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## **DISCLAIMER**

**Many of the mandatory and supplementary references to the chapters in the ADS 300 Series contain references to the Handbooks which no longer exist. If the policies remain, they are in an ADS 300 chapter. Information which has not been included in an ADS 300 chapter is guidance only. The references will be revised to refer to ADS chapters or other guidance as applicable.**

**Formerly Handbook 12, APPENDIX - A**

## **AID OPERATIONS MANUAL** **FOR PARTICIPATING AGENCIES**

**1993 EDITION**

AID OPERATIONS MANUAL  
FOR  
PARTICIPATING AGENCIES

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Attachment 1 - Code of Ethics for Government Service

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## DEFINITIONS OF TERMS

### ORGANIZATIONAL ACRONYM LISTING

ACRONYM	AID OFFICE
AID	Agency for International Development
AA/M	Assistant Administrator for Management
M	Bureau for Management
M/AS	Office of Administrative Services
M/AS/TT	Travel and Transportation Division
M/FM	Office of Financial Management
M/FM/CMP	Cash Management and Payment Division
M/HRDM	Office of Human Resources Development and Management
M/HRDM/SCD	Staffing and Career Development Division
M/HRDM/OD	Office of the Director, Office of Human Resources Development and Management
M/HRDM/TSD	Training and Staff Development Division
M/IRM	Office of Information Resources Management
M/OP	Office of Procurement
IG/SEC	Office of Security
R&D/OIT	Office of International Training

### AID TERMS

MA	Foreign Assistance Act of 1961, as amended
FC	Foreign Compensation
FEHB	Federal Employees' Health Benefits
FS	Foreign Service
GA	General Agreement
GTR	Government Travel Request
HHE	Household Effects
NACI	National Agency Check and Inquiry
NTE	Not to Exceed
NLT	No Later Than
PA	Participating Agency
PASA	Participating Agency Service Agreement
R&R	Rest and Recuperation
RSSA	Resource Support Services Agreement
TDY	Temporary Tour of Duty

## DEFINITIONS OF TERMS

Decoration - an order, device, medal, badge, insignia, emblem or award tendered by, or received from, a foreign government.

Dependent - includes; (1) a spouse; (2) children who are under 21 years of age and unmarried or, regardless of age, are incapable of self-support (children include step - and adopted - children and those who are under legal custody of the employee or spouse and are dependent upon and normally reside with the employee and are expected to be under guardianship of the employee until 21 years of age); (3) parents (including step - and legally adoptive - parents) who are at least 51 percent dependent on the employee for support; and (4) brothers and/or sisters (including step - and adoptive - brothers and/or sisters) who are 51 percent or more dependent on the employee, unmarried and under 21 years of age. However, there is no age limit if they are physically or mentally incapable of self-support.

Employee is a direct-hire employee of AID, or a Participating Agency,

General Agreements are overall agreements with Participating Agencies which set forth the terms and conditions under which PASA's or RSSA's are negotiated. They are authorized pursuant to Sections 621 (a) and 632 (b) of the FAA.

Participating Agency Service Agreements (PASA's) are agreements with other Federal agencies for specific services or support tied to a specific project goal to be performed within a definite time frame.

Particularly Suitable indicates that the proposed Participating Agency has a clear and substantial superiority to other sources, both private and public, in providing the required technical assistance.

PASA (FC) Personnel are PA employees who have been appointed as foreign services officers and are "assigned" overseas under a PASA for a year or more, customarily two years, to work in developing nations, usually in building or strengthening an institutional competence. They are subject to the same rules and regulations as comparable direct-hire staff and are entitled to most of the privileges and support accorded AID direct-hire employees.

Resource Support Services Agreement (RSSA's) are agreements with other Federal agencies to obtain continuing general support assistance which has a broad objective, but no specific readily measurable tasks to be accomplished within set time frames.

Standardized Regulations (Government Civilians, Foreign Areas) is a publication of the Department of State, Allowances Staff, covering the allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to PASA/RSSA contract employees as provided for by contract provision.

Technical Assistance is the providing of goods or services to developing countries and other AID recipients.

Temporary Duty Employees under a PASA or RSSA provide assistance on a short-term basis, usually to Missions. They normally are concerned with overall project direction or provide advice on specific problems, rather than broad assistance over an extended period of time.

Uniquely Suitable indicates that the proposed Participating Agency is the only source available to provide the required technical assistance.

AID OPERATIONS MANUAL  
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AID REGULATIONS APPLICABLE TO PARTICIPATING AGENCIES

I. Introduction

A. Purpose - This Operations Manual is designed specifically to acquaint other Federal (Participating) agencies with AID's policies, procedures and regulations which govern implementation of the Foreign Assistance Act of 1961, as amended (FAA) and is based on information contained in AID Handbooks, the Federal Personnel Manual and the Standard Regulations and Uniform Foreign Affairs Regulations which apply. It should be noted that the information contained in this Operations Manual is subject to change. Interpretations of and exceptions to guidance set forth in this Manual are the responsibility of the Office of Procurement (M/OP).

All PA employees are urged to familiarize themselves with the AID regulations available at all overseas Missions. Acronyms are listed in Section 1; and Definitions used in the Manual are contained in Section 2.

In general, this Operations Manual provides guidance on the following personnel policies:

Personnel - General Policies and Administration  
Employee Orientation, Training, Medical Coverage,  
Leave and Security  
Travel of PA Employees and Transportation of  
Household Effects

AID looks to other Federal (Participating) Agencies for technical assistance only in those cases when AID direct-hire employees are not available, and the participating agency's resources are uniquely or particularly suited to provide technical assistance without unduly interfering with its own domestic program. This implies that the other Federal agency has "excess capacity" to provide goods and services to AID.

B. Liaison Functions and Responsibilities

1. Agreement Officer - Except as indicated below, responsibility for overall liaison and coordination with Participating Agencies is vested in the AID contracting officer, in the AID/W Office of Procurement (M/OP) or the Mission contracting office, who is assigned to a project office's procurement requirements. The contracting officer (hereafter known as agreement officer in

connection with agreements with other Federal agencies) will negotiate, issue, and administer the PASA or RSSA resulting from requirements that are generated by the project office, except where the organizations involved mutually agree to transfer the preaward processes from the Mission to M/OP, or the postaward administration from M/OP to the Mission to facilitate the management of the PASA/RSSA process.

## 2. Project Officer

a. Technical Responsibility - AID Project Officers consider and propose the desirability of utilizing other U.S. Government Agencies. The Project Officer has continuing responsibility on all technical matters with the Participating Agency, for monitoring the effectiveness of services being provided, and he/she initiates requests for M/OP to negotiate amendments to agreements to reflect changes as required.

b. Review of Billings - The Project Officers are also responsible for review and administrative approval of Participating Agency billings for work performed under RSSA's/PASA's prior to payment by the AID Controller; as he/she is in the best position to know or find out if the services have been performed pursuant to the terms of the agreement. The Project Officer's certification of the billing signifies that he/she is satisfied that the services billed have in fact been performed and that to the best of his/her knowledge such services are in accordance with the agreement involved.

3. Office of International Training (R&D/OIT) R&D/OIT has overall responsibility for participant training, and must clear all PIO/T requests for participant training before they are submitted to M/OP for negotiations. R&D/OIT sets the general guidelines for all participant training, including that performed for AID by Participating Agencies. It has day-to-day responsibility for placing participants with other Federal agencies and seeing that training objectives are accomplished. Most participant training is requested and funded directly by Missions through the use of PIO/P's.

4. Office of Information Resources Management (M/IRM) All PIO/T's for RSSA/PASA's which provide for the purchase or rental of computer or office automation equipment, software, or services at a cost of \$100,000 or more during the life of a project require clearance by M/IRM prior to their submission to the agreement officer.

5. Office of Administrative Services (M/AS) All RSSA's/PASA's involving space and equipment being provided by AID/W require clearance by M/AS prior to submitting the PIO/T to the agreement officer.

6. Selection of Qualified Personnel - Responsibility for selecting qualified personnel to carry out the PASA and RSSA duties for AID rests with the PA. However, no one can undertake a foreign assignment unless there has been appropriate prior notification to, and approval by, the cognizant Mission and AID/W official.

