

**Functional Series 400 - Personnel
ADS 470 - Pay Under the Foreign Service**

(THIS ADS CHAPTER REPLACES HANDBOOK 26, CHAPTER 2, IN IT'S ENTIRETY)

***This is a new ADS chapter.**

Table of Contents

<u>470.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>470.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>470.3</u>	<u>POLICY AND PROCEDURES</u>	<u>4</u>
<u>470.3.1</u>	<u>Foreign Service Pay Rates</u>	<u>4</u>
<u>470.3.2</u>	<u>Sequence of Pay Changes</u>	<u>5</u>
<u>470.3.3</u>	<u>Foreign Service Rank-in-Person System</u>	<u>5</u>
<u>470.3.4</u>	<u>Pay Plan Codes</u>	<u>5</u>
<u>470.3.5</u>	<u>Equal Employment Opportunity (EEO) Requirement</u>	<u>6</u>
<u>470.3.6</u>	<u>Class and Occupational Specialty Determination</u>	<u>6</u>
<u>470.3.6.1</u>	<u>Entry Level Appointments</u>	<u>6</u>
<u>470.3.6.2</u>	<u>Mid-Level Appointments</u>	<u>6</u>
<u>470.3.6.3</u>	<u>Qualification Standards</u>	<u>6</u>
<u>470.3.7</u>	<u>Salary Determination</u>	<u>7</u>
<u>470.3.7.1</u>	<u>Highest Previous Rate</u>	<u>7</u>
<u>470.3.7.2</u>	<u>Other Salary Earnings</u>	<u>7</u>
<u>470.3.7.3</u>	<u>Offer Letter</u>	<u>8</u>
<u>470.3.7.4</u>	<u>Additional Salary Reviews Before Appointment</u>	<u>8</u>
<u>470.3.7.5</u>	<u>No Salary Appeal or Review After Appointment</u>	<u>8</u>
<u>470.3.8</u>	<u>Other Salary Determinations</u>	<u>9</u>
<u>470.3.8.1</u>	<u>Recall of Retired Career Foreign Service Officers</u>	<u>9</u>
<u>470.3.8.2</u>	<u>Reappointment of Former FS Career Employees</u>	<u>9</u>
<u>470.3.8.3</u>	<u>Reemployed Annuitant</u>	<u>9</u>
<u>470.3.8.4</u>	<u>Assignments to Non-Service and Other Positions</u>	<u>9</u>
<u>470.3.8.5</u>	<u>Civil Service to Foreign Service Appointments - Salary Equivalency Table</u>	<u>9</u>
<u>470.3.8.6</u>	<u>United States Citizens Hired Abroad (American Family Member or Resident Hire Appointments)</u>	<u>10</u>

<u>470.3.9</u>	<u>Adjustments to Basic Pay</u>	<u>10</u>
<u>470.3.9.1</u>	<u>Annual Adjustments to Pay Schedules (Comparability Increases)</u>	<u>10</u>
<u>470.3.9.2</u>	<u>Locality-Based Comparability Payments</u>	<u>11</u>
<u>470.3.9.3</u>	<u>Promotions</u>	<u>11</u>
<u>470.3.9.4</u>	<u>Within-Class Increases</u>	<u>11</u>
<u>470.3.9.5</u>	<u>Meritorious Step Increases</u>	<u>12</u>
<u>470.3.9.6</u>	<u>Other Bases for Increasing Pay</u>	<u>13</u>
<u>470.3.10</u>	<u>Temporary Service as Principal Officer (Chargé d'Affaires)</u>	<u>13</u>
<u>470.3.10.1</u>	<u>Eligibility</u>	<u>13</u>
<u>470.3.10.2</u>	<u>Computation of Chargé Pay</u>	<u>13</u>
<u>470.3.10.3</u>	<u>Application, Payment, and Applicable Deductions</u>	<u>14</u>
<u>470.3.11</u>	<u>Denial of Within-Class Increase</u>	<u>14</u>
<u>470.3.12</u>	<u>Grievance Rights</u>	<u>14</u>
<u>470.4</u>	<u>MANDATORY REFERENCES</u>	<u>14</u>
<u>470.4.1</u>	<u>External Mandatory References</u>	<u>14</u>
<u>470.4.2</u>	<u>Internal Mandatory References</u>	<u>15</u>
<u>470.5</u>	<u>ADDITIONAL HELP</u>	<u>16</u>
<u>470.6</u>	<u>DEFINITIONS</u>	<u>16</u>

ADS Chapter 470 - Pay Under the Foreign Service

470.1 OVERVIEW

An objective of the Foreign Service Act of 1980, as amended is to strengthen and improve the Foreign Service of the United States by providing

- Salaries, allowances, and benefits that will permit the Foreign Service to attract and retain qualified personnel; and
- A system of incentive payments and awards to encourage and reward outstanding performance.

