

**Major Functional Series 400: Personnel  
ADS Chapter 476 – BENEFITS**

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## Major Functional Series 400: Personnel ADS Chapter 476 – BENEFITS

### 476.1 Authority

1. [5 CFR 890](#)
2. [5 USC 8701](#)
3. [5 USC 8501-8508](#)
4. [20 CFR 609](#)
5. [20 CFR 1 to 25](#)
6. [22 USC 3973](#)
7. [22 USC 3922](#)
8. [3 FAM 3650](#)
9. [5 USC 5561](#)
10. [P.L. 98-259](#)
11. [5 USC 8133](#)
12. [P.L. 98-21](#)

### 476.2 Objective

This chapter is applicable to United States citizens and direct-hire employees, as appropriate.

This chapter describes the various Office of Personnel Management (OPM) benefits available to USAID employees. The OPM benefits covered in this chapter include health insurance, life insurance, unemployment compensation, death gratuity, medical and health program, and Social Security.

### 476.3 Responsibility

The Bureau for Management, Office of Human Resources, Employee Services and Benefits Branch (M/HR/POD/ESB) is responsible for administering the USAID benefits program.

### 476.4 Definitions (See [ADS GLOSSARY](#) and specific [3 FAM](#) references)

DEATH GRATUITY ([3 FAM 3650](#))

EMERGENCY VISITATION TRAVEL ([3 FAM 3740](#))

EMPLOYEE INJURY (ADS Glossary)

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB) ([3 FAM 3610](#))

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM (FEGLI) ([3 FAM 3620](#))

MEDICAL TRAVEL ([3 FAM 3710](#))

REST AND RECUPERATION (R&R) TRAVEL ([3 FAM 3720](#))  
UNEMPLOYMENT COMPENSATION ([3 FAM 3640](#))  
VISITATION TRAVEL ([3 FAM 3730](#))

## **476.5 POLICY**

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

### **476.5.1 FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)**

The Agency shall administer the FEHB program in accordance with 3 FAM 3610. (See Mandatory Reference, [3 FAM 3610](#))

### **476.5.2 FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM (FGLI)**

The Agency shall administer the FGLI program in accordance with 3 FAM 3620. (See Mandatory Reference, [3 FAM 3620](#))

### **476.5.3 UNEMPLOYMENT COMPENSATION**

The United States Department of Labor shall administer unemployment compensation for Agency employees in accordance with 3 FAM 3640. (See Mandatory Reference, [3 FAM 3640](#))

### **476.5.4 DEATH GRATUITY**

Death gratuity payments to survivors of Foreign Service (FS) employees who die as a result of injuries sustained in the performance of duty outside the United States shall be made in accordance with 3 FAM 3650. (See Mandatory Reference, [3 FAM 3650](#))

### **476.5.5 REST AND RECUPERATION**

Rest and recuperation travel shall be provided to members of the FS and their eligible dependents in accordance with the policy contained in 3 FAM 3720. (See Mandatory Reference, [3 FAM 3720](#))

### **476.5.6 MISSING PERSONS ACT**

The Agency's policies and essential procedures for handling personnel and administrative matters related to Agency employees who are officially determined to be in missing status are contained in ADS 478. (See [ADS 478](#))

**476.5.7 MEDICAL TRAVEL**

Authorizations for travel for any approved medical and dental treatment which cannot be postponed until next scheduled travel such as transfer, home leave, R&R, or personal leave must be made in accordance with 3 FAM 3710. (See Mandatory Reference, [3 FAM 3710](#))

**476.5.8 VISITATION TRAVEL**

The Agency shall administer visitation travel in accordance with 3 FAM 3730. (See Mandatory Reference, [3 FAM 3730](#))

**476.5.9 EMERGENCY VISITATION TRAVEL**

The Agency shall administer the Emergency Visitation Travel Program in accordance with 3 FAM 3740. (See Mandatory Reference, [3 FAM 3740](#))

**476.5.10 SOCIAL SECURITY**

The Social Security Administration shall administer Social Security entitlements for Agency employees in accordance with the Social Security Act. Claims for compensation shall be submitted to the local branch of the Social Security Administration.

**476.5.11 EMPLOYEE INJURY**

The Agency policies and essential procedures governing the Occupational Workers Compensation Program are described in ADS 442. (See [ADS 442](#))

**476.6 Supplementary Reference - N/A**

**476.7 Mandatory References**

[ADS 442](#)

[ADS 478](#)

[3 FAM 3610 Federal Employees Health Benefits Program \(FEHB\)](#)

[3 FAM 3620 - Federal Employees Group Life Insurance Program \(FEGLI\)](#)

[3 FAM 3640 - Unemployment Compensation](#)

[3 FAM 3650 - Death Gratuity](#)

[3 FAM 3720 - Rest and Recuperation \(R&R\) Travel](#)

[3 FAM 3710 - Medical Travel](#)

[3 FAM 3730 - Visitation Travel](#)

[3 FAM 3740 - Emergency Visitation Travel](#)

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