

**Functional Series 500 – Management Services  
ADS 532 – Employee Operated Services and Facilities**

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## **ADS 532 - Employee Operated Services and Facilities**

### **532.1 OVERVIEW**

This chapter provides guidance on the establishment of non-government-operated services and facilities at overseas posts, such as employee associations, commissaries, and recreation facilities.

### **532.2 PRIMARY RESPONSIBILITY**

\*The USAID Mission Director is responsible for determining whether to provide assistance to newly established employee operated services or facilities, including the furnishing of space and utilities and, on a loan basis, vehicles and other personal property (such as furniture), as appropriate. The post principal officer, in consultation with the Mission Director, is responsible for determining whether the employee association must reimburse the USAID mission.

### **532.3 POLICY AND PROCEDURES**

\*In cases where the Mission Director makes a determination to provide assistance to newly established employee operated facilities or services, s/he will consult with the post principal officer to determine whether the post employee association must reimburse the USAID mission. **(See Mandatory Reference, [6 FAM 514.2](#))**

USAID must adhere to the Employee Associations policy and procedures set forth in 6 FAM 500 through 6 FAM 550. These policies pertain to the operations and use of employee operated services and facilities.

### **532.4 MANDATORY REFERENCES**

#### **532.4.1 External Mandatory References**

- a. [6 FAM 510, Legislative Authority and Applicability](#)
- b. [6 FAM 520, Principal Officer Responsibilities](#)
- c. [6 FAM 530, Operating Policies](#)
- d. [6 FAM 540, Use of Facilities](#)
- e. [6 FAM 550, Reporting Requirements](#)

#### **532.4.2 Internal Mandatory References**

### **532.5 ADDITIONAL HELP**

**532.6      DEFINITIONS**

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