GLOSSARY OF ADS TERMS

#s

360 degree sources
Customers, peers, other managers, subordinates, and other individuals with whom or for whom an employee may have worked who can provide feedback, from their various perspectives, about an employee's performance during any period of performance currently being evaluated. (**Chapter 462)**

401(k) Defined Contribution Pension Plan
A pension plan that requires the employer to specify an amount to contribute but does not specify the amount that may be paid as a benefit to the participant. **(Chapter 637)**

656 Committee
Interagency Federal Energy Policy Committee, the group designated in section 656 of the DOE Organization Act to provide general oversight for interdepartmental FEMP matters. It is chaired by the Under Secretary of DOE and includes the designated Assistant Secretaries or Assistant Administrator of the Department of Defense, Commerce, Housing and Urban Development, Transportation, Agriculture, Interior and the U.S. Postal Service and General Services Administration, along with similar level representatives of the National Aeronautics and Space Administration and the Veterans Administration. (**Chapter 528)**

- A -

A and B Rolls
Negative rolls of motion picture film, usually 16 mm, in which the shots are distributed between two rolls to permit special effect on printing. **(Chapter 502**)

Abolished Position
An SES position which is surplus to the needs of the Agency due to any of the following reasons: (1) lack of work or curtailment of a function, (2) shortage of funds, (3) reorganization, (4) determination that the appointee's position no longer meets the definition for inclusion in the SES because of a change in duties or responsibilities, or (5) - another action which results in the elimination or modification of an SES position. (**Chapter 455**)

academic training
Includes any program at a college or university leading to a degree (e.g., Associate of Arts, Bachelor of Arts/Sciences, Masters of Arts/Sciences, or Ph.D.). Academic training can also include post-doctoral studies. (**Chapter 253)**

Accelerated Payment Methods
A group of payment methods authorized under the Prompt Payment Act Implementation that, in certain instances, allows payment to be made to vendors prior to the normal 30 day waiting period. Accelerated payments have been expanded to include "Fast Pay", payments for invoices under $2,500, payments to small businesses, and payments

related to emergencies, and disasters. Accelerated payments may be made to any small business if the Bureau or Mission Director determines that such early payments are necessary. (**Chapter 630)**

acceptable level of competence
For the Civil Service, an acceptable level of competence means "Effective" performance by an employee of the duties and responsibilities of their assigned position which warrants advancement of the employee's rate of basic pay to the next higher step of the grade of their position. **(Chapter 462)**

See 5 CFR Sec. 531.403 (**Chapter 471)**

acceptable performance
Performance that meets an employee's performance measure(s) at the Needs Improvement level (or higher) in the work objective(s) at issue. (**Chapter 489)**

access
The process of making a record available to an individual who is the subject of the record to inspect in person or by providing a copy of the record by mail. **(Chapter 509)**

The ability and opportunity to obtain knowledge of classified information. An individual is considered to have access by being in a place where national security information is kept, processed, handled, or discussed, if the security control measures that are in force do not prevent that person from gaining knowledge of such information. (**Chapters 562**, **566, 567**, **568**)

access-AIS
The ability and the means necessary to read, store or retrieve data, communicate with, or make use of any resource of an automated information system (AIS). **(Chapter 562**)

access control-AIS
The process of limiting access to the resources of an AIS system only to authorized users, programs, processes, or other AIS systems (computer networks). Synonymous with controlled access, controlled accessibility.
(Chapter 562)

access control-Physical
Security hardware, equipment and procedures designed to limit, control or prevent access to offices through the use of physical barriers, locking hardware, electronic systems and guard forces. **(Chapter 562**)

Access Restriction
An access restriction is placed to preclude an employee's access to specified information. When access restrictions are imposed, OIG/SEC will coordinate with M/HR or OIG/M as appropriate and with the head of the office of the employee's assignment. The employee will be notified in writing of the restrictions, the reasons for the action,

and the time period for the restrictions. Such restrictions will specify the subject matter or specifically designated projects/documents, or other conditional or probationary terms of access. The time period of the restriction may be indefinite or may depend on resolution of a precipitating issue(s) sufficiently to permit the restoration of full access eligibility. **(Chapter 566)**

accommodations (airplane)
1) First Class – Air travel accommodations at a higher cost than that for standard – economy class accommodations, but lower than premium fare.

2) Premium Fare – Air travel accommodations at a cost higher than that for standard first-class accommodations.

3) Business Class – Air travel accommodations at a cost lower than first-class accommodations and higher than the standard, economy fare.