This chapter provides the policies, regulations, and procedures in USAID that govern pay for employees compensated under the Foreign Service Salary Schedule in line with this objective. **(See Mandatory Reference, [section 101 of the Foreign Service Act of 1980 as amended](#))**

This chapter applies to

- Foreign Service (FS) direct-hire Career, Career Candidate, and Non-Career employees in classes FS-01 and below; and
- American Family Members and U.S. citizen resident-hire employees under the Overseas Employment Program. **(See [ADS 499, Overseas Employment Program](#))**

It does not apply to

- Senior Foreign Service (SFS) employees **(See [ADS 422, Personnel Operations: SFS](#))**
- Employees compensated under the Chief of Mission salary schedule **(See [Section 401 of the Foreign Service Act of 1980 as amended, Salaries of chiefs of missions](#))**
- Foreign national employees **(See [ADS 495, Foreign Service National Personnel Administration](#))**

470.2 PRIMARY RESPONSIBILITIES

a. The Deputy Assistant Administrator for Human Resources in the Bureau for Management (DAA/M/HR) is responsible for the overall administration of pay for the Agency except for BS-08 employees. The Assistant Inspector General for Management, Office of the Inspector General (IG/AIG/M) is responsible for the administration of pay for BS-08 employees including developing and publicizing policy

that may differ from policy contained in this ADS chapter. These officials may be required to review and decide upon salary proposals that are not in accordance with established policy or to adjudicate other pay matters.

b. The Bureau for Management, Office of Human Resources, Policy, Planning and Information Management Division (M/HR/PPIM) is responsible for the following:

(1) Developing an annual recruitment plan to include the number, class, and categories of FS employees to be recruited from inside and outside the Agency; and

(2) Submitting the plan to the Administrator for approval.

c. The Chief of the Personnel Operations Division in the Bureau for Management, Office of Human Resources (M/HR/POD) or designee is responsible for the following:

(1) Classification of Foreign Service positions worldwide;

(2) Determining applicants' eligibility for classes advertised and making salary determinations based on qualifications (education and experience) and salary history of the individuals selected for appointment;

(3) Advising employees concerning all personnel actions relating to pay; and

(4) Ensuring that appropriate personnel actions are initiated and processed to authorize in-service pay actions.

d. The Payroll Division, Bureau for Management, Office of Financial Management (M/FM/P) is responsible for ensuring that all salary and related payments, including requests for chargé pay, are processed in accordance with applicable laws and regulations and internal policies and procedures.

470.3 POLICY AND PROCEDURES

Key words: American Family Member appointment, annuitant, conversion, equivalent increase, rate of basic pay, and U.S. citizen resident. **(See ADS 470.6, Definitions, for the list of terms for this chapter)**

470.3.1 Foreign Service Pay Rates

Foreign Service pay rates are fixed in accord with sections of the Foreign Service Act of 1980, as amended as follows:

- Sec. 311, United States Citizens Hired Abroad;
- Sec. 403, Foreign Service Schedule ([22 USC 3963](#) and [5 USC 5332](#)),
- Sec. 407, Salaries for Foreign Service Personnel Abroad who Perform Routine Duties ([22 USC 3967](#));
- Sec. 408, Local Compensation Plan; and
- Sec. 503, Assignments to Agencies, International Organizations and other Bodies ([22 USC 3983](#)).

(See Mandatory References, [sections 311, 403, 407, 408, and 503 of the Foreign Service Act of 1980, as amended](#))

The Chief, M/HR/POD, or designee approves salary determinations for Foreign Service appointments, other than BS-08 appointees.

470.3.2 Sequence of Pay Changes

When an employee is entitled to more than one pay change at the same time, the changes will be processed by M/HR/POD in the order most beneficial to the employee.