## II. Personnel - General Policies and Administration

### A. Personal Standards and Status

1. Conduct - PASA employees are expected to maintain high standards of personal conduct as stated in the "Code of Ethics for Government Service," which is attached as Attachment 1. Private conduct of employees should not interfere with efficient performance of official duties. Employees and their dependents should avoid private activities or business interests which conflict with the high standards of personal conduct required by their role as representatives of the United States in a foreign environment. Failure to maintain such standards can lead to disciplinary action. In serious cases, an employee and/or dependent may be officially requested to leave an overseas post. Employees may obtain advice on implementing the requirements specified below from the AID Independent Counsel for Ethics (GC/ICE) or regional and mission legal advisors.

"Just financial obligations shall be paid in a proper and timely manner," especially those imposed by law; for example, taxes. A "just financial obligation" means one acknowledged by the employee or reduced to judgment by a court. "In a proper and timely manner" means in a manner which the Agency determines does not, under the controlling circumstances, reflect adversely on the Government as employer. However, AID is not required to pass on the validity of a claim in the event of a dispute between an employee and an alleged creditor.

### 2. Restriction on Acceptance of gifts and decorations

a. General Prohibition Against Accepting Gifts - Specific restrictions apply to requesting, soliciting, encouraging or accepting gifts from foreign governments, prohibited sources, or offered because of your official position. In addition, there are special rules governing gifts between employees and gifts offered to procurement officials.

b. Gifts and Decorations from Foreign Governments - An employee is prohibited from accepting a gift or decoration from a foreign government, except in accordance with the provisions of 22 CFR Part 3.

c. Gifts from other Outside Sources - An employee shall not accept a gift from a prohibited source or one given because of the employee's official position except as provided for in the Standards of Ethical Conduct for Government Employees, 5 CFR 2635 Subpart B.

d. Gifts while Acting as a Procurement Official - During the conduct of AID procurement of property or services, no procurement official shall knowingly accept, receive, agree to receive, directly or indirectly, any money,

gratuity, or other thing of value from a competing contractor for such procurement, as provided for in 48 CFR 3.104.

e. Gifts between Employees - Under the provisions of the Standards of Conduct for Employees of the Executive Branch, 5 CFR 2635 Subpart C, an employee may not give a gift or make a donation towards a gift for an official superior or accept a gift from an employee receiving less pay unless:

(1) The two employees are not in a subordinate-official relationship and there is a personal relationship that would justify the gift; or

(2) The gifts are tendered on an occasional basis including any on which gifts are usually exchanged and they have minimal value each occasion; or

(3) A gift appropriate for the occasion may be given to an official superior and accepted from a subordinate in recognition of infrequently occurring occasions of personal significance.

3. Fees or Remunerations - PASA employees may not accept any fees or remunerations from any organization in a foreign country. However, it is permissible to accept ordinary hospitality, such as meals or lodging, as long as this does not expose the recipient to pressure for favors or is not in excess of that customary under the circumstances.

The dependents of a PASA employee also shall not accept gifts, fees, or remunerations which in any way could compromise the effectiveness of the employee's performance.

4. Restrictions on Employment and Outside Activities - AID-funded employees overseas are subject to certain restrictions on their conduct as set forth in 3 FAM 620 Appendix B," which is attached as Attachment 2.

5. Rules and Regulations Established by Ambassador - In addition, AID-funded employees serving overseas must comply with the rules and regulations established by the Ambassador;

6. Financial Disclosure Statements - Certain positions in the U.S. Government, particularly those dealing with utilization of AID funds, require that the individual submit statements of financial interest (listing real estate and security interests). AID-funded PASA employees should submit such statements to their parent agency, not AID.

7. Notice of Intent to Marry a Foreign National - An assigned PASA employee must give written notice of intent to marry a foreign national to the Mission Director, or designee at least 120 days before the planned marriage

date. The latter will counsel the employee regarding: 1) the impact the proposed marriage might have on the employee's career or future assignments; and 2) the need to complete both security and medical clearances for his/her intended spouse. In addition, the employee's security clearance must be revalidated. Such clearance may be undertaken by the Embassy Security Officer upon the recommendation of the Mission Director.

## 8. Passports

### a. Official Passports

PA employees and their dependents whose travel is paid by the U.S. Government are issued "official" passports to identify them as traveling on official U.S. Government business or that they are a dependent of such a person.

(1) Official passports are normally valid for five years.

(2) Bearers of official passports stationed abroad may only use them for personal travel when that travel is incidental to official travel.

(3) All official passports will normally be surrendered to the PA on termination of travel. However, when an employee retires at post, he/she shall surrender official passports to the Mission/Embassy at post.

### b. Regular Passports

Employees and their dependents on contracts that are let by the PA and funded by a PASA/RSSA will utilize regular "tourist" passports for their international travel on a PSA/RSSA assignment.

## B. Personnel Administration

### 1. Pay - Classification

a. Foreign Compensation (FC) Schedule - PA employees stationed abroad for a year or longer are paid under the Foreign Compensation (FC) schedule. This schedule is tied to the General Schedule (GS) as follows: FC-1 is equivalent to GS-4, FC-2 is equivalent to GS-5, FC-3 is equivalent to GS-6, and so forth with FC-14 being equivalent to GS-17.

b. Premium Pay - PA employees who work on Sunday on a regular basis are entitled to premium pay. Under certain circumstances, they may also be entitled to premium pay for work on other holidays.

c. Salary Limitation - The Standardized Regulations provide that the post differential will be reduced so, when post differential is combined with salary, the per annum payment to an employee is limited to \$100 less than the salary authorized at Executive Level I. See Standardized Regulations, Section 552 for details.

## 2. Post Differential and Overseas Allowances

a. Post Differential - is the additional compensation of 10, 15, 20, or 25 percent over basic compensation for services performed under extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions; e.g., a tropical environment that differs substantially from the environment in the continental United States, and isolated post with limited resources, or there is danger of civil or military strife. Post differential normally begins when an employee arrives at a "differential post". Employees on temporary duty "TDY" at a differential post must serve 42 consecutive calendar days before they can receive post differential. The following should be kept in mind regarding post differential:

- Pay increase is automatic - employee is not required to make application.
- Post differential is subject to change at any time depending on conditions at post.
- The post differential is considered earned income and is subject to U.S. income tax.

### b. Allowances

(1) Post Allowance - A post allowance is a cost-of-living allowance granted to an employee assigned to a post where the cost of living, exclusive of quarters, is substantially higher than in Washington, D.C.

(2) Supplementary Post Allowance - is a form of post allowance granted to an employee to defray extraordinary subsistence costs under certain conditions. It is intended only for those employees who are faced with heavy expenses, such as hotel or restaurant meals while compelled to occupy temporary non-housekeeping quarters during periods up to the first three months after first arrival at a new post and up to one month preceding final departure from the post.

(3) Foreign Transfer Allowance - A foreign transfer allowance is an allowance for extraordinary, necessary and reasonable expenses not otherwise compensated for, incurred by an employee incident to becoming established at a new post in a foreign area. It is comprised of three elements: 1) a lump sum miscellaneous expense portion for such necessary expenses as disconnecting and connecting appliances, and equipment; converting household appliances for operation on available utilities; cutting and fitting rugs and draperies; and auto registration; 2) a lump sum payment wardrobe expense - provided the transfer is from zone 1 to zone 3; and 3) a subsistence expense portion for lodging, meals, laundry, cleaning and pressing expenses while in temporary

quarters for up to ten days before departure. The Mission Executive Officer should be consulted regarding such allowances.

(4) Temporary Lodging Allowance - This allowance is for reasonable cost of temporary quarters for a period not in excess of: 1) three months after first arrival at a new foreign post before being able to occupy permanent quarters; and 2) up to one month immediately preceding final departure from post subsequent to the necessary vacating of residence quarters.