4) Economy – Standard coach fare, unrestricted, subject to seasonal variances.
(Chapter 523)

accountability-AIS
The concept that an individual user is held responsible for system actions that occur while the system password is actively enabling system access.
(Chapter 562)

accountability for results (or results accountability)
The establishment of clear responsibility and expectation related to achieving formally approved results. Expectations concerning accountability vary with the degree of control that an individual or Operating Unit has over the results they are managing.
(Chapters 200-203)

Accountability Report
Annual report to OMB and Congress that integrates the following information:
- Federal Managers' Financial Integrity Act report;
- Chief Financial Officers Act Annual Report (including audited financial statements);
- Management's Report on Final Action as required by the Inspector General Act; and
- Available information on Agency performance compared with its stated goals and objectives, in advance of the statutory Government Performance and Results Act requirement. **(Chapter 596**)

accountable property
Accountable property for USAID is: (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing $100.00 or more exclusive of shipping, packing, and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse;

and (d) any leased or borrowed nonexpendable property regardless of cost. (Chapters **518, 534**, **547**)

Accountable Property Officer (APO)
An official appointed by Agency Property Management Officers who is responsible for nonexpendable property or information technology (IT) property. The IT APO is separately designated by IRM. This official is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. For IT property this pertains to all Federal Information Processing (FIP) resources. (Chapters **518**, **532, 534**, **547**, **629**)

Accountable Property Records
Formal records of personal property that assign specific responsibility for control to an individual. **(Chapter 518)**

account servicing
The portion of the claim management cycle that includes monitoring the status of accounts of indebtedness, monitoring records of current debts, billing for amounts due, collecting amounts due, handling debtor correspondence, performing follow-up functions, and providing accurate reporting of debt portfolios. **(Chapter 625**)

Accounting Standards and Principles
Those conventions, rules, and procedures necessary to define acceptable accounting practice. Accounting standards include broad guidelines of general application and may also include detailed practices and procedures. (OMB Circular A-134) (**Chapter 620**)

Accreditation
The formal declaration by a Designated Security Approving Authority (DSAA) that an information system (IS) is approved to operate in a particular security mode using a prescribed set of safeguards to an acceptable level of risk. {Source: a USAID variation of the Federal term used in NSTISSI No. 1000} (**Chapter 545**)

accretion of additional duties and responsibilities
A situation where the incumbent has acquired additional duties and responsibilities, which represent a logical extension of the old job, and which, when fully performed, warrant promotion to a higher grade. (**Chapter 418**)

accrual
The estimated cost of goods and/or services or other performance received but not yet paid for by the Agency. Accruals are calculated for specific agreements and help provide current information on the financial status of an activity (or group of activities), agreement, or program. In the case of construction, they may be based on percent completed. (See **ADS Series 600** for a more technical discussion of this term) (**Chapters 200-203)**

accrual
The value of the liability recognized during the period for goods and/or services received but not disbursed or invoiced but not recorded. It may also refer to the value of associated expenditures (**expenses**). **(Chapter 631**)

accrual accounting
The basis of accounting that records revenues when earned and expenditures (expenses) when the goods are received or services performed even though the receipt of the revenue or the payment of the expenditure may take place, in whole or part, in another accounting period. (JFMIP) (**Chapter 631)**

***accrual basis**
The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid. (GAO) **(Chapter 631)**

accrual date
See 6 FAM 311.3. **(Chapter 521)**

***accrued expenditure**
Charges incurred during a given period that reflect cost/liabilities incurred and the need to pay for (**1**) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other payees; (**2**) goods and tangible property received and accepted; and (**3**) amounts becoming owed in the future under programs for which no current service or performance is required, such as annuities, insurance claims, and other benefit payments and some cash grants. (JFMIP)(GAO) Accrued expenditure includes both expenditure and accrual components. (**Chapter 631**)

Accrued Leave
The leave earned by an employee during the current leave year that is unused at any given time in that year. (**Chapter 481**)

accrued liabilities
The amount owed for expenses or charges incurred but for which payments are not due until a later period. (JFMIP) Accrued liabilities will be adjusted for advances to preclude overstated General Ledger balances. (**Chapter 631**)

accrued revenue
Revenues are earned by USAID and are owed to USAID as performance occurs, regardless of the timing of collection or whether billing has occurred. Receipts collected in advance of performance are unearned revenue (deferred income) until performance occurs, and develop into accrued revenues as the money is earned by USAID. (**Chapter 623**)

Accumulated Leave
The unused leave remaining to the credit of an employee at the beginning of the leave year. (**Chapter 481**)

Acquired Immune Deficiency Syndrome (AIDS)
The term given to the illness that results in the body's inability to fight infection. (**Chapter 407**)

Acquisition
Means the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (**Chapter 331)**

Acquisition and Assistance Request Document (AARD)
The document for transmitting the contracting, assistance, or PASA/RSSA requirement from the technical office to M/OP or the Mission contracting office. (**Chapter 306**)

acquisition of personal property
Property acquired through purchase, donation, excess from other agencies, or transfer upon completion of a contract. (**Chapter 518**)

Acquisitions Coordinator
An affiliate of the Development Experience Clearinghouse who coordinates the capture of USAID development experience documentation for the Development Experience System (DEXS). (**Chapter 540**)

Acquisitions Liaison
A designee of each operating unit and contractor or grantee who assists the Development Experience Clearinghouse (DEC) Acquisitions Coordinator to capture USAID development experience documentation for the Development Experience System (DEXS). (**Chapter 540**)

Act
For the purposes of ADS Chapters 400-499, the Foreign Service Act of 1980 as amended. (**Chapters 400-499**)

The Privacy Act of 1974 (5 U.S.C. 552a; 88 Stat. 1896). (Chapters **508**, **509**)

