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**Functional Series 400  
Personnel**

**INTERIM UPDATE 09-07**

**SUBJECT:** Development Leadership Initiative (DLI) Reference Manual

**NEW MATERIAL:** This Interim Update announces the issuance of the Development Leadership Initiative Reference Manual, a comprehensive manual designed to communicate, in one location, all policy, operational, and procedural information associated with the DLI Program.

**EFFECTIVE DATE:** 07/22/2009

**ATTACHMENTS:** [Development Leadership Initiative Reference Manual, A Mandatory Reference for ADS Chapter 459](#)

POLICY

USAID/General Notice  
OHR/FSP  
07/30/2009

Subject: Development Leadership Initiative (DLI) Reference Manual

The Office of Human Resources (OHR) is pleased to provide to newly hired DLI officers, supervisors, and mentors in Washington and overseas a comprehensive DLI Reference Manual designed to communicate, in one location, all policy, operational, and procedural information associated with the DLI Program.

The Reference Manual is divided into four major parts and includes Attachments A, B, and C - documents that are associated with the DLI officer's assignment to post. Part I describes Roles and Responsibilities of all individuals involved in the DLI process. Part II describes what the DLI officer should expect to do in Washington (Washington-Based Activities). Part III describes what each DLI officer should expect once posted overseas (Mission-Based Activities); and Part IV describes how the DLI Junior Officer is evaluated and promoted (Evaluation and Promotion). Finally, Part V contains the Annexes and References.

OHR will update the Reference Manual as the Agency posts more DLI officers to Missions and establishes mechanisms to monitor and measure DLI officer progress

toward achieving tenure.

This manual is a mandatory reference for ADS Chapter 459.

Point of Contact: Any questions concerning this Notice may be directed to:

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