(5) Living Quarters Allowance (LQA) - This allowance means a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

(6) Separate Maintenance Allowance (SMA) - SMA is an allowance to assist an employee who is compelled or authorized to meet the additional expense of maintaining his/her dependents elsewhere than at his/her post of assignment in a foreign area because of a) dangerous, notably unhealthful, or excessively adverse living conditions at his/her post, b) the convenience of the Government, c) because of special needs or hardship involving the employee or the employee's dependents,.

Authority to approve SMA's has been delegated to the Chief of AID's Staffing and Career Development Division. Applications for SMA should be made on SF-1190 and forwarded to:

Chief, Staffing and Career Development Division  
M/HRDM/SCD  
Room 1107, State Annex 1  
Agency for International Development  
Washington, D.C. 20523-0101

When submitting applications, the covering memo should state the name, address and telephone number of an individual who can provide additional information, if required. See Standardized Regulations, Chapter 260, for further details.

(7) Education Allowance - This allowance assists an employee in meeting extraordinary and necessary expenses, not otherwise compensated for, incurred by reason of his/her Foreign Service in providing adequate elementary and secondary education for his/her children which usually is provided without charge by public schools in the United States. Where adequate schools are not available at post, costs of room and board and periodic transportation between post and the nearest locality of an adequate will be provided. This allowance may also be used for tuition and other educational expenses at a secondary school in the United States, except as limited by Standardized



Regulations, Section 276.2. However, by so doing the dependent child becomes ineligible for education travel to the United States. Application is made by the employee at post. Note: No educational allowance is granted for college education. Educational travel is covered in Section IV, C., 4. below.

(8) Danger Pay Allowance - Danger pay allowance may be granted to an employee serving in a foreign area on the basis of civil insurrection, civil war, terrorism or wartime conditions which threaten physical harm or imminent danger to the health or well-being of the employee. Unless otherwise specified, the amount of the danger pay allowance shall be at the maximum rate of 25 percent of basic compensation. (See Standardized Regulations, Chapter 650, for additional details).

3. Workweek - Generally the workweek for an AID-funded PASA technician shall be the same as for the host country counterparts with whom he/she is assigned if the principal place of work is a foreign government office.

If a PASA technician is working in an AID Mission or independently in association with a Mission, the workweek will be the same as the Mission.

All employees will be expected to work or be available to provide assistance at least forty hours each week, except for legal and other post-authorized holidays. It is recognized that persons undertaking frequent field trips may develop a pattern of irregular hours with time spent in the field, sometimes in excess of forty hours per week, and the excess may be offset in accordance with applicable regulations.

- No overtime will be allowed an AID-funded PASA technician unless specifically provided for in the PASA or approved by the Mission Director.
- Employees normally will be expected to work no more than a six-day week.
- Compensatory time shall be determined by the Mission Director.

4. Holidays - PASA personnel headquartered in foreign government offices will be expected to observe the same holidays as their counterparts and the number of U.S. holidays observed at that post. However, except for New Years Day, Independence Day (July 4), Thanksgiving, and Christmas, it is expected that they will schedule the additional six authorized U.S. holidays at a time mutually convenient to the host government officials. An employee will be charged leave for Mission authorized local holidays unless he/she is on duty on either the workday preceding or the workday following a local holiday.

5. Time and Attendance Record - It is the responsibility of each PASA employee to see that his/her time and attendance records are properly maintained and sent to the parent agency. Missions or AID/W officers may also require copies of these records.

6. Performance Ratings

a. All official performance ratings are to be prepared by the PASA/RSSA employee's official supervisor in his/her parent agency. AID will prepare unofficial performance ratings using the parent agency's form (to be provided by the PA) when requested to do so by the parent agency. Otherwise, PASA (FC) employees assigned overseas will receive unofficial ratings on AID forms.

b. In the case of the Chief of Party, the unofficial rating will be prepared by the Mission Director or his/her designee, in the case of other employees, the direct AID supervisor or the agency Chief of Party will prepare the rating.

c. Performance ratings will be submitted in accordance with the parent agency's schedule when specifically requested.

d. All ratings are reviewed by a least one party in AID. One copy is retained by the Mission; one is given to the employee; and two copies are forwarded to the parent agency.

7. Leasing of Quarters - In general, it is the policy of AID to favor private over Government leasing and to reimburse employees through a living quarters allowance for the cost of renting quarters. However, the approach varies depending on the local conditions existing at post.

8. Furnishings - In general, basic items, necessary furniture, cabinets, screens, heaters (where no central heating exists), air conditioners, and draperies are supplied by AID. Also many Missions loan out hospitality kits composed of linens, silverware, etc., for use until household effects arrive. Reference should be made to the Post Report or inquiries forwarded to the Mission Executive Office for details applicable to a specific post.

9. Separation at Post - PA employees who retire or separate at post are entitled to be paid authorized post differential on any unused annual leave accrued during assignment to AID. The U.S. Government will pay for the costs of the return travel to the separation residence (economy class) for employees and dependents upon completion of the tour by the most direct economy class route for up to a year after retirement, and they are entitled to the same unaccompanied baggage and household effects (HHE) allowances as an AID direct-hire employee.

In connection with the separation of an employee from service, temporary storage is authorized for an aggregate period of three months for each separate lot of household effects. For effects already in storage in the United States, the three-month authorization commences from the last day in pay status. For effects originating overseas or in the United States (other than from storage), the three months authorized may be applied to storage-in-transit and/or storage at destination.

All official passports will normally be surrendered to the PASA employee's parent agency on termination of travel. However, when an employee retires at post, he/she shall surrender all official passports to the Mission/Embassy at post.

All medical examinations should be completed at post prior to separation.

10. End of Tour Report - is not required unless specifically requested by AID.

### III. Employee Orientation, Training, Medical Coverage, Leave and Security

#### A. Orientation

1. Standard Requirement - All PASA employees scheduled to go abroad for a long-term assignment are required to participate in AID's initial training course conducted in Washington, D.C. The primary objectives of this training course are to:

- Provide new hires with a basic knowledge of AID and an understanding of its objectives.
- Provide an insight to factors relating to living abroad as representatives of the United States.
- Develop in new employees a strong awareness of the importance of cross cultural and human relations in carrying out developmental work in foreign countries.
- Provide an understanding of the administrative aspects of living abroad within a USAID Mission environment.
- Encourage new employees to be conscious of AID's management systems and developmental tools; and
- To acquaint new employees with techniques that may prove useful in coping with an unfamiliar cultural job environment.

2. Exceptions - PASA personnel may be authorized by the Training and Staff Development Division (M/HRDM/TSD/PCT) to take less than the complete New Entry training course when:

- There is an urgent need for the technician to arrive at post as soon as possible; or
- The PASA technician has had previous overseas experience working with developmental programs/project; or
- The PASA employee is a specialist under a loan program to host country and that country does not feel the complete training course is warranted.

3. Arrangements for Orientation are made by M/OP with M/HRDM/TSD. In addition to orientation training, there are self-study and country-specific briefing books covering the living conditions, environment and the AID programs of many developing countries. Some regional and country-specific materials are given to overseas travelers upon request. Persons on TDY may also receive select briefings and orientation, and are urged to find out about these briefings. Briefing materials are available from M/HRDM/TSD upon request.

4. Dependents and Spouses may attend selected portions of the AID orientation course on a space-available basis. However, only one week per diem is allowed for spouses while attending an orientation session.

5. Post Reports - M/HRDM/TSD will provide PASA personnel copies of post reports, booklets prepared by the Department of State on living conditions in each country and post. They contain information on such subjects as the electric current in the country; what clothes to bring; recreational facilities; educational facilities; climatic and health conditions; etc.

B. Foreign Language Training - Foreign language courses are available at the Foreign Service Institute and PASA employees must acquire the foreign language competence required for a language designated position (generally S-2 or S-3). Language competence is tested by the Foreign Service Institute before the employee proceeds to the designated post. Language testing and course work will be arranged through M/OP and M/HRDM/TSD.

Under exceptional circumstances, language competence may be waived, only when the Mission authorizes the removal of language requirements from the subject PIO/T.

## C. Medical Coverage

1. General Policy - The general medical policy of the Department of State and AID is to assist all American employees and their dependents in obtaining the best possible medical care. This includes personnel of the Department and all agencies participating in the medical program agreement.