Active Duty Period
The portion of the RIF notice period in which an employee is in work status. (**Chapter 454)**

activity
A set of actions through which inputs, such as commodities, technical assistance, training, or resource transfers, are mobilized to produce specific outputs, such as vaccinations given, schools built, microenterprise loans issued, or policies changed. Activities are undertaken to achieve Strategic or Special Objectives that have been formally approved and notified to Congress. (**Chapters 200-203**, **204**, **250**)

Activity Approval Document (AAD)
A document that approves one or more activities for implementation. An AAD is required prior to obligating funds. (See ADS 201.3.6, Activity Planning) (**Chapters 200-203)**

Activity Manager
Member of a Strategic Objective (SO) Team or subteam who is responsible for the day-to-day management of one or more specific activities. The Activity Manager is selected by the SO Team, and may or may not also have the delegated authorities of a Cognizant Technical Officer (CTO), whose authority to carry out contract management functions are designated by a Contracting or Agreement Officer. (See "Cognizant Technical Officer (CTO)") (**Chapters 200-203**, **306**, **591**, **592**, **621**)

Actuarial Reduction
The reduction applied to an annuity if a redeposit is owed and not repaid. The base for reduction is the numeric age factor multiplied by the amount owed. (**Chapter 494**)

add-on security
The retrofitting of protection mechanisms, implemented by hardware or software, after the AIS system has become operational. (**Chapter 562**)

Additional Help
An Additional Help document provides non-mandatory guidance intended to clarify Agency policy and its application. For example, these may include "how-to" guidelines and non-mandatory reference material. These documents may repeat policy, but do not contain new policy.

Some Additional Help documents used to be Agency policy documents. They are now considered to be Additional Help documents because they are no longer mandatory, but at least parts of the document are regarded as relevant and helpful. Employees are not required to adhere to guidance contained only in Additional Help documents, even where that guidance is stated in mandatory language. Nevertheless, in the interest of due diligence and adequate preparation they are encouraged to review and think through issues identified in Additional Help documents. (**Chapter 501**)

adequate quarters
Housing that is comparable to what an employee would occupy in the Washington D.C. Metropolitan Area, with adjustments for family size and locality abroad. (**Chapter 535**)

adjusted return on operations
The core measure used by USAID to assess the financial sustainability of a microfinance institution. A value of one or greater implies full financial sustainability. (**Chapter 219**)

ADM USAID
This term refers to USAID administrative messages. These messages are clearly of interest to USAID only such as: Administrative Audit/Purchasing, Contracting Support, Travel, Operating Expenses, etc. (**Chapter 549**)

Administrative Approval
The initial approval of an invoice or voucher received for payment. The approving officer is an employee (normally the CTO) directly concerned with acceptance of the supplies, services, etc., billed. The approval is necessary before the invoice or voucher is certified for payment by the authorized certifying officer, except as may be specifically exempted by USAID. (**Chapter 630**)

administrative charges
Additional costs incurred in processing and handling a debt because it has become delinquent. Charges should be based on actual costs incurred or cost analyses that estimate the average of actual additional costs incurred for particular types of debt at similar stages of delinquency. Administrative charges must be accrued and assessed from the date of delinquency. (**Chapter 625)**

Administrative Error
An error due to the failure to follow Agency policies and essential procedures that results in loss of annual leave through no fault of the employee, or an error made on official leave records. (**Chapter 480**)

administrative judge
Formerly hearing examiner, a person appointed by EEOC to conduct hearings on equal employment opportunity complaints. (**Chapter 110**)

Administrative Officer/Counselor
The State Department officer responsible for managing all administrative and support activities of an overseas post, except for USAID activities under independent administration. Responsibilities include management of and budgeting for real property operations. (FAM06-0700) (See Single Real Property Manager.) (**Chapter 535**)

administrative offset
The withholding of money payable by the United States to, or held by the United States for, a person to satisfy a debt the person owes the government. (**Chapter 625**)

administrative property
Administrative property is basic common-use furniture, furnishing, and equipment (including residence property) usually available through normal supply channels (e.g., desks, chairs, office machines, sofas, beds, refrigerators, etc.). (**Chapter 534**)

administrative wage garnishment
The process by which Federal agencies require a private sector employer to withhold up to 15 percent of an employee's disposable pay to satisfy a delinquent debt owed to the Federal government. A court order is not required. (**Chapter 625**)

Administrative Workweek
A period of seven consecutive calendar days beginning on Sunday and ending on the following Saturday. (Chapters **479**, **481**)

Administratively Controlled Correspondence
Correspondence which does not require the same protection as National Security Information but should be protected from unauthorized disclosure for administrative reasons, i.e., Sensitive But Unclassified (SBU). (**Chapter 503**)

Administratively Determined (AD) Appointment
An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (**Chapter 413**)

Administratively Determined Personnel
An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (**Chapter 412**)

Admonishment
See 3 FAM 4310 (Old 3 FAM 761.2) (**Chapter 485**)