470.3.3 Foreign Service Rank-in-Person System

FS employees are compensated based on their personal rank, also known as rank-in-person, unlike Civil Service employees who are compensated based on the rank of their position, also known as rank-in-position. FS employees may be assigned to positions higher or lower than their personal rank (e.g., an employee may have a personal rank of FS-02 but be assigned to a position classified as FS-01 or FS-03).

470.3.4 Pay Plan Codes

Four different pay plan codes for FS personnel (see table) are used in USAID. These codes correspond to particular appointment categories and appear on various employment documents; e.g., Standard Form 50s, Notification of Personnel Actions, and Statements of Earnings and Leave (SELs).

Pay Plan Code	Appointment Category
FO	Foreign Service (Career, commissioned)
FP	Foreign Service (Career, non-commissioned)
FP T	Foreign Service limited (Non-Career and Career Candidate)
FP T	Foreign Service American Family Member/ Resident-Hire employees (These are limited or temporary appointments.)

470.3.5 Equal Employment Opportunity (EEO) Requirement

USAID, through the Office of Equal Opportunity Programs (EOP), in accord with section 101 of the Foreign Service Act of 1980, as amended, fosters the development and vigorous implementation of policies and procedures, including affirmative action programs that will facilitate and encourage

- a. Entry into and advancement in the Foreign Service by people from all segments of American society, and
- b. Equal opportunity and equitable treatment for all without regard to race or national origin, color, creed, religion, marital status, sexual orientation, political affiliation, sex, age, or mental or physical disability.

Policies, procedures, and personnel actions processed under this chapter will accord with these objectives. **(See Mandatory Reference, [section 101 of the Foreign Service Act of 1980 as amended](#))**

470.3.6 Class and Occupational Specialty Determination

Each year, M/HR/PPIM develops a recruitment plan that includes the class levels, occupational specialties, and number of individuals the Agency should recruit. M/HR/PPIM submits the recruitment plan through the Management Council to the Administrator for approval. Under the approved recruitment plan, USAID recruits entry level and mid-level employees. **(See [ADS 468, Foreign Service Recruitment](#))**

470.3.6.1 Entry Level Appointments

USAID appoints entry level candidates (New Entry Professionals (NEPs)), as its primary tool of recruitment, in accord with section 307 of the Foreign Service Act of 1980 as amended. Appointments are as career candidates, FS-06, FS-05, or FS-04 level, depending on the applicant's qualifications, education, and experience. **(See Mandatory Reference, [section 307 of the Foreign Service Act of 1980 as amended, Entry Levels for Foreign Service Officer Candidates](#))**

470.3.6.2 Mid-Level Appointments

USAID uses mid-level appointments, at grades FS-03 and FS-02, to supplement the hiring of NEPs. These appointments are normally Non-Career (limited, not-to-exceed five years in duration). In rare cases, the Administrator may approve Career appointments to fill extremely hard to fill positions of a continuing nature.

470.3.6.3 Qualification Standards

M/HR/POD develops and maintains qualification standards for each class and occupational specialty approved for recruitment. These qualification standards are

included in announcements when positions are advertised. M/HR/POD personnel screen applications against the standards to determine which class level is appropriate for each applicant. (See [ADS 468, Foreign Service Recruitment](#))

470.3.7 Salary Determination

After M/HR/POD Specialists determine the appropriate class level for a selected applicant, they then determine the salary rate within the class to offer the applicant. Salary offers are usually made at the minimum rate (step one) of the range for the class. Although candidates for employment are not entitled to any higher rate, where possible and when substantiated by appropriate documentation, USAID may offer a higher rate within the range for the class.

Consideration for a higher rate may be based on a highest previous rate (HPR) received under Federal employment or other salary earnings received in the private sector as follows in sections 470.3.7.1 through 470.3.7.5.

470.3.7.1 Highest Previous Rate

The highest previous rate (HPR) is based on the rate of basic pay the individual is currently earning or has earned while on a regular tour of duty under one or more Federal government appointments for a continuous period (without a break in service) of one year during the last three years of employment.

The HPR may not be based on a rate received under a consultant or expert appointment, a rate received while on a temporary promotion, coverage under special rates, a rate received from a personal or non-personal services contract, a position in private industry, or any other non-Federal service.

If the HPR falls between two steps of the class approved for the candidate, USAID may offer the candidate the higher step. If the HPR exceeds the highest step of the class (step 14), the salary rate can only be set at step 14. USAID may not use the next higher class in order to match the HPR.