Each PASA employee is required to complete the Residence and Dependency Statement form AID 490-2. This form is maintained by AID and the applicable Participating Agency. This employee may include as dependents the following members of his/her family:

- Spouse, and Children who are unmarried and under 21 years of age or regardless of age, are incapable of self-support provided such incapacity existed on or before the s birthday of the child. The term shall include, in addition to natural offspring, stepchildren, and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age when dependent upon, and normally residing with guardian.

2. PA Employees Stationed in the United States - PA employees stationed in the United States must provide their own health benefits through their own Agencies.

### 3. Foreign Service Medical and Health Programs

#### a. Medical Examination

(1) Medical Fitness Certification FC/PASA employees who will be assigned overseas and their dependents must either have a medical clearance from State/M/MED or an administrative waiver of medical clearance from M/OP. Each PA deals directly with State M/MED in securing clearance. When it is not practical to have the examination performed by State/M/MED, it should be performed at the nearest Federal health facility or by a physician using State/M/MED forms and guidelines. Medical examinations are normally required every two years. Neither an employee nor a dependent may travel to post without State/M/MED clearance.

A medical examination is not required for a direct transfer from one Mission to another provided the employee and his dependents have had a medical examination which provides for full medical clearance within the previous two years, and there have been no significant health changes since examination. However, a similar transfer of an employee with a limited medical clearance must be "reviewed" by State/M/MED.

NOTE: Immunizations, shots and vaccines are generally considered travel related and if not available from a public clinic, Government reimbursement will be made when the expense is included by the employee as an item on the travel voucher.

(2) Children under Twelve Years of Age - children under twelve years of age are usually examined by the family pediatrician or physician. Reimbursement for such examination may be obtained as outlined in the letter of authorization.

(3) Separation Medical Examinations Upon completion of a foreign assignment with AID, an employee and dependents are required to have separation medical examinations. Although a person may forego the separation medical examination and clearance, in so doing, he/she loses the right to make future medical claims arising from foreign assignment.

(4) Duration of Medical Clearance a pre-employment medical examination is valid for two years up to the age of forty and one year thereafter. However, once a person enters on duty, the normal time requirement between examination is two years. When appointment is delayed for six months after the examination, a review of medical eligibility must be made by submitting DS Form 1635 to State/M/MED.

b. Waivers of Medical Clearance - when a person is found to have a medical problem, an administrative waiver of the medical clearance may be authorized upon the advice of State/M/MD when:

- (1) There is no undue personal risk involved.
- (2) Adequate medical skills and treatment facilities are available at the post of assignment;
- (3) It appears that the medical problem would not require frequent medical treatment or medical evacuation will not become necessary; and
- (4) Assignment is in the interest of the U.S. Government.

c. Procedures for requesting waivers

(1) The responsible PA coordinator, after receiving the medical abstract, will contact the State M/MED to review the circumstances of the case.

(2) If a waiver appears feasible, the PA coordinator will forward a memorandum to M/MED requesting advice concerning the medical feasibility of an administrative waiver.

(3) Upon the receipt of M/MED comments on the proposed waiver, the PA will send a memorandum to M/OP requesting that an administrative waiver be authorized and outlining the circumstances existing that warrant a waiver, giving the candidate's name, the job, the urgency that exists, and enclosing a copy of the supporting statement from M/MED.

(4) M/OP will then review the request in light of the circumstances and recommendation from M/MED, and will notify the PA in writing with regard to the action taken.

Such an administrative waiver will have no adverse effect on the employee's benefits. A copy of the waiver must be forwarded to the medical director of M/MED and to the administrative officer at the post of assignment.

d. TDY Personnel - The Office of Personnel Management, under FPM Supplement 339.31, provides for a pre-embarkation medical examination for all GS employees going overseas on a TDY assignment of 90 days or longer. This does not imply that another examination will be performed after completion of the TDY. Clearances are issued by M/MED after such an examination on a DS 823 form. GS employees performing TDY overseas under a PASA are not entitled to medical benefits under the Foreign Service Act. An employee is personally responsible for any medical expenses incurred, and they may be submitted to the employee's health benefits carrier. Expenses related to injuries or illnesses caused or aggravated by an overseas assignment may be submitted to the Office of Worker's Compensation Program (Department of Labor) for adjudication and possible payment of expenses.

e. Long-Term FC PASA Personnel On the other hand, a regularly assigned FC/PASA employee is entitled to full medical coverage under the Foreign Service Act for any illness occurring overseas which requires hospitalization, as well as medical evacuation. Failure by employees and/or dependents to obtain a full medical clearance from State M/MED prior to departure may result in forfeiture of these medical benefits under the program. Hospitalization and hospital-related outpatient treatment not resulting from misconduct or negligence are provided to employees and their dependents, but only for illness or accident incurred during or resulting from an AID overseas assignment. In addition, all expenses including medical evacuation and outpatient care incurred prior and subsequent to hospitalization are covered. In cases where hospitalization occurs overseas, upon receipt of the bill for medical expenses, the State M/MED will request the employee to file a claim with his health insurance carrier for the amount of the bill. The check is to be made payable to the Department of State for reimbursement to the extent of the insured coverage. Many Embassies maintain a dispensary with qualified medical and nursing personnel available.

f. Limitations of Health Coverage Under the FS/Act - Benefits do not apply while in the United States on home leave or for any other reason unless the illness or injury was sustained while serving overseas in a duty status. PASA employees are reminded that certain Federal Employee Health Benefit Plans are available to Federal employees and dependents to provide coverage for medical and hospitalization anywhere in the world. This will provide health coverage to the employee and family during home leave and while traveling in a non-duty status.

#### 4. Leave

a. Annual and Sick Leave - Annual Leave is accrued and administered in the same manner as in the Federal Civil Service. However, foreign-based personnel may accumulate up to 45 days (360 hours) of annual leave rather than 30 days (240 hours). The employee's annual leave ceiling will continue at the accumulated figure not to exceed 45 days after returning to the Civil Service. If at any time his/her balance at the end of the year falls below 45 days, the new, reduced level becomes his/her ceiling.

Sick leave is accrued in the same manner as in the Federal Civil Service; i.e., four hours per two-week pay period.

Participating Agencies are entitled to reimbursement for paid sick and annual leave taken by an FC employee during an assignment to an AID-sponsored project. When an employee retires or separates on

conclusion of an assignment with AID, his/her agency is entitled to reimbursement of annual leave in the amount accrued during the employee's total assignment on AID projects less the leave taken during that period. In no case will AID be responsible for more leave than the employee has accrued during the course of his employment in conjunction with AID.

b. Home Leave "The prime objective of home leave is to insure that employees serving abroad return to the United States to renew touch with the American way of life, and so become better representatives of this country." At least 20 work days of home leave must be taken in the United States (including Puerto Rico or U.S. possessions if place of residence) for every 24 consecutive months outside the United States. An employee who has served less than 24 consecutive months outside the United States on his/her current assignment is not eligible for home leave unless official authorization for a shortened tour has been granted. In no case will home leave be authorized when less than 18 consecutive months have been served outside the United States. The location of the home leave residence must be specified on the Residence and Dependency Statement, Form AID 490-2.

Home leave is accrued by FC/PASA employees at the rate of 15 work days (3 calendar weeks) a year. The time requirement for home leave eligibility is extended by time spent in leave status in the United States, Puerto Rico, or any U.S. possessions during the tour of duty. For example, the overseas time requirement would be extended under the following conditions:

Employee arrives at post March 19, 1990 is eligible for home leave 24 months later, March 19, 1992.

However, employee left for the U.S. on December 12, 1992, while on leave and entered the U.S. on December 19, 1992 (Saturday). Employee left U.S. January 10, 1993 (Sunday) and reached post January 11, reporting for duty the next day. The period of leave is 19 calendar days - Monday, December 21 through Friday, January 8, (first workday after arrival in U.S. through last workday before leaving the U.S.). The 19 days are added to March 19, making the adjusted home leave eligibility date April 7, 1993.

FC/PASA employees are eligible to take home leave only if "before" returning to the United States:

- (a) They are scheduled to return to post; or
- (b) Their names have been specifically proposed for another overseas assignment with a Federal or international organization.

