

**Major Functional Series: Personnel**  
**ADS Chapter 443 - SPECIAL ASSISTANCE TO EMPLOYEES/BENEFICIARIES**

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**Major Functional Series: Personnel**  
**ADS Chapter 443 - SPECIAL ASSISTANCE TO EMPLOYEES/BENEFICIARIES**

**This chapter replaces Handbook 29, Chapter 2**

**443.1 Authority**

1. [Executive Order 8557](#) (Amended)
2. [Foreign Service Act of 1980](#) (Amended)
3. [2 FAM 190](#)
4. [7 FAM 877](#)

**443.2 Objective**

This chapter describes the types of "special assistance" given to employees during their employment with USAID and at the time of their separation from the Agency. Information is also provided about assistance to survivors of deceased employees.

**443.3 Responsibility**

1. The Bureau for Management, Office of Human Resources, Personnel Operations Division, Employees Services Branch (M/HR/POD/ESB) is responsible for:
  - a. Notifying emergency addressee of deceased employee;
  - b. Counseling and assisting survivor(s) of deceased employee in settling all financial benefits due from the Agency, including information concerning other Federal benefits available to survivor(s);
  - c. Notifying the Bureau for Management, Office of Financial Management, Payroll Division (M/FM/P) to stop payment of salary and other benefits of deceased employee;
  - d. Answering inquiries regarding death of the employee or dependent;
  - e. Preparing a letter of condolence for signature by the Administrator;
  - f. Contacting and assisting survivor(s) in settling office matters; and

- g. Maintaining Emergency Locator Card file in Washington, and notification persons in the event of emergencies.
2. Missions are responsible for:
    - a. Immediately advising M/HR/POD/ESB of the death of an employee;
    - b. The Mission Director or designee contacting, by personal visit if possible, the closest relative of the deceased employee at post;
    - c. Arranging transportation of an employee (or dependent) who dies while on assignment to the Mission or while traveling on official business outside the United States; and
    - d. Forwarding immediately to the Bureau of M/FM pay and leave records, undelivered checks due the deceased employee, and vouchers for any unpaid travel expenses incurred by the deceased employee.
  3. The Bureau for Management, Office of Financial Management (M/FM) is responsible for:
    - a. Expediting all salary and other compensations due the employee at time of death.

**443.4 Definitions (See [ADS GLOSSARY](#))**

CONTINENTAL UNITED STATES  
DEPARTMENT  
DEPENDENTS  
EMPLOYEE  
HOME

**443.5 POLICY**

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

**443.5.1 SERVICES TO EMPLOYEES AT TIME OF SEPARATION**

When an employee indicates intention to separate from USAID, an

interview is to be conducted between the employee and the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) in Washington or the Executive Officer or designee at the Mission. The interview is to be conducted on official Agency time at a time mutually agreeable to the employee, supervisor, and interviewer.

#### **E443.5.1 Services to Employees at Time of Separation**

The employee is provided information about benefits and services available at the time of separation, such as unemployment compensation benefits, conversion or continuation of life insurance, reemployment rights, health benefits, payment for all annual leave, and out-placement services.

The Outplacement Service and the Displaced Employee Program are two special "placement" activities available to separating employees who desire to continue employment elsewhere in the Federal Government, state/local government, international organizations, or in private/educational facilities.

#### **443.5.1a OUTPLACEMENT SERVICE**

Bureau of Management, Office of Human Resources, Personnel Operations Division, Career Development Branch (M/HR/POD/CD) shall provide outplacement assistance as time and staff resources permit.

#### **E443.5.1a Outplacement Service**

In the event of a significant Agency-wide reduction-in-force (RIF) the Director of Personnel may authorize and staff a priority outplacement service for those employees being involuntarily separated to ease their transition to other public or private employment. In such instances every effort is made to provide employment counseling, referral for job interviews, assistance with resume preparations, and related outplacement services for the duration of the RIF.

#### **443.5.1b DISPLACED EMPLOYEE PROGRAM**

The Office of Human Resources must attempt to find other Federal employment for eligible Civil Service (CS) employees (career or career-conditional) or Foreign Service employees who possess such CS status, if:

- 1) They are being separated by a RIF action, or are resigning after receiving a notice of a RIF; or
- 2) They are being separated after refusing a new assignment in the Foreign Service (FS).

The Office of Human Resources Displacement Program includes priority referral of such employees to other Federal vacancies, circulation of employment briefs, and priority certification on CS registers ahead of other applicants.

The Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) assists eligible employees in filing applications for this program.

#### **443.5.2 ASSISTANCE TO SURVIVORS OF DECEASED EMPLOYEES**

The Agency must assist the survivor(s) of a deceased employee in helping to settle the late employee's financial matters at USAID.