If the highest previous rate was earned in a Foreign Service or Civil Service position, it is increased by subsequent amendments to the pay schedules. For example, the highest previous rate for a former FP-04, step one, appointment is computed on the current salary rate for FP-04, step one, not the actual salary at the time of the previous appointment.

470.3.7.2 Other Salary Earnings

An applicant is eligible to receive a higher rate of basic pay if the individual's existing rate of pay or pay received for one full year (2087 hours) during the last three years exceeds the minimum rate of the class offered. In setting pay under these procedures, the appointing officer in M/HR/POD will use the following guidelines:

- Only salary earnings for work performed in the occupational field of the position being offered will be considered.
- Salary earned under a contractual arrangement may be used. However, USAID will not consider any contractual salary that was earned for a period of less than ninety days. The contractual employment salary may not include overseas per diem, allowances, or bonuses.
- Only the base salary stated on the employee's IRS 1040 tax form, pay stub and/or statement from the payroll office is acceptable as the salary earned.
- Salary received from employment paid on a commission basis can be used for negotiating a higher salary. Commission employment must have been at least 12 months during the previous 36 months of the applicant's employment history. Individuals who are paid commissions will only be allowed to use salary actually received.
- Documentation of the work history must show the duties performed, the number of hours worked, and the amount of compensation received for the position(s) held.

470.3.7.3 Offer Letter

M/HR/POD will issue the selected candidate a formal offer letter with the proposed type of appointment, salary, class, and position once all appropriate decisions are completed. Candidates will be given sufficient time to accept or reject the offer. Candidates must sign and return their letters indicating their decisions in the time frame given. Further discussions between M/HR/POD and the selected candidate may be required if the individual rejects the offer made.

470.3.7.4 Additional Salary Reviews Before Appointment

A candidate will have the opportunity to provide additional documentation, to M/HR/POD, to support a higher rate after the offer letter is signed up to the date the individual enters on duty. For example, if the individual receives a step increase a week before he or she is due to enter on duty, the new salary will be matched in the FS grade.

In addition, the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), may be required to review salary offers that are not in accord with established policy. In no circumstance, however, will this provision disrupt the pay alignment of the Agency and thereby create a substantial pay inequity.

470.3.7.5 No Salary Appeal or Review After Appointment

The candidate has no right of appeal or to any further review of salary after he or she has been appointed to the offered position.

470.3.8 Other Salary Determinations

M/HR/POD may be required to set other pay as follows in 470.3.8.1 through 470.3.8.6.

470.3.8.1 Recall of Retired Career Foreign Service Officers

Any annuitant recalled to duty in the Foreign Service under section 308(a) of the Foreign Service Act of 1980, as amended will receive, in lieu of annuity, the full salary of the class in which he or she is serving. **(See Mandatory References, [sections 308 and 823 of the Foreign Service Act of 1980, as amended](#))**

A recalled employee, while a career employee for the length of the recall appointment, is not reviewed by Performance Boards for any reason, i.e., not reviewed for promotions, limited career extensions, or performance pay.

470.3.8.2 Reappointment of Former FS Career Employees

Salary determinations for former career employees will be set in accord with the criteria outlined in ADS 470.3.7.

470.3.8.3 Reemployed Annuitant

The salary of a retired FS employee who is reemployed is set in accord with section 824 of the Foreign Service Act of 1980 as amended and 22 USC 4064. **(See Mandatory References, [section 824 of the Foreign Service Act of 1980 as amended](#) and [22 USC 4064, Reemployment](#))**

470.3.8.4 Assignments to Non-Service and Other Positions

USAID will adhere to section 503 of the Foreign Service Act of 1980, as amended when awarding higher pay for FS employees on assignment to non-Foreign Service positions in USAID. **(See Mandatory References, [section 503 of the Foreign Service Act of 1980 as amended](#) and [22 USC 3983, Assignment to non-Service and other positions](#))**

470.3.8.5 Civil Service to Foreign Service Appointments - Salary Equivalency Table

M/HR/POD uses the following CS to FS salary equivalency table to determine the appropriate salary rates for employees when CS to FS appointments are made. The table was not designed to provide employees with a significant bonus or promotion upon appointment, rather to ensure that employees don't lose salary when changing appointments.