Adoption
A legal process in which an individual becomes the legal parent of another's child. The source of an adopted child-e.g., whether from a licensed placement agency or otherwise-is not a factor in determining eligibility for leave. (**Chapter 481**)

Adoption Agreement
This is the legal document, filed with the Internal Revenue Service, which allows the employer to establish and implement a 401(k) pension plan. (**Chapter 637**)

ADS drafter
An Automated Directives System (ADS) drafter is an individual (or team) that creates or participates in drafting ADS material when asked by the primary author. (**Chapter 501**)

***advance**
An amount paid prior to the later receipt of goods, services, or other assets. Advances are ordinarily made only to payees to whom an agency has an obligation, and they do not exceed the amount of the obligation. A common example is a travel advance, which is an amount made available to an employee prior to the beginning of a trip for cost incurred in accordance with the Travel Expense Act of 1949 (**5 U.S.C 5705**) and in accordance with standardized government travel regulations. (GAO) (**Chapter 631**)

advance or advance payment
Payment made by Treasury check or other appropriate payment mechanism to an organization upon their request prior to or in anticipation of outlays for USAID-funded cost for performance or delivery under a contract or other type of procurement arrangement or work under a grant or cooperative agreement; or through the use of pre-determined payment schedules. Advances differ from partial, progress, interim, and mobilization payments because they are not based on actual performance or actual costs incurred. (**Chapter 636**)

Advance Of Pay
STR 850; 3 FAM 3280 (**Chapter 477**)

Adverse Action
An action against an employee in the form of furlough for 30 days or less, suspension in excess of 14 days, removal for cause, or reduction in grade or pay (demotion) taken for such cause as will promote the efficiency of the service. (**Chapter 487**)

Advisory Committee
A committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or subgroup thereof, which is formed or utilized by USAID to obtain advice or recommendations and is NOT composed entirely of full-time employees of the Federal Government. (**Chapter 105)**

Advisory Letter
Advisory letters are issued to Rating Officials and Appraisal Committee members by Performance Boards when a current evaluation is deficient in some manner but the deficiency does not adversely affect the employee's competitive standing. These letters are not placed in an employee's Performance Evaluation File. (**Chapter 463**)

affected person
Anyone who may use, benefit from, or be harmed by the disseminated information. (**Chapter 578**)

age
Refers to individuals who are at least 40 years old. (**Chapter 110**)

Agency
United States Agency For International Development, its offices, bureaus, divisions, and posts abroad. (3 FAM 4310 {Old 3 FAM 761.2}) (Chapter **485**, **508**)

Any Executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency. (**Chapter 509**)

The United States Information Agency or the Agency for International Development and its participating agencies, as appropriate. (6 FAM-111.3) (Chapters **522**, **523**, **524**, and **525**)

Agency Acronym
The Agency's acronym, USAID, refers to both the Washington office and field missions. The field missions use USAID/(name of Mission) and Washington uses USAID/W. (**Chapter 503**)

Agency Audit Follow-Up Official
The senior management official designated by the Administrator in accordance with OMB Circular A-50 to oversee audit follow-up. The Assistant Administrator for Management is USAID's Audit Follow-up Official. (**Chapter 595**)

Agency Competition Advocate
See Competition Advocate. (**Chapter 302**)

agency-contracted financial audit
An audit of specific USAID-funded grants or contracts where the Office of Inspector General (OIG) manages non-Federal auditors and issues the resulting audit report. Non-Federal auditors are generally U.S. or U.S.-affiliated firms hired under OIG contracts. (**Chapter 591**)

Agency goal
A long-term development result in a specific area to which USAID programs contribute. An Agency goal has been identified as a specific goal in the Agency Strategic Plan (ASP). (**Chapters 200-203**)

Agency Head
(see "Head of the Agency"). (**Chapter 331**)

Agency-issued Letter of Credit (LOC)
An instrument certified by an authorized official of USAID's Bureau for Management, Financial Management (M/FM) that authorizes the recipient to request an electronic draw down (or advance) of funds through the Bureau of Management, Office of Financial Management, Cash Management and Payment Division, Grants and

Interagency Billings Team (M/FM/CMP/GIB). LOCs are not issued to non-U.S. organizations organized, located, and operated outside the U.S. unless the organization maintains an account in a U.S. bank able to accept a funds transfer from the U.S. Treasury. LOC financing is available for advance payments where the amount required for advances is at least $50,000 over the life of the contract or grant and there is a continuing relationship with the organization for at least one year. (**Chapter 636**)

Agency Limitation
Any administrative division or subdivision of funds made by agency officials that restricts the use of Federal Government funds. (OMB A-34) (**Chapter 634)**

Agency Management Control Review Committee
A group of senior USAID officials who provide oversight for the Agency's management control program, including the identification, correction, and reporting on management control deficiencies. The Agency MCRC also provides oversight and assistance regarding audit management issues. (Chapters **591, 592**, **596**)

Agency Mission Statement
The ultimate purpose of Agency programs; it is the unique contribution of USAID to U.S. national interests. There is one Agency Mission, and it is described in the Agency Strategic Plan (ASP). (**Chapters 200-203**)