#### **E443.5.2 Assistance to Survivors of Deceased Employees**

Following are the entitlements, which may be due to a beneficiary or beneficiaries when an employee dies:

- a) All unpaid salary due at death;
- b) Unpaid per diem allowances, mileage, and all other amounts due in reimbursement of expenses of official travel;
- c) Unpaid allowances and differential;
- d) Amounts due as refund of salary deductions for U.S. Savings Bonds;
- e) Payment for all unused annual leave;
- f) The amounts of any checks in payment of compensation specified above in the preceding criteria which were drawn in the name of and are proper for payment to the deceased, but which were not credited to or endorsed by the employee prior to death;
- g) Retirement benefits; and
- h) Federal Employees' Government Life Insurance

(FEGLI) benefits.

Unless otherwise designated on the appropriate Designation of Beneficiary form, all benefits to survivors of deceased employees are paid in the legally prescribed order of precedence as described on the reverse side of the beneficiary form.

Form	Entitlements
SF 2808	Civil Service Retirement
JF-33	Foreign Service Retirement
SF 54	Life Insurance
SF 1152	Unpaid Compensation

**(See Mandatory References, [SF 2808](#), [JF-33](#), [SF 54](#) and [SF 1152](#))**

Executive Order 8557 (Amended) provides for transportation of non-Foreign Service employees who die while assigned to an overseas Mission, or while traveling on official business outside the Washington Metropolitan area, or while in a travel status away from the official station in the United States. Detailed information is shown in Executive Order 8557 (Amended). **(See Mandatory Reference, [Executive Order 8557](#)(Amended))**

The Foreign Service Act of 1980 provides similar assistance for a Foreign Service employee and family members who die abroad or while in a travel status.

#### **443.5.3 ASSISTANCE IN EMERGENCY SITUATIONS (STATESIDE)**

USAID shall notify certain designated persons in the event an employee in Washington (or elsewhere in the United States) is involved in an emergency situation. Procedures for emergency situations for overseas employees are in Section 443.5.4. **(See 443.5.4)**

#### **E443.5.3 Assistance in Emergency Situations (Stateside)**

A current USAID/W Emergency Locator Card **(See Form AID 450-1)** is maintained on each employee, including Foreign Service, who is assigned to a position or complement in the United States. The Emergency Locator Card includes names of persons to be notified in the event of an emergency.

- a) The employee must complete and submit to M/HR/POD/ESB form AID 450-1 whenever there is change

in office, home address, or change in name of person and/or address for emergency contact purpose. Forms AID 450-1 are available from M/HR/POD/ESB.

b) Foreign Service employees must complete form AID 450-1 when they rotate to a position or are assigned to a complement in Washington or elsewhere in the United States.

#### **443.5.4 ASSISTANCE IN EMERGENCY SITUATIONS (OVERSEAS)**

USAID shall notify certain designated persons in the United States in the event an employee is involved in an emergency situation overseas. Detailed information is provided in 2 FAM 190 - Note: Foreign Service Emergency Locator Information referenced in 2 FAM 193 as sunset HB 29, App. 2F2 is the USAID Emergency Locator Card, Form AID 450-1. **(See Mandatory References, [2 FAM 190](#), Form AID 450-1, and Form DS-1283)**

For this purpose, a current Foreign Service Emergency Locator Card (See Form DS-1283) is maintained on each employee who is regularly assigned to an overseas mission. The Emergency Locator Card includes names of persons to be notified in the event of an emergency. The Emergency Locator Card is kept on file at the overseas Mission and in Washington.

#### **E443.5.4 Assistance in Emergency Situations (Overseas)**

Telegraph immediately to M/HR/POD/ESB in Washington the following information regarding employee's or dependent's death:

- a) Time, place, cause, and circumstances of the death;
- b) Name of deceased employee, or in the case of a deceased dependent, the affected employee's name and relationship to deceased;
- c) Whether the survivor has notified emergency addressee(s) in the U.S. If not, the following information should be added to the telegram - name, address, telephone number (if available), and relationship of emergency addressee;
- d) If known, telegram should include information on desired place of interment and name of funeral home;

- e) Offer assistance survivor(s) in making necessary arrangements for return to the United States; and
- f) Indicate Mission's cooperation with the Consular Officer in preparing FS-192, Report of the Death of an American Citizen (See Form FS-192). Forward immediately to M/HR/POD/ESB six certified copies of FS-192.

**443.5.5 ASSISTANCE FOR VOTING BY ABSENTEE BALLOT**

Overseas Foreign Service employees and Participating Agency Service Agreement (PASA) employees and their dependents are given special assistance with voter registration and voting by absentee ballot.

The designated Principal Voting Officer is responsible for administering the absentee voting program at each overseas post.

Detailed information and procedures are provided in 7 FAM 877. (See Mandatory Reference, [7 FAM 877](#))

**E443.5.5 Assistance For Voting By Absentee Ballot - N/A**

**443.6 Supplementary Reference - N/A**

**443.7 Mandatory Reference**

[Executive Order 8557](#)

[7 FAM 877](#)

[2 FAM 190](#)

[Form SF 2808 - Civil Service Retirement](#)

Form JF-33 - Foreign Service Retirement

Form SF 54 - Life Insurance

[Form SF 1152 - Unpaid Compensation](#)