<u>Civil Service Grade</u>	<u>Converts to</u>	<u>Foreign Service Grade</u>
GS-15		FP-01
GS-14		FP-02
GS-13		FP-03
GS-12		FP-04
GS-11 steps 6 through 10		FP-04
GS-11 steps 1 through 5		FP-05
GS-10		FP-05
GS-09		FP-06

(See [ADS 415, CS to FS Appointment Program](#))

470.3.8.6 United States Citizens Hired Abroad (American Family Member or Resident Hire Appointments)

All positions held by American Family Members or Resident Hires are classified in accord with the standards, guidelines, and procedures established by M/HR/POD. American Family Member appointments are limited Non-Career appointments; Resident Hire appointments are temporary. Generally, these employees are compensated on the basis of the pay range of the class of their position; however, in some instances, employees may be paid under section 407 of the Foreign Service Act of 1980 as amended, if duties performed are determined to be routine. Initial appointments are made at the minimum rate of the class (step 1) unless the individual qualifies for a higher rate based on previous earnings. (See [Mandatory References, sections 311, 406 and 407 of the Foreign Service Act of 1980, as amended](#))

Employees on limited or temporary appointments are not eligible, in the traditional sense of the terms, for promotion, reassignment or change to lower grade. However, the same type of movement from one position or class level to another may be accomplished by converting an employee to a new appointment reflecting a different position, class level, or salary. Requests to appoint or to change an employee's appointment to a higher class must be submitted to the appropriate Personnel Management Specialist in M/HR/POD for action.

470.3.9 Adjustments to Basic Pay

Adjustments to basic pay may be made in a variety of ways. Changes in employees' salaries will be effective the first day of the pay period following approval of the action unless an alternate date is approved.

470.3.9.1 Annual Adjustments to Pay Schedules (Comparability Increases)

Congress and the President annually review the salary rates established under the statutory pay systems, which include the Foreign Service Salary Schedule, and may adjust them in accord with 5 USC 5303. M/FM/P processes the comparability increases

after they are authorized by Congress and issued by Executive Order. The new rates are effective on the first day of the first pay period beginning on or after January 1 of each calendar year and are reflected in the Statements of Earnings and Leave beginning with that pay period. **(See Mandatory Reference, [5 USC 5303, Annual adjustments to pay schedules](#))**

470.3.9.2 Locality-Based Comparability Payments

Foreign Service employees assigned to USAID/W are eligible to receive locality-based comparability payments. The payments are computed using the same percentage as is applicable, for the calendar year involved, to General Schedule positions in the same locality. Comparability payments will be considered as part of basic pay for purposes of retirement, life insurance, and premium pay and for such other purposes as may be expressly provided by law or as the U.S. Office of Personnel Management may by regulation prescribe. **(See Mandatory Reference, [5 USC 5304, Locality-based comparability payments](#))**

470.3.9.3 Promotions

An employee who is promoted will be paid at the lowest rate of the class to which promoted that exceeds the employee's existing rate by at least two within-class increases. If the promotion causes the employee's pay to exceed the maximum rate of the class, Step 14, to which promoted, the employee will be paid at Step 14. Pay cannot exceed the rate range of the class.

470.3.9.4 Within-Class Increases

Except as provided in ADS 470.3.11, employees of the Foreign Service receiving a salary under the Foreign Service Schedule who are paid at a step below the maximum step of their class are eligible to receive periodic within-class increases. **(See 470.3.11)** Within-class increases are effective at the beginning of the first pay period following completion of the applicable waiting period:

- Steps 1 through 9 – after 52 calendar weeks of service
- Steps 10 through 13 – after 104 calendar weeks of service

A waiting period for a within-class increase begins -

- a. Upon an initial appointment in the Foreign Service.
- b. Upon receiving an equivalent increase, i.e., an increase(s) in basic pay equal to or greater than the amount of the within-class increment of the class in which the employee is serving (e.g., a promotion, a within-class increase or a change in pay systems).

- c. After a break in service in excess of 52 calendar weeks. As used in this section, a calendar week is a period of any seven-calendar days. (The waiting period will be extended by a break in service of more than three calendar days but less than 52 calendar weeks.)

Credit is granted for all leave without pay that does not exceed six months in the aggregate in any calendar year.

Full credit is allowed for an employee who -

- a. Accepts an assignment with an international or other organization; or
- b. Is assigned for duty to a committee or office of the Congress.