Agency Notice
The Agency's official method of disseminating official, unclassified information of significant but temporary interest. Agency Notices are not for material that is to be retained for any length of time, with the exception of Policy Notices. (**Chapter 504**)

Agency Objective
A development result that contributes to the achievement of an Agency goal as defined in the Agency Strategic Plan (ASP). Agency Objectives generally denote preferred approaches or areas of emphasis for programs that support specific goals. They should not be confused with Strategic or Special Objectives. Agency Objectives provide a general framework for more detailed planning that occurs for specific country and regional programs. (**Chapters 200-203)**

Agency organizations
In USAID/Washington (USAID/W) this includes bureaus and independent offices. Overseas this includes USAID missions, USAID Offices, USAID Sections of Embassy, Offices for Multi-country Programs, Offices for Multi-country Services, etc. (See also Major Functional Series 100). (Chapters **541**, **542**, **543)**

Agency Parking
Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking government vehicles. (**Chapter 514**)

Agency Profiles
A list of key, subject-matter words that are of interest to organizations. (**Chapter 549**)

Agency Program Approach
A tactic commonly used to achieve a particular Agency Objective. Several program approaches are associated with each Agency Objective. These are identified in the Agency Strategic Plan (ASP). (**Chapters 200-203**)

Agency Program Coordinator
The Agency Program Coordinator oversees the International Merchant Purchase Agreement Card (I.M.P.A.C.) program. He/she serves as the focal point for coordination of the applications, issuance and destruction of cards, and administrative training. This individual also serves as the liaison between USAID and the GSA Contracting Officer. The Agency Program Coordinator is: Ms. Velma Jones, M/OP/OD. (**Chapter 331**)

Agency-Shared Platform
Hardware that is part of the Agency-supported automation network and shared by multiple users. (**Chapter 550**)

Agency Strategic Framework
A graphical or narrative representation of the Agency's strategic plan; the framework is a tool for communicating USAID's development strategy. The framework also establishes an organizing basis for measuring, analyzing, and reporting results of Agency programs. (**Chapters 200-203**)

Agency Strategic Plan (ASP)
An overall Agency plan for providing development and humanitarian assistance, which articulates the Agency mission, goals, objectives, and program approaches. The Agency Strategic Plan is coordinated with and reflects U.S. Government foreign policy priorities, as described in the International Affairs Strategic Plan (IASP). (**Chapters 200-203**)

agent
Term no longer used. **(See "Partner")**

agent of the class
A class member who acts for the class during the processing of the class complaint. (**Chapter 110**)

aggrieved person
Any person or class of individuals presenting a complaint to an EEO Counselor. (**Chapter 110**)

Agreement Officer (See also, Contracting Officer)
A person with the authority to enter into, administer, terminate and/or closeout assistance agreements, and make related determinations and findings on behalf of USAID. An Agreement Officer can only act within the scope of a duly authorized warrant or other valid delegation of authority. The term "Agreement Officer" includes persons warranted as "Grant Officers." It also includes certain authorized representatives of the Agreement Officer acting within the limits of their authority as delegated by the Agreement Officer. (Chapters **303**, **304**)

A person representing the U.S. Government through the exercise of his/her delegated authority to enter into, administer, and/or terminate contracts and make related determinations and findings. This authority is delegated by one of two methods: to the individual by means of a “Certificate of Appointment”, SF-1402, as prescribed in FAR 1.603-3, including any limitations on the scope of authority to be exercised, or to the head of each contracting activity (as defined in AIDAR 702.170), as specified in AIDAR 701.601. (Chapters **302**, **306**, **331**)

Agreement To Continue In Service
Employees selected for training agree to remain with the Agency for a pre-determined minimum period. If the employee leaves the Government before the agreed upon time, the Agency has the right to require repayment for the amount of time not served. (**Chapter 459**)

AID Form
A form initiated by the U.S. Agency for International Development. AID forms are approved by M/AS/IRD for official use and assigned an AID form number and revision date. (**Chapter 505**)

AIDS-Related Complex (ARC)
A condition caused by the AIDS virus (HIV) in which the patient tests positive for AIDS infection and has a specific set of clinical symptoms. (**Chapter 407**)

Air Waybill
A document that provides a written description of goods sent with a common carrier by air. (**Chapter 314**)

Alcohol Or Drug Counselor
Definition is in 3 FAM 695 3-3. (**Chapter 408**)

Alcoholic
Definition is in 3 FAM 695 3-3. (**Chapter 408**)

Alcoholism
Definition is in 3 FAM 695 3-3. (**Chapter 408)**

aligned team
A team that is established as part of the existing organization structure, e.g., a Strategic Objective team that replaces a technical office within an operating unit. (See also parallel team and permanent team.) An aligned team is an organization unit (see also organization unit) and the team leader of an aligned team is a supervisor, with full supervisory authorities and responsibilities. (**Chapter 102**)

Allotment
A recurring specified deduction for a legal purpose from pay authorized by an employee to be paid to an allottee. (**Chapter 478)**

The authority delegated by the head or other authorized employee of an agency to agency employees to incur obligations within a specified amount, pursuant to Office of Management and Budget (OMB) apportionment or reapportionment action or other statutory authority making funds available for obligation. (OMB A-34) (**Chapter 634**)

