personnel. Requests for hiring USDH personnel from outside the Agency will be sent to AA/M for

clearance.

The categories for which ceilings will be issued by M/B are as follows:

1. OE Funded Workforce Ceilings

- a) U.S. Direct Hire Employees
- b) Internationally Recruited Personnel

This ceiling will cover all non-USDH long-term (one year or longer) personnel recruited internationally (i.e., from outside the country of assignment) including USPSCs, TCNPSCs, PASA/RSSA, and IPAs/JCCs.

- c) Locally Recruited Personnel

This ceiling will cover all non-USDH long-term personnel recruited "in-country" including USPSCs, FSN DH and FSNPSCs.

2. Program Funded Workforce Ceiling

This ceiling will include all long-term program funded personnel reported in the quarterly USAID Worldwide Staffing Pattern Report (except for TAACS and Fellows), such as USPSCs, FSNPSCs, TCNPSCs, PASAs/RSSAs and IPAs/JCCs.

Note: USPSCs, FSNPSCs and PASA/RSSA agreements, both program and OE funded, are negotiated by M/OP or by procurement officials in the field; IPA and JCC agreements are negotiated by M/HR. In all cases, the requesting bureau is responsible for ensuring that these mechanisms are used in accordance with Agency policies (see referenced Notice) and within M/B assigned ceilings.

3. Technical Advisors in AIDS, Child Survival, and Population (TAACS)

The ceiling for TAACS is the funding level authorized to be used for this purpose. The TAACS program will be administered by the Global Bureau and all requests for TAACS personnel must be cleared by AA/G.

4. Fellows

A single Agency-wide ceiling will be issued by M/B to the Global Bureau for Fellows. The Global Bureau will be responsible for administering the Fellows program, to include ensuring that Fellows are used only for "purposes authorized" in the above referenced notice, and determining, in consultation with applicable bureaus, where Fellows will be assigned.

To avoid large numbers of vacant positions in the staffing pattern, ceilings will be issued in terms of authorized positions, not on-board levels. M/B, in consultation with offices and bureaus, will establish lapse rates for each organization, by ceiling category. These lapse rates will take into account recruitment difficulties individual organizations might normally experience. On-board estimates, derived by applying agreed lapse rates to position ceilings, will be provided to bureaus at the time ceilings are issued.

M/B will control and monitor overall USDH FTE usage and on-board levels and, as necessary, adjust ceilings and/or lapse rates to ensure the Agency stays within any externally imposed control levels as well as OE funding limitations.

As indicated above, ceilings for non-USDH personnel apply only to long-term personnel, i.e., those personnel who will be employed for 12 months or more. M/B will monitor on-board levels for short-term personnel and, should such levels increase significantly, will consider revising the workforce ceiling policy to include such personnel.

All organizational units will continue to report to M/HR/PPIM on a quarterly basis regarding the composition of their workforce. The reporting format has been revised by M/HR/PPIM to reflect the new ceiling categories and to identify separately long-term versus short-term personnel.

**POINT OF CONTACT:** Questions regarding this General Notice should be directed to Lawrence Brown, M/HR/PPIM/PP, (202) 712-1074.

ads14 (revised ads16)