As a general rule, leave time away from post is limited to 45 workdays excluding transit time and official consultation and training.

c. Granting of Leave

Leave will be arranged between the PASA employee and his/her immediate supervisor. In the case of team members, it will be worked out with the team leader; in the case of all other employees, it will be arranged with the project manager or supervisor.

Persons working at a host government ministry will coordinate their leave plans with their local government counterparts.

5. Security Regulations - AID security regulations apply to all PA employees (and dependents, when applicable) detailed or assigned to AID. PA employees assigned on a long-term basis must receive appropriate clearances before reporting for their AID assignment. In addition, PA personnel employed 30-60 days a year and who will be working in AID offices at any time during an assignment, are required to be cleared as soon as they are selected and before assignment on AID premises. No payment will be made to a PA for employee services performed for AID unless the employee has been security cleared in accordance with AID regulations. See AID Handbook 6, Security, Section 11.

a. Responsibility for Security Investigation - of PA employees rests with the PA's. Whenever the services to be performed are of a critical-sensitive nature, a background investigation is required. In all other instances, clearance will be required as set forth below.

b. Overseas Assignment

(1) Services Up to 60 Days - Security clearance is required for TDYs up to 60 days in any 12 month period if the PA employee: a) has access to administratively controlled or classified material; b) is performing services on a regular basis on AID or Embassy premises; and c) attends internal AID/Embassy staff meetings on a regular basis. If any of the foregoing conditions are present, a National Agency Check and Inquiry (NACI) is required. Any extension or renewal of an assignment beyond 60 days must be approved by AID's Office of Security.

(2) Services of 60 to 129 days - A NACI is required when a detail is between 60 and 129 days in any 12-month period.

(3) Services of 130 days or longer - All PA employees providing services of 130 days or longer require a background investigation.

c. Security Clearance of Services in the United States - is required for PA personnel who will be working in an AID/W space, or who have access to administratively controlled or classified material. This will require an appropriate NACI or background investigation.

d. PA Security Clearance Certification to AID - Upon issuance of a security clearance, the PA will submit a certification to AID IG/SEC, using Form AID 2-5, "Participating Agency Certification of Candidate's Qualifications". The Form AID 2-5 shall be accompanied by the employee's current SF-86, "Security Investigation Data for Sensitive Positions", together with copies of all the reports of investigation.

e. Security Clearance of Persons Serving Under PASA/RSSA Contracts - IG/SEC will conduct the investigations for security clearances of persons serving under contracts that are funded by PASA/RSSA's. The PA will ensure that the candidate completes the required security forms and makes an appointment with IG/SEC to deliver the forms and be fingerprinted. Concurrently, the PA will complete Form AID 2-5, "Participating Agency Certification of Candidate's Qualifications," and forward it to the AID Project Officer who will request a security clearance for the candidate.

f. Marriage of PASA Employees to Foreign Nationals - Marriage of a PASA employee to a foreign national requires the revalidation of the employee's security clearance. The PA will request the Mission Director to assess the impact of the marriage on national security in writing, and in turn, request the Regional Security Officer to conduct an appropriate investigation of the foreign spouse.

g. Request for Waiver of Pre-Appointment Investigations of PASA/RSSA Employees - The PA initiates all requests for waivers to permit candidates to enter on duty on a PASA assignment pending completion of the appropriate investigation. The PA official authorized to sign the PASA/RSSA will provide IG/SEC with sufficient information and justification to support a finding that the accelerated appointment is in the national interest.

h. Restricting Access to Classified Material - IG/SEC may temporarily restrict access to classified material where caution or prudence so dictate. Where restrictions are placed on a PASA/RSSA employee's access to classified material, the restrictions will remain in effect until relieved by IG/SEC.

#### IV. Travel of PASA/RSSA Employees and Transportation of Household Effects

This section covers travel regulations pertinent to PASA/RSSA personnel; i.e., categories, conditions and modes of travel, personal shipments, and claims. It is based on the Uniform Foreign Affairs Regulations (Travel) and does not deal with domestic travel which is governed by each PA's own regulation.

##### A. Summary

1. Approval of Travel - All international travel must be approved by M/OP and the appropriate AID/W Bureau or Office and cleared by the Mission as appropriate prior to the employee's departure.

2. Travel Originating in the United States - All arrangements for shipments originating in the United States should be handled by the Participating Agencies. Travel Arrangements will be made directly with the carrier or through U.S. Government contract travel agents.

3. Travel Originating Abroad - All travel and shipments originating abroad are the responsibility of the USAID and paid directly by the Mission. Private travel agents may be used for travel originating outside the United States provided: 1) the cost is not greater than if the arrangements had been made directly with the carrier, and 2) such arrangements are in conformance with the Foreign Service Regulations and have been coordinated with the Mission Executive Office.

4. Air Route Economy Class - AID will reimburse employees for travel costs incurred for the most direct route by the least expensive means. Travel by an indirect route is permissible on the traveler's expense based on constructive cost basis, any additional time is charged to annual leave. PA employees should use excursion, through, or any other special fares when available.

5. Rest Stops - Any scheduled flights in excess of 14 hours on an usually traveled route, including scheduled stopovers of less than 8 hours, when traveling by less than first-class accommodations, may be interrupted for a rest period of not to exceed 24 hours. The point of interruption should be midway in the journey or as near to it as the schedule permits. Per diem and necessary miscellaneous expenses are authorized. Rest stops are not authorized when travel is performed by an indirect route.

6. Separation from the Service - When any FC/PASA employee is separated from AID, the actual departure of the employee and employee's family and the transportation of all effects shall not be deferred more than 12 months (6 months if only domestic travel is involved). The employee's separation residence is recorded on the Residence and Dependency Statement, Form AID 490-2.

When an employee or dependent changes plans or home leave destination or separation residence and goes to another destination, he/she is entitled to travel (and shipment of HHE and automobile in the case of permanent return to the United States) on a constructive cost basis. In short, so long as it cost no more to go to his/her new destination than the one previously authorized, the Government will pay for the move.

7. Midtour Transfer - When an employee makes a midtour transfer, the receiving or new post must pay for the travel to the new post and for shipment of automobile and HHE.

8. Children of Employee - Only children for whom an employee, or employee's spouse has legal "custody" and for whom medical clearance has been received may be included on a Travel Authorization.

9. Household Furnishings - Basic household furnishings are provided by most Missions. Thus normally only personal possessions and one private motor vehicle may be shipped to post at Government expense.

10. Per Diem Rates - A traveler is not automatically entitled to the maximum per diem rate while on TDY. Missions may set lower rates especially when a TDY is for an extended time period which permits the PA employee to take advantage of weekly, monthly or quarterly accommodation rates.

When the employee traveling is paid from an AID/W account on a regular or full-time basis, the cost of travel is normally chargeable to the same activity as the cost of salary. TDYs are chargeable to Missions when the Mission is also paying salary and other cost. Frequently Missions will pay travel and per diem cost of Washington assignees in order to obtain needed TDY services.

Whenever a PASA employee is on TDY to a Mission for more than thirty days, per diem is usually paid by the AID Mission that authorized the TDY. (See Section IV. D. for additional information on per diem.)

B. Reimbursable Travel Expenses - In addition to the cost of air fare and per diem, a traveler will be reimbursed within official regulatory limitations for:

- Transfer, storage, and checking of baggage;
- Official communications, except those relating to personal arrangements which are included in the per diem cost (e.g. hotel reservation, requesting leave, inquiring into pay status, etc; which are per diem cost);
- Commissions for currency conversion or fees for travelers checks to be used outside the United States;
- Passport and visa photos, including copies of birth, health, or identity certificates;
- Passport and visa fees;
- Inoculations not obtainable from a Government dispensary; and
- Packing and necessary preparation for shipment: e.g. costs of unboxing and necessary cartage of unaccompanied or accompanied baggage/personal effect. The above services are usually arranged by the parent agency when enroute to post and arranged and paid directly by the Mission when initiated overseas.