Allottee
The recipient of an Allotment. (**Chapter 634)**

allottee bureaus
The bureaus that have received a funding authorization making funds available for obligation for the purpose of carrying out the program. (**Chapter 628**)

Allowance
The authority delegated to organizational units to incur obligations within a specified amount in accordance with an allotment of funds. (**Chapter 634)**

allowed costs
An incurred cost questioned by the audit organization that USAID has determined to be an acceptable charge to the government. (**Chapter 595**)

Allowee
The recipient of a budget allowance. (**Chapter 634**)

Alternate Metric Executive
USAID's Alternate Metric Executive performs the activities and the responsibilities of USAID's Metric Executive in that person's absence. Section 323.2 of ADS 323 identifies the individual designated for this role. (**Chapter 323)**

Alternative Discipline
An optional, non-traditional approach to employee discipline which provides for a variety of both punitive and non-punitive remedial corrective actions. (**Chapter 487**)

Alternative Workplace
That place where the telecommuter will work while telecommuting, i.e., working somewhere other than at an official USAID office. This workplace will usually be the

employee's home. However, other telecommuting sites might include a law library, a research facility, or a telecommuting center. (**Chapter 405**)

Ambassador's Authority
Each U.S. Ambassador has authority to request the authorization from BHR/OFDA to commit up to $25,000 upon the written declaration of a disaster. (**Chapter 251**)

Amend
Shall include the amendment or correction of a record. (**Chapter 508**)

American Family Member appointment (AFM)
An American Family Member appointment is a type of Foreign Service limited Non-Career appointment available only to Eligible Family Members, under the authority of sections 309 and 311(a) of the Foreign Service Act of 1980 as amended. Appointments are for more than one year and not to exceed five years. (Chapters **450** and **470**)

American Ship
Vessel registered under U.S. laws. (**Chapter 523**)

annual Agency awards
These awards are given out annually to an employee or group for outstanding performance in a particular area based on criteria specified for an individual award. Annual awards include the Michael H.B. Adler Award, C. Herbert Rees Memorial Award, Michael K. White Memorial Award, Outstanding Support Staff Award, Foreign Service National of the Year Award, Equal Employment Opportunity Award, Science and Technology Award, Minority Serving Institutions (MSI) "Extra Mile" Award, Molly Kux Award, George C. Marshall Award, USAID Award for Heroism, Administrator's Implementation Award, Administrator's Management Improvement Award, and the Ethics Award. (**Chapter 491**)

Annual Evaluation Form (AEF)
The form used to evaluate employees under the Employee Evaluation Program. Instructions and guidance on the preparation of the AEF are found in ADS 462, the Employee Evaluation Program Guidebook, and on the USAID Forms Website. (Chapters **415, 462** and **463**)

The form used for evaluating participants during the overseas training. For overseas OJT, the regular Employee Evaluation Program is used. (Chapters **460**,**459)**

Annual Financial Statement
Is comprised of (a) an Overview of the Reporting Entity, (b) Principal Financial Statements, (c) Combining Statements, where applicable, and (d) Supplemental Financial and Management Information. (**Chapter 594**)

Annual Plan
A plan developed by the OIG that describes audits planned for the upcoming fiscal year. (Chapters **590**, **592**)

annual rating cycle
A one-year evaluation period which that may have different beginning and end dates for different categories of employees (e.g., Civil Service and Foreign Service). (**Chapter 462)**

A one-year period that begins April 1 and ends March 31 of the following year. (**Chapter 463**)

Annual Report
An annual document produced by each Operating Unit and submitted to the responsible Bureau to report on past performance, future resources needed, and data needed for Agency-wide management, budget decisions, and external reporting. Annual Reports began in 2001 and replaced the Results Review and Resource Request (R4). (**Chapters 200-203**)

annuitant
An annuitant is a retired Foreign Service employee being paid an annuity from the Foreign Service Retirement and Disability System. (**Chapter 470**)

Annuity
An annual sum payable to a former employee who has retired. (**Chapter 494**)

Anticipated Accrued Expenditure Schedule
An NMS/AWACS on-line screen schedule containing the total estimated amounts of the award that will arise over the life of the award. The schedule contains the accrual date and dollar amount for each month between the effective and completion date of the award (**period of performance**). (**Chapter 631**)

APO
Army or Air Force Military Post Office. (Chapters **513**, **547)**

Appeal
A request by an employee for review of an agency action by an outside agency. The right to such review is provided by law or regulation and may include an adversary-type hearing and a written decision in which a finding of facts is made and applicable law, Executive Order and regulations are applied. (**Chapter 413**)

Appointing Authority
The individual, usually the agency head, who has the authority to make appointments to SES positions, set pay, and/or to assign final SES performance ratings. (**Chapter 423**)

appointment above the minimum rate (also known as a superior qualifications appointment)
An appointment made at a rate above the minimum rate of the appropriate GS grade under authority of 5 U.S.C. 5333, because of the superior qualifications of the candidate or a special need of the Agency for the candidate's services. (**Chapter 467**)

appointment authority
The USAID Human Resources office (HR) is the appointment authority for persons occupying USAID direct-hire positions; the Assistant Inspector General for Resource Management (AIG/RM) is the appointment authority for all Inspector General direct-hire foreign service positions; OPIC for all OPIC direct-hire and contractor personnel; and TDA for all TDA direct-hire and contractor personnel. (**Chapter 566**)