(See ADS 470.3.11 and Mandatory References, [section 406 of the Foreign Service Act as amended](#), [ADS 434, Details and Transfers to International Organizations](#), and [ADS 432, Details - Civil and Foreign Service](#))

470.3.9.5 Meritorious Step Increases

A meritorious step increase (MSI) is an increase to the next higher salary step within a Foreign Service class for especially meritorious service. It is in addition to any regular step increase granted for time-in-class and meeting required standards of performance. USAID management's decision to grant MSIs depends on the availability of funds.

Limitations -

- a. No member will be granted more than one MSI during any 52-week period.
- b. An MSI is not an equivalent increase, but will delay a within-class increase in cases where an employee moves from a step with a 52-week waiting period (Step 9) to one with a 104-week waiting period (Step 10).
 - (1) If, after receiving a MSI, an employee's salary is then at a step with a 52-week waiting period, i.e., at step 9 or below, the next regular within class increase will be effective 52 weeks from the employee's last regular within-class increase.
 - (2) If, after receiving an MSI, an employee's salary is then at a step with a 104-week waiting period requirement, i.e., at step 10 or higher, the next regular within-class step increases will be given 104 weeks from the date of the last regular within-class increase.

When an MSI and the regular within-class increase are due to take effect on the same date, the two actions will be processed in the following order:

- a. Regular within-class increase, then
- b. MSI

470.3.9.6 Other Bases for Increasing Pay

Pursuant to section 606 of the Foreign Service Act of 1980 as amended, an officer's pay may be increased in a remedial action recommended by the Foreign Service Grievance Board, an equal employment opportunity appeals examiner, or the Special Counsel of the Merit System Protection Board. A remedial pay increase may be made retroactively in a situation where a prospective increase alone would not constitute an adequate remedy. (See Mandatory Reference, [section 606 of the Foreign Service Act of 1980 as amended](#))

470.3.10 Temporary Service as Principal Officer (Chargé d'Affaires)

For an officer temporarily in charge of a Foreign Service post during the absence or incapacity of the principal officer, 22 U.S.C. 3971 and section 411 of the Foreign Service Act of 1980, as amended authorize compensation in addition to the officer's base salary. (See Mandatory References, [section 411 of the Foreign Service Act of 1980 as amended](#), [22 USC 3971, Temporary service as principal officer](#), and [Additional Help, 3 FAM 3123, Chargé d'Affaires Pay](#))

470.3.10.1 Eligibility

USAID commissioned officers are eligible to receive chargé pay. To be eligible, the officer must complete a waiting period of 28 calendar days in charge of a post in an acting capacity. Upon completion of the 28-day waiting period and submission of the required documentation, the officer may be compensated on a bi-weekly basis for the duration of the period he or she serves as principal officer.

An officer is not eligible for chargé pay unless the notification of transfer of office is transmitted to the Department of State. A notification to the Department is required each time an officer assumes or relinquishes charge of a post.

470.3.10.2 Computation of Chargé Pay

Chargé pay is computed as a percentage of the difference between the basic salary rate of the officer temporarily in charge and the basic salary rate provided for the position of principal officer or the basic salary of the principal officer most recently in charge, as appropriate. The regular rate of chargé pay is 50 percent.

A special rate (75 percent or full) may be approved for an officer in charge for extended periods (e.g., 90 calendar days) or during periods of unusual political stress or involving abnormally complicated coordinating responsibilities.

Officers are entitled to chargé pay at the regular rate unless the Deputy Assistant Administrator for Human Resources (DAA/M/HR) approves a special rate. The Controller or Executive officer as appropriate must clear all special rate requests through the Department of State, Office of Pay Management and the employee's Bureau in USAID/W before submission to the DAA/M/HR. See section 552 of the Standardized Regulations for ceiling on post differential when chargé pay is payable. **(See Mandatory Reference, [Chapter 500, Post Differential section 552 of the Standardized Regulations, Ceiling on Payments](#))**

470.3.10.3 Application, Payment, and Applicable Deductions

Employees of USAID must complete and submit a Request for Chargé Pay along with copies of the notification(s) of transfer of office to the USAID Controller and/or the Executive Officer at post. **(See Mandatory Reference, [Request for Chargé Pay](#))** The USAID officer initiating the action will obtain the necessary certification from the Department of State Administrative Officer. Upon receipt of such certification, he or she will sign and date the request and submit it along with all pertinent documentation through the appropriate USAID/W bureau for clearance before it goes to M/FM/P for payment. Chargé pay is subject to U.S. FICA, federal, state, and local taxes as appropriate. It is not creditable for retirement, Thrift Saving Plan, or life insurance purposes.