C. Categories of Travel - AID-financed travel is undertaken for different purposes and eligibility varies with the type of travel. The categories are as follows:

1. Temporary Duty - This type of travel, commonly referred to as "TDY", is for a short-term assignment without any permanent change in station or post. Dependents are not allowed to accompany the employee on TDY at Government expense, except when the travel is in conjunction with other types of travel when dependent normally would be traveling with the employee; e.g., when a technician is authorized three days TDY stopover at an agricultural research station enroute to post with dependents.

2. Travel to Post (Assignment Travel) - Travel for an employee and his/her dependents from the United States to the post of assignment.

3. Home Leave - Travel for employee and dependents from post to the United States and return to post. In some cases, the employee may be reassigned to another overseas post during home leave.

4. Educational Travel for Dependents - The following rules apply to educational travel of dependents:

a. Travel From Post to the United States

(1) Secondary Education - One round trip in a 12-month period annually from a foreign area to a high school in the United States is authorized for dependents under 21 years of age who have been outside the United States for 14 consecutive days prior to departure on the educational travel trip to the U.S. Such travel is in lieu of an education allowance if adequate schooling is not available at post.

(2) College Education - One round trip in a 12-month period from a foreign area to a college in the U.S. is authorized for dependents up to 22 years of age (before their 23 birthday) who have been outside the United States for 14 consecutive days prior to departure on the educational travel trip to the U.S., except where the child's transportation abroad within the 14 days was not at Government expense.

b. Travel From the United States to Post

(1) Secondary Education - One trip annually from the school in the U.S. to the employee's post in a foreign area is authorized for dependents age 20 (before s birthday, except educational travel to a foreign area shall not be authorized for the child where the responsible Government agency anticipates authorizing the employee's transfer to the U.S. or his/her travel for home leave within 30 days or the scheduled date of the child's departure for the post. If basic education delayed by military services before s birthday, see (2) below.

(2) College Education - One trip annually from a school in the U.S. is authorized to the employee's post in a foreign area for dependents 22 years of age or less (before their 23rd birthday), provided: 1) the dependent commences final travel within three months from the date the he/she finishes college education; and 2) when the his/her basic education is delayed by military service, the age 22 limitation (before the 23rd birthday) is extended by one additional year for each year or fractional year of military service. Employee should consult Mission executive officer for further details.

5. Medical Travel - is travel of employees and/or dependents for medical reasons as approved by the M/MED or the Medical Officer at the post.

a. Eligibility for Medical Travel - PA employees and dependents who require medical care for illness, injury, or medical conditions (not the result of misconduct) while located or stationed abroad in a locality where there is no medical facility to provide such care are eligible to travel at Government expense to the nearest facility where suitable medical care can be obtained whether or not the medical care is at Government expense.

b. Authorization for Medical Travel - The Administrative Officer at the post may authorize travel, with the concurrence of the responsible office of the respective agency. This officer shall determine: 1) the medical need for travel; 2) the nearest locality where suitable medical care can be obtained; and 3) the medical need for one or more attendants.

6. Emergency Visitation Travel - Emergency visitation travel is granted to an overseas employee and/or eligible dependents to travel to the United States or other locations when there is an emergency situation in the employees immediate family; i.e., serious illness, injury or death.

Approval - Travel in emergency health situations other than death cases must be approved by State M/MED. Upon receipt of a request for emergency visitation travel, M/MED will immediately make the appropriate inquiry to determine the seriousness of the illness or injury and will notify the Mission of its decision to approve or disapprove the travel being requested.

Ordinarily, visitation travel relating to illness or death of a family member in the U.S. is authorized for only one family member. If the employee travels, the travel time to the U.S. is charged to administrative leave.

7. Rest and Recuperation (R&R) - At some posts, officially assigned employees are entitled to R&R travel, to a designated place which meets criteria as set forth in Section 901 of the FS Act of 1980.

a. Authorization - R&R is authorized by the Mission Director and may be granted on the basis of one trip when the employee will be at post at least two years unbroken by home leave or two trips for a three year tour. Preferably R&R should be taken at mid-tour, and not sooner than six months after the start or six months before the end of a tour.

b. Charge to Leave - The employee's absence from post for R&R and necessary travel time is changed to annual leave. In addition, sick leave, earned compensatory time, or leave without pay, depending on circumstances, may be appropriate.

c. R&R Reimbursement - If an employee shortens his tour of duty to less than 24 months he/she may be required to reimburse the Government for R&R costs.

d. Per Diem and Unaccompanied Baggage - are not authorized.

8. Advance Travel of Dependents Prior to Travel by an Employee - in certain cases, an employee's dependents may be authorized, before the employee's eligibility for travel, to return to employee's residence in the United States.

a. Authorization - Mission Director may authorized advance travel of employee's dependents when it is determined that the public interest requires the return of a member of the family for compelling personal reasons of a humanitarian or compassionate nature, including but not limited to, cases which may involve physical or mental health or death of any member of the immediate family.

b. Authorized Costs - Only one-way transportation will be authorized for advance return of the dependents.

c. Repayment Agreement - Before any obligation of Government funds is incurred, the employee shall execute a repayment agreement which provides for repayment to the Government for the advance travel cost in the event: 1) he/she fails to complete the eligibility period for home leave; or 2) there is a change in dependency status which cancels the eligibility of the family member(s) for return travel to the U.S.

9. Delayed Dependent Travel - Dependents Not Accompanying Employees - Dependents are encouraged to reside with the employee during his/her assignment. However, they are not required to accompany an employee to post, but must travel within 12 months after the employee arrives at post.

10. Death of an Employee - Reasonable provisions are made for deceased employee or dependent(s) and accompanying family member to be returned to the United States. AID Mission personnel are available for assistance in the event of an employee's death or that of a dependent.

#### D. Per Diem

Per diem is paid to persons on temporary duty away from post at rates established by the Department of State. A schedule of rates is published periodically as part of the Standardized Regulations. Rates are reduced where Government guest accommodations are available. Persons enroute to post or returning to the United States for a permanent assignment are also allowed per diem. A traveler is not automatically entitled to the maximum per diem rate while on TDY. Missions may set lower rates especially when a TDY is for an extended time period which permits the PA employee to take advantage of weekly, monthly or quarterly accommodation rates.

##### 1. Per Diem Covers

- lodging and meals,
- use of room and bath during the day,
- fees and tips, laundry, dry cleaning and pressing, telegrams and telephone calls related to personal arrangements for leave, pay, hotel reservations, etc.
- transportation between place of lodging and 1) business, and 2) meals or lodging when these cannot be procured at TDY station.

2. Maximum Rates - Per diem rates outside the United States are determined by the Department of State and in special cases by the Mission Director. Questions regarding the per diem rates in the host country should be referred to the Mission Administrative Officer.

3. Consultation Per Diem - Per diem is only payable for consultation when the period of consultation begins immediately upon employees arrival in the U.S. When home leave destination is in the Washington metropolitan area no per diem is allowed.

4. Per Diem for Dependent(s) in Host Country When Employee is on TDY, Enroute to or from Post

a. Many PASA employees are posted outside the capital city of a host country. Often it is important that the employee and his/her dependent(s) spend time in orientation, training, or consultation enroute to the post. In such cases, per diem may be authorized for up to 30 calendar days for the employee and accompanying dependent(s) at the USAID Mission in the host country or another training site.

b. Up to three days layover per diem may be authorized for an employee and his dependent(s) coming from an outlying post to Mission headquarters for obtaining immunizations, visas, storing effects, and so forth.

NOTE: No per diem is allowed dependent(s) traveling with the employee in conjunction with attendance at a conference or meeting, except when dependents are traveling with employee enroute to post. (See Section IV.C.1.)

5. Orientation or Consultation - Employees in the U.S. for orientation or consultation are entitled to the following per diem rates:

a. For the initial 30 days of temporary duty in one location, the employee will be reimbursed at a daily rate of 100 percent of the current maximum per diem rate. If no lodging cost is incurred, the employee's per diem will be reduced by 50 percent. If lodging is furnished at nominal cost, the employee will be reimbursed 50 percent of the daily rate plus the actual cost of lodging not to exceed the maximum allowable per diem rate.

b. For the 31st through the 120th day of temporary duty, the employee will be reimbursed at the daily rate of 50 percent of the current maximum per diem rate.

c. For the 121st day and beyond of temporary duty, the employee will be reimbursed at the rate of 25 percent of the current maximum per diem rate.

