



**USAID**  
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## Subject Outlines/Codes: Personnel

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006  
Responsible Office: M/AS/IRD  
File Name: 502mae16\_122006\_cd46

## PERSONNEL

Instructions: This category covers all phases of personnel administration, including position classification and standards; recruitment, appointment, placement and separation of employees; employee-management relations and necessary personnel services; orientation and training of employees; evaluation, promotion and incentive programs; and conditions of employment. Separate files may be maintained for material regarding local and third country national employees, using any portion of this category, by inserting the letters "LOC" or "TCN" after "PER" in the code, as appropriate. For example: salary scales for American employees are classified PER 3; for local employees, PER LOC 3; and for third country national employees, PER TCN 3.

Subject Files	File Classification	Description of Records
<b>Personnel</b>	<b>General</b>	<b>Material regarding the administration and operation of personnel functions in USAID offices, not otherwise provided for in this schedule.</b>
ATTENDANCE AND LEAVE	PER 1	General material regarding attendance and leave, including annual, home, military, court, and sick leave, extended hours and compensatory time procedures; and tours of duty and temporary duty (TDY).
AWARDS AND INCENTIVES	PER 2	Criteria, activities, and procedures governing the recognition of superior performance, length of service, creative effort, etc.; papers regarding determination of eligibility, selection, and ceremonies for various honor awards. Includes letters of commendation, Agency meritorious service citation, distinguished public service, and Presidential awards.
COMPENSATION	PER 3	Regulatory and procedural papers covering salary and wage scales, overtime, night and holiday pay, periodic and longevity step increases, and related correspondence. Allotment of pay, U.S. savings bonds; Government life, and hospital and medical insurance; withholding taxes; and final salary clearances.
CONDUCT AND DISCIPLINE	PER 4	Regulations, procedures, and general material on conflict of interest, insubordination, prohibited political activity, sale or barter of personal property abroad, local currency transactions of

<b>Subject Files</b>	<b>File Classification</b>	<b>Description of Records</b>
		employees, acceptance of gifts or decorations, legal offenses of employees, etc.; and related disciplinary action, such as official reprimand and suspension.
DEPENDENT EDUCATION	PER 5	Material regarding assistance to schools organized at overseas posts for the education of dependents of employees; education allowances and educational travel.
DIPLOMATIC RANK AND TITLE	PER 6	Material regarding policy on privileges and immunities extended to Agency employees by cooperating country governments.
EMPLOYEE MANAGEMENT RELATIONS	PER 7	Material regarding employee unions and similar organizations, and their activities; consultation with employees by management on personnel and other management matters; and handling grievances and appeals. File specific types of grievances and appeals under appropriate subject in outline.
EMPLOYEE SERVICES	PER 8	Material regarding activities of, or services to, employees. Includes commissaries, post exchanges (PX), and similar facilities; charitable civic and other similar contributory efforts and annual drives; and employee welfare organizations, such as recreation associations and credit unions.
EMPLOYMENT	PER 9	Material regarding initial appointment, reinstatement, preemployment after break in service, or conversion, without break in service, between Civil Service and Foreign Service rolls; and employment of retired annuitants. Includes administration of personal services contract employees; policy and procedures to ensure against discrimination in employment on basis of race, sex, creed, national origin, etc., and the detail of employees within the Agency, between the Agency and other Government agencies and international organizations; transfer, promotion, rotation, and assignment of employees; exercise of reemployment rights; assignment system procedures; and nomination of employees to Foreign Service posts. When volume warrants, establish case files for type of appointment (e.g.,

Subject Files	File Classification	Description of Records
		competitive service, excepted service, executive appointment, Foreign Service, Presidential appointment, resident staff, and temporary appointments).
EVALUATION	PER 10	Guidelines and standards, with related background and comment, used in appraisal and evaluation of classes of USAID employees for promotion. Includes probationary ratings, performance measurement and ratings, completion of assignment reporting and related appeal procedures.
HEALTH	PER 11	Material regarding preemployment and other medical examinations, medical clearances and waivers; immunization and treatment of foreign service employees and dependents (including care in U.S. Government-operated hospital); first aid and other health room services; medical evacuation of foreign service employees.
INSURANCE	PER 12	Policy and procedural material on employee insurance, including special issuances regarding coverage, terms, eligibility, or conditions related to any kind of employee insurance recognized or administered by the Agency.
ORIENTATION AND TRAINING	PER 13	Material documenting the concept and detailed content of employee development programs, including description of courses, sponsors, sample schedule of classes, classroom work, conferences, workshops, supervised practice, etc., by this Agency or other agencies or educational institutions, etc. When volume warrants, case file and arrange alphabetically by type of training program or name of training agency or institution.
PERSONAL STATUS	PER 14	General material concerning Agency policies and procedures relative to the personal status (as opposed to employment status) of employees. Include such items as biographic data on marriage, divorce, name change and dependency status, present position, or assignment, etc.
POSITION CLASSIFICATION CSC	PER 15	General material regarding administration, decisions affecting classification work, classification standards problems, activity

<b>Subject Files</b>	<b>File Classification</b>	<b>Description of Records</b>
		reports, and general memoranda. Includes procedures for appeals to USAID/W and the Civil Service Commission.
RETIREMENT	PER 16	Material regarding personnel retirement, including correspondence between personnel offices and FS employees on routine inquiries and assistance regarding retirement.
SECURITY	PER 17	Correspondence files regarding administration and operation of routine personnel security matters, including investigation and clearance procedures covering loyalty, security, and suitability of Agency employees and their dependents; and applicants for employment. Includes fingerprinting and ID cards.
SEPARATION	PER 18	General correspondence regarding Agency policy and procedures covering employee resignation, separation for cause (removal), death, and departure under special legislative and other authorities, such as Selection-Out; and reduction-in- force (RIF).
STAFFING	PER 19	General material regarding authorized staffing levels and personnel strength.

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