470.3.11 Denial of Within-Class Increase

If the Performance Standards Board (PSB) determines that the performance of an employee referred to the PSB did not meet the standards of his or her class during the rating period, the next scheduled within-class increase of that employee will be withheld for one year from the date the increase was scheduled. The denial and the date the employee is eligible for the next within-class increase must be documented with a Notification of Personnel Action (SF-50). **(See [ADS 463, Foreign Service Boards](#))**

470.3.12 Grievance Rights

Grievance policies and procedures for FS employees are contained in ADS 486. **(See [ADS 486, Grievances - Foreign Service](#))**

In certain circumstances, employees may file a complaint of discrimination based on the denial of financial benefits, under applicable laws and/or regulations. This chapter creates no rights not contained within any other such applicable laws and/or regulations. If an employee or applicant believes he or she has been a victim of prohibited discrimination, he or she should contact the Office of Equal Opportunity Programs.

470.4 MANDATORY REFERENCES

470.4.1 External Mandatory References

- a. [Chapter 500, Post Differential, section 552 of the Standardized Regulations, Ceiling on Payments](#)
- b. [3 FAM 3123, Chargé d'Affaires Pay](#)
- c. [3 FAM 8200, Appendix A, Methods of Overseas Employment](#)
- d. [Foreign Service Act of 1980 as amended, sections 101, 303, 307, 311, 312, 403, 406, 407, 408, 411, 503, 606, 823, and 824](#)
- e. [5 USC 5303, Annual adjustments to pay schedules](#)
- f. [5 USC 5304, Locality-based comparability payments](#)
- g. [5 USC 5332, The General Schedule](#)
- h. [22 USC 3963, Foreign Service Schedule](#)
- i. [22 USC 3967, Salaries for FS personnel abroad who perform routine duties](#)
- j. [22 USC 3971, Temporary service as principal officer](#)
- k. [22 USC 3983, Assignment to non-Service and other positions](#)
- l. [22 USC 4064, Reemployment](#)

470.4.2 Internal Mandatory References

- a. [ADS 415, Civil Service to Foreign Service Appointment Program](#)
- b. [ADS 422, Personnel Operations: Senior Foreign Service](#)
- c. [ADS 432, Details - Civil and Foreign Service](#)
- d. [ADS 434, Details and Transfers to International Organizations - Civil Service and Foreign Service](#)
- e. [ADS 435, Commissions, Titles and Rank](#)
- f. [ADS 463, Foreign Service Boards](#)
- g. [ADS 468, Foreign Service Personnel Recruitment](#)
- h. [ADS 486, Grievances - Foreign Service](#)

- i. [ADS 495, Foreign Service National Personnel Administration](#)
- j. [ADS 499, Overseas Employment Program](#)
- k. [Request for Chargé Pay](#)

470.5 ADDITIONAL HELP

470.6 DEFINITIONS

All ADS chapter terms and definitions are included in the ADS Glossary. Therefore, the terms and definitions listed below have been incorporated into the ADS Glossary. (See [ADS Glossary](#))

American Family Member appointment (AFM)

An American Family Member appointment is a type of Foreign Service limited Non-Career appointment available only to eligible family members, under the authority of sections 309 and 311(a) of the Foreign Service Act of 1980 as amended. Appointments are for more than one year but not to exceed five years. (Chapters 450 and 470)

annuitant

An annuitant is a retired Foreign Service employee being paid an annuity from the Foreign Service Retirement and Disability System. (Chapter 470)

conversion

Conversion moves an employee without a break in service from one personnel appointment to another personnel appointment in the same agency. (Chapter 470)

equivalent increase

Equivalent increase means an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of pay for the next higher step of that grade or the next higher rate within the grade (as defined in section 531.403 of 5 CFR). (Chapters 470 and 471)

Rate of Basic Pay

Rate of basic pay means, for any pay system, the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind such as night or environmental differentials in the case of a prevailing rate employee. (Chapters 470 and 474)

U.S. citizen resident appointment

A U.S. citizen living abroad who is not an American Family Member. (Chapters 450 and 470)

470_042301_w091802