6. Patients Medically Evacuated to Areas Outside U.S. - Allowable per diem rates for employees or eligible dependents in connection with medical travel are as follows: 1) the full rate for the first 120 days; and 2) one-half the regular rate for each additional day to a total of 180 days under the following circumstances:

- a. During the course of travel to and from the nearest locality where suitable medical care can be obtained if such travel is authorized;
- b. During necessary delays prior to admission to a medical facility for treatment, and delays after discharge while awaiting return travel to post; and
- c. During period of necessary outpatient treatment.

NOTE: Per diem is not payable when the traveler receives hospitalization and meals, or is reimbursed for them.

7. Patients Medically Evacuated to the United States - The employee or eligible dependent medically evacuated to the United States under the circumstances described above will be paid per diem at the maximum per diem rate until the evacuee receives medical clearance to return to post, or, for a period not to exceed a maximum of 180 days, exclusive of any period of hospitalization.

#### E. Travel Conditions - Modes of Travel

1. Policy - Government-financed air travel by U.S. Government employees and their dependents must be performed on U.S. flag air carriers where such service is available.

- a. U.S. flag air carrier service would be considered available and practical even though comparable foreign-flag service may be available, cost less, may be financed by excess foreign currency (Exception, see Section E.2.e. below.) may be preferred by the agency or the traveler, or may be more convenient for the agency or the traveler.

- b. Travelers on transfer travel and those who can exercise flexibility in scheduling their travel are expected to schedule their trips to make maximum use of U.S. flag air carriers.

2. Exceptions - U.S. flag air carrier service should be used for all travel except:

- a. When use of such service would interfere with the accomplishment of an essential mission.

\* Utilization of U.S. flag air carrier service by contractor employees that are funded PASA/RSSA's is governed by FAR Contract Clause 52.247-63.

\*

b. When unaccompanied children (16 years of age or younger) would have to change airports at an interchange point, overnight at such points, or experience delays in excess of 3 hours at the interchange point.

c) When it has been determined that delay could be detrimental to the health of the traveler, an employee or dependent, or when traveling under emergency visitation or medical evacuation orders.

(d) When an official traveler is denied boarding by a U.S. flag carrier, the traveler may accept a seat on a foreign-flag flight that is provided by the U.S. airline's representative.

e. When travel is financed by trust funds under a country-to-country bilateral agreement that specifies that the travel must be performed on the national airline of the host country, to the extent specified in the agreement.

f. When the gateway airport is the traveler's origin or destination airport, and the use of U.S. air carrier service would extend the time in a travel status, including delay at origin and early arrival at destination, by at least 24 hours.

g. When the gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait 6 hours or more to make connections at that point.

h. When connecting with ongoing flights at the gateway airport in the United States would extend the traveler's time in travel status by at least 6 hours.

j. When U.S. flag air carrier service would require travel during normal sleeping hours (11:00 P.M. - 7:00 A.M.) and a foreign flag air carrier provides service during other hours.

k. When U.S. flag air carrier service would require a change of planes during normal sleeping hours, and a foreign flag air carrier service would not require a change of planes during those hours.

l. When foreign flag air carrier service would eliminate two or more aircraft changes enroute.

3. Selection of Interchange Points - Selection of interchange points between U.S. flag air carrier service and foreign flag air carrier service will be made upon one of these criteria, at the traveler's discretion:

a. U.S. flag air carrier service will be used to the furthest interchange point with foreign flag air carriers and foreign flag air carrier service will be used to the nearest interchange point with U.S. flag air carriers which will not extend the traveler's time in travel status by more than 6 hours between point of origin and destination.

b. When travel abroad is a portion of the trip to the United States, travelers may interchange to U.S. flag air carriers at a point which will permit arrival in the United States on a flight which directly serves the interchange point and destination. Likewise, when travel abroad is a portion of a trip from the United States, travelers may interchange to foreign-flag carrier service at a point which will permit departure from the United States on a U.S. flag air carrier flight directly serving the origin and the interchange point.

4. Justification of the Use of Foreign Carrier - The traveler must attach a justification for using a foreign flag carrier to travel voucher. If an employee travels on a foreign airline when a U.S. carrier could have been used and his/her explanation is not acceptable, he/she can be required to refund the cost of his/her flight to the U.S.

5. Responsibility for Government Travel Requests (GTR) - PA employees are responsible for safeguarding their GTR. It is suggested that xerox copies be made of the GTR and travel authorization for convenient reference in the event they are lost. If a GTR is lost or stolen, the nearest AID or Embassy administrative officer should be notified as soon as possible.

## 6. Types of Travel

a. Accommodations on Airplanes - It is the policy of the U.S. Government that travelers use less than first-class accommodations when traveling by air. However, there are limited and specific circumstances when the use of first-class accommodations may be necessary.

(1) When there is no space available in less than first-class accommodations on any scheduled flight in time to carry out the purpose of the official travel, which is so urgent that it cannot be postponed.

(2) When the physical condition of the traveler, as certified by competent medical authority, requires the use of first-class travel.

(3) When exceptional circumstances essential to the successful accomplishment of the mission requires the use of first-class travel.

b. Taxis and Buses - Travelers should use buses between hotels and airports unless taxis are cheaper or buses are not available. To the extent possible and customary, public transportation should be used for in-country travel.

c. Use of Private Motor Vehicles - When authorized, PA employees may travel by privately owned vehicles to posts in Central America or between posts and be reimbursed up to a cost equivalent to less-than-first class air fare. Time involved over and above that normally required to traverse the customarily traveled route will be charged to annual leave or leave without pay. Reasonable time is allowed for this travel. In general, the governing criteria is that the Government will pay for travel by a privately owned motor vehicle so long as the cost does not exceed that for air transportation for the dependent(s) plus shipment of the vehicle and baggage.

d. Transportation To and From Airport by Private Car - An employee may be reimbursed for the use of a private automobile to and from the airport at the current mileage rate so long as the cost does not exceed the equivalent taxi fare (plus tip).

e. Travel by Ship - Travel by ship is authorized only when there has been a medical certification that to fly would be hazardous or detrimental to a person's health.

7. Stopovers - When a scheduled flight exceeds 14 hours including stopovers of less than eight hours, a rest period stopover of NTE 24 hours is allowed. Preferably it should be as near the midpoint of the trip as feasible. No rest stopovers are allowed when a person goes first class or by an indirect route.

8. Time Zone Adjustment - Travelers flying a direct route covering five or more time zones without interruption are entitled to up to 24 hours time zone adjustment period before reporting to duty at their destination post. When flight is of such duration that it includes an authorized rest stop, the same consideration should be given at the conclusion of the trip, provided there is a difference of 5 or more time zones between point of departure when travel was resumed and the destination point.

F. Shipment of Effects and Private Motor Vehicle - It is AID's policy to use U.S. flag vessels for transportation of effects and motor vehicles unless they are not available or their use is not feasible.

1. Baggage

a. General - Employees and dependent(s) on regular travel are allowed to carry up to 30 kilograms (66 pounds) accompanying baggage at Government expense.

b. Excess Personal Baggage on Home Leave - Employees on home leave are allowed an excess 10 kilograms (22 pounds) at Government expense, in addition to the standard 30 kilograms (66 pounds) in lieu of unaccompanied baggage allowance. However, all dependent(s) must choose the same type of baggage allowance.

c. Baggage Allowance for R&R or Visitation Travel - Traveler is restricted to the regular 20 kilograms (44 pounds) airline allowance for R&R or visitation travel.

d. Unaccompanied Baggage (Air Shipment) - Unaccompanied baggage for persons on long-term assignments is allowed as follows:

	Kilograms	(Pounds)
First person traveling	113	(250)
Second person	91	(200)
Third person	68	(150)
Each additional person	45	(100)

It is expected that unaccompanied baggage (clothes, cooking utensils and other items which will be needed immediately on arrival) will be shipped at approximately the same time the traveler departs. Unaccompanied or extra weight allowance usually is not authorized for travelers on TDY.

e. Family Pets - cannot be shipped at Government expense.

f. Layette Allowance - A special one-time layette allowance of up to 113 kilograms (250 pounds) is authorized 120 days before delivery or NLT 45 days after the birth of a dependent child when suitable layette items are not available at post.