Appointment Commission
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

Appointment, temporary limited
Non-permanent appointment of an employee hired for a specified time of one year or less, or for seasonal or intermittent positions. (**Chapter 413**)

Appointment, term
Nonpermanent appointment of an employee hired on a project expected to last over one year, but less than four years. (**Chapter 413)**

apportionment
The distribution made by the Office of Management and Budget (OMB) to agencies of amounts of budgetary resources available for obligation in an appropriation or fund account into amounts available for specified time periods, activities, projects, objectives, or combinations thereof. The amounts so apportioned limit the obligations that may be incurred by the agencies. (Source: JFMIP, OMB A-11)

> **Category A Apportionments**
> Apportionments that are made on a quarterly basis.
>
> **Category B Apportionments**
> Apportionments made on a basis other than a quarterly basis. They are made by time periods other than quarterly (by activities, projects, or objects, or by a combination of activity and time period). (Chapters **634**, **635**)

Appraisal Committee
A committee that reviews and provides management input into employee work objectives and evaluations; nominates Foreign Service (FS) employees for promotion; recommends FS employees for tenure; and decides which employees should receive performance or other types of awards. (**Chapter 462**)

A committee composed of three to five mission/office officials, knowledgeable in the work of the unit, who will review and provide management input into employee evaluations. (**Chapter 463**)

Appraisal Committee Representative
A member of the Appraisal Committee, who acts as liaison to the Appraisal Committee for a specific employee and his/her Rating Official. (**Chapter 462**)

Appropriation
A form of budget authority provided by law that permits Federal agencies to incur obligations and to make payments out of the Treasury for specified purposes. (JFMIP) (Chapters **621, 634)**

Appropriation Account
Also know as an Allocation Account. An account established by the U.S. Treasury to show the amounts available and related transactions incident to accomplishing certain objectives and purposes as authorized by Congress. (**Chapter 634**)

Appropriation Limitation
A statutory restriction in an appropriation or other authorization of fund that establishes the maximum amount that may be used for specified purposes. (**Chapter 634**)

Appropriations Act
A statute, under the jurisdiction of the House and Senate Committees on Appropriations, that generally provides legal authority for Federal agencies to incur obligations and make payments out of the Treasury for specified purposes. (**Chapter 621)**

Approval
Written approval for travel performed and related expenses incurred without prior authorization. (6 FAM-111.3) (Chapters **522**, **523**, **524**, and **525**)

Approving Officer
The person, usually a supervisor, responsible for administering leave for employees in a work unit. (**Chapter 480**)

Approving Official
The approving official is the individual responsible for reviewing an Agency bank card holder's monthly statements. The approving official will certify the cardholder's monthly statements and ensure that payments are for purchases which are authorized and made in accordance with FAR and agency regulations. (**Chapter 331**)

Approving Officials
Chiefs, Personnel Operations Division (M/HR/POD), and Executive Management (M/HR/EM), Office of Human Resources, and Director, Office of Resources Management, Inspector General (IG/RM). (**Chapter 482**)

area of consideration
The area in which the Agency makes a search for eligible candidates in a specific promotion action as determined by the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD). The primary area of consideration is USAID. (**Chapter 418**)

armored vehicle
An armored vehicle is an official vehicle that has been modified to carry specific types of opaque and transparent protective material. The armor systems are designed to defeat multiple impacts of ballistic rounds. The armor is designed for placement in the vehicle without noticeably changing its outward appearance. Armored vehicles are either light or fully armored. (Chapters **562, 563**)

Arrears
The value of interest and principal payments owed but not paid on a delinquent loan. (**Chapter 219**)

***ARS**
Accrual Reporting System. USAID/W-based financial system used to gather Phoenix obligations for Acquisition and Assistance (**A&A**) obligations and contract information to estimate USAID/W accruals. (Chapter 631)

assessable unit
An organization unit within USAID, i.e., Mission, Bureau, or Office, which is required to submit a statement of reasonable assurance on the status of management controls to the next management level. All Missions, Bureaus, and Independent Offices are assessable units, as well as any lower-level organizational units designated by the cognizant Bureau. (**Chapter 596**)

assets
Tangible or intangible items owned by USAID that would have probable economic benefits that can be obtained or controlled by a USAID entity. (Source: SFFAS 6) (**Chapter 629**)

Assignment Commission
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

assignment restriction
Any factor (medical, personnel, suitability, security, marriage, cohabitation, etc.) that would render the assignment of an individual to a particular position or location as not in the best interest of the U. S. Government or USAID. (**Chapter 566)**

assignment right
The right of a competing group I or II employee, with a current annual performance rating of record of Level 2 or higher, to be offered placement in another competitive

position for which that employee qualifies and which requires no reduction, or the least possible reduction, in representative rate in lieu of separation or furlough in a RIF situation. (**Chapter 452**)