## 2. Shipment of Household Effects (HHE)

a. Definition - HHE - includes furniture, and household and personal items including automotive parts and accessories. Boats, aircraft, animals (family pets), birds, and plants are excluded. These must be shipped at owner's expense. When it is determined that suitable Government-furnished quarters are available, limited shipment of effects will be authorized and the remainder stored at Government expense. A limited shipment post is one where AID furnishes or arranges for the furnishing of basic household furniture and equipment. In such cases, HHE are expected to be mainly personal items, books, apparel, family pieces, silver, sporting equipment, and so forth.

b. Method of Shipment - The pack and crate method is used for shipping HHE. In this method, all facets of shipping HHE are separately handled by the Government, namely packing, shipping, and unpacking at destination point.

c. U.S. Despatch Agent - All surface shipments are to be made through U.S. Despatch Agents located in New York, Baltimore, San Francisco, and Miami. Shipments from ports with no despatch agents; e.g., Boston, Houston, or Long Beach, California, will be arranged by the nearest Despatch Agent.

d. Insurance - Employees should insure shipment of HHE at their own expense since provisions for recovery in case of loss through Government channels are limited.

e. Shipment of Guns and Weapons - Guns or other weapons intended for hunting customarily require a special export license and usually a specific import permit from country of destination.

### f. Weight Allowance for Shipment and Storage of Effects

The combined shipment and storage of effects allowance has been established at the statutory limit of 8,165 kilograms (18,000 pounds), net weight, for each employee, regardless of family status.

The limited shipment allowance is set at 3,265 kilograms (7,200 pounds), net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings.

On return to the United States, an employee occupying Government-furnished quarters will be authorized the appropriate limited shipment allowance specified above, together with the net weight of effects in storage at U.S. Government expense.

g. Shipment of Effects from the Washington, D.C. Area

The Department of State has entered into contracts with certain packing firms for shipment of unaccompanied air freight, HHE, and private vehicle from the Washington, D.C. area. All persons in the Washington, D.C. area who are being transferred overseas are urged to use these firms. Names of firms are available from M/AS/TT. However, if a person prefers to use another firm, he/she will only be reimbursed for the average price charged by the approved firms. Any cost above the average price will be the employee's responsibility.

h. Excess Weights, Weight Estimates - Employees are responsible for paying for any excess weight in their shipment or any costs incurred in connection with shipment or storage of their possessions not in accordance with AID regulations.

PASA personnel should consult either their own administrative officer or the AID Mission regarding precautions to ensure that excess weight charges are not inadvertently incurred.

Wherever possible, employees should obtain a written estimate of net weight from the packing company. Written instruction should be given to the packer as to what to store and what to ship and written acknowledgment of these instructions retained for future reference.

NOTE: Regardless of what weight is estimated by the packing company, charges are based on actual weight shipped. A list of the average net weight of various pieces of furniture and household articles is available from M/AS/TT.

3. Shipments of Privately Owned Motor Vehicles - The authorization for the shipment of a privately owned motor vehicle is based on a policy decision that an employee's effectiveness at an overseas post of duty is enhanced thereby. The cost of transporting a motor vehicle is allowable only when it is owned by the employee or a dependent authorized to travel. Only one privately owned vehicle may be shipped at Government expense.

a. Foreign-Made Vehicles purchased and delivered in the United States may be treated in the same manner as a U.S.-manufactured motor vehicle for the purpose of transportation. A foreign-made, foreign-purchased motor vehicle may be shipped to or between posts, but may not be shipped to the United States at Government expense unless it qualifies under one of the provisions stated below:

(1) Purchase by a new appointee was at least 3 months prior to the notification of appointee's selection for appointment; or

(2) Vehicle cannot legally be sold or disposed of at the overseas post of assignment; or

(3) Vehicle must be shipped for evacuation purposes; or

(4) Vehicle was purchased for use in a country where the following conditions apply:

- Local laws or other requirements permit only the operation of right-hand drive vehicles; or
- Parts and services are not available for American vehicles at the post; or
- Use of foreign-made vehicles is necessary for reasons of personal safety of employees.

Any vehicle which would qualify for shipment to the United States under the provisions of paragraph a above remains qualified for shipment to the United States even if subsequently shipped to a post that is not eligible under the provisions of paragraph a.

Authority to ship a foreign-made, foreign-purchased motor vehicle under any of the general exceptions above must be contained in the employee's travel authorization.

b. Periodic Replacement - A replacement vehicle may be transported at Government expense when:

(1) there is a lapse of at least four years between the initial date of shipment of the vehicle at the employee's present or previous post and the date when transport of a replacement vehicle will commence; and

(2) The employee has remained in continuous service outside the United States during that four-year period (home leave or TDYs are not considered as breaks in continuous foreign service); and

(3) A year or more has elapsed since a motor vehicle had been shipped between foreign posts\*; and

(4) On the date the request for replacement is made, the employee is scheduled to remain at post at least a year; and

(5) The employee is assigned to a post which is 322 or more kilometers (200 or more miles) from the continental United States or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post; and

(6) The employee has not used a constructive cost shipment of a new motor vehicle under the authority of 6 FAM section 163a or of previous state or agency elective alternative authorities during the prior 4-year period.

c. Emergency Replacement - The transportation of one additional vehicle may be authorized at Government expense during any four-year period when the AID authorizing officer determines that replacement is in the interests of the Government and necessary for reasons beyond the control of the PASA employee. Conditions warranting emergency replacement may include loss or destruction of a vehicle due to civil disturbance, fire, theft, accident, and rapid deterioration due to severe climatic or driving conditions at the post.

4. Shipment of Alcoholic Beverages - Alcoholic beverages not accompanying travelers are forwarded through commercial channels and not shipped in care of Dispatch agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and State taxes to the customs authorities without the assistance of Dispatch Agencies.

5. Claims for Personal Property Losses - PASA employees may file claims against the U.S. Government for loss of personal property when the loss or damage is incidental to the employee's service and possession of the property is reasonable, useful, or proper under the circumstances.

a. Claims should be filed with the Executive Officer at the post where claimant was at the time claim occurred or his representative in the United States where there no longer is an active AID Mission. If loss arose in the United States, it should be filed with claimant's office or division head. An authorized agent may file a claim on behalf of the employee.

\* A period of only nine months is required when the employee has only an 18-month tour of duty.

b. Claims must be filed in writing within two years after they have occurred. However, if the claim occurs during a period of hostilities involving U.S. military forces, the period may be extended.

c. Claims are processed by the Department of State and forwarded to AID for final approval and arrangement of payment. AID then notifies the agency involved which pays the employee, and sends a bill to AID for reimbursement.

d. Claims will be considered in cases of: (1) civil disturbance; (2) natural disaster; and (3) theft when occurring in quarters outside the United States occupied by claimant, a warehouse, or from baggage, or (4) HHE or motor vehicle under jurisdiction of an agent or entity authorized by official travel orders.

e. Special precautions must have been taken for a claim involving loss of money to be honored.

f. Claims will not be honored for: (1) easily pilferable articles shipped as HHE or unaccompanied baggage (e.g., jewelry, cameras, etc.: however, a claim is in order if such items accompany the traveler); and (2) warehouseman, or carrier.

For further details, including the limits placed on certain items or category of items (example, \$1,000 for books), consult Mission or Agency administrative officers.



CODE OF ETHICS  
FOR GOVERNMENT SERVICE

ANY PERSON IN GOVERNMENT SERVICE SHOULD:

PUT loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

UPHOLD the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

GIVE a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.

SEEK to find and employ more efficient and economical ways to getting tasks accomplished.

NEVER discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or this family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

MAKE no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

ENGAGE in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

NEVER use any information coming to him confidentially in the performance of governmental duties as a means of making private profit.

EXPOSE corruption wherever discovered.

UPHOLD these principles, ever conscious that public office is a public trust.