Assistance Executive
The Director, Office of Procurement (M/OP/OD), or his/her designee, in USAID/W, who: 1) Acts as the Agency's coordinator for all assistance matters (i.e., financial assistance that provides support to a non-governmental entity to accomplish a public purpose) which may require OMB approval (such as deviations to OMB Circulars, or lass deviations to OMB Circular A-110), 2) Makes final decision for any appeals brought under 22 CFR 226.90, or the Standard Provision entitled "Disputes", as applicable to non-US organizations, and 3. Makes the final determination of the choice of implementation instrument when there is disagreement between the contracting activity and the strategic objective team. (Chapters **303** and **304**)

assistance mechanism
A specific mode of assistance chosen to address an intended development result; a particular intervention chosen to solve a particular development problem or set of development problems. Examples of mechanisms include: food aid, housing guaranties or other loan guarantees or direct loans, debt-for-nature swaps, endowments, cash transfers, etc. (**Chapter 250**)

attribution
The extent to which a result is caused by USAID activities. (**Chapters 200-203)**

audit
To conduct the independent review and examination of system records and activities. (**Chapter 545**)

Audit Action Officer (AAO)
The USAID employee assigned specific responsibility for responding to recommendations from audits and ensuring that corrective action is completed. (Chapters **593** and **595**)

audit finding
The answer to an audit objective that is supported by sufficient, competent, and relevant evidence. (**Chapter 590**)

audit follow-up
The process used to ensure that prompt and responsive action is taken on findings and recommendations contained in final audit reports. (**Chapter 595)**

Audit Management Officer (AMO)
The individual designated to coordinate and monitor the overall audit program at the Mission, Bureau, or Independent Office level. (Chapters **591**, **592**, **593, 595**)

audit management plan
An annual plan developed by USAID missions which outlines audit requirements for all non-U.S. contractors and grantees. (**Chapter 591**)

audit methodology
This defines the steps necessary to completely answer the audit objectives such as data used as audit evidence and tests performed to determine compliance with specific criteria and management control assessments. (**Chapter 590**)

audit notification
A formal notification from OIG to the prospective auditee regarding the date an audit will commence. (**Chapter 592**)

audit objective
A question about the performance aspects of a program that auditors seek to answer. (**Chapter 590**)

audit plan
An annual plan developed by USAID Missions, which outlines audit requirements for all foreign contractors and grantees. (**Chapter 591**)

audit report
The completed report of the auditor containing the final findings, recommendations and, to the extent possible, comments and actions taken or planned by the management official. Audit reports include audits made by the Office of Inspector General, independent public accountants, Supreme Audit Institutions, other Government agencies, such as the Defense Contract Audit Agency (DCAA), and the U.S. General Accounting Office (GAO). (Chapters **591**, **592**, **595)**

audit scope
This describes the boundaries of an audit by defining the auditee, what is being audited (program, project, grant, etc.), the general criteria (grant agreement, policy, law, strategic objective, planned result, etc.), the time period under audit, and the site locations for the audit. (**Chapter 590**)

authentication
(1) the verification of an individual's identity, a device, or other entity in a computer system as a prerequisite to allowing access to resources in a system;
(2) the verification of the integrity of data being stored, transmitted, or otherwise exposed to possible unauthorized modification. (**Chapter 545**)

authority
An authority is the legally binding instrument that authorizes and/or constrains the policy and procedures issued as USAID direction. These instruments include laws, regulations, Executive Orders, court decisions, and rulings by Federal authorities.

"Authority" refers to the legal ability or power to give commands, enforce compliance, or make decisions. (**Chapter 501**)

authorization
After approval by USAID's Chief Financial Officer of the credit subsidy required for a Housing Guaranty borrowing, an authorization (with an accompanying Action Memorandum describing the circumstances of the borrowing) is signed by the Mission Director. The authorization specifies the amount and suggested terms of the borrowing. (**Chapter 250**)

Written authority for travel and related expense issued prior to commencement of travel. (6 FAM-111.3) (Chapters **522, 523, 524**, and **525**)

Authorizing Officer
Any officer who has been delegated the authority to authorize travel. (6 FAM-111.3) (Chapters **522**, **523, 524**, and **525**)

The Executive Management Staff, or Administrative Office representative, or Executive Officer responsible for approving overtime work and for overseeing other technical aspects of overtime compensation. (**Chapter 472)**

Automated Data Processing (ADP) Resources
This term is no longer used. See “information technology resources.”

Automated Directives System (ADS)
The ADS is a standardized system comprising (1) USAID internal mandatory guidance, including policy directives and required procedures; (2) external mandatory guidance applicable to USAID; and (3) non-mandatory guidance to help employees interpret and properly apply internal and external mandatory guidance. (**Chapter 501**)

Automated Directives System Compact Disk (ADS CD)
The name of the compact disk (CD) containing the Automated Directives System (ADS). The ADS CD is one method of distributing USAID directives. (**Chapter 501**)

automated information systems (AIS)
All activities, information, and material formerly identified as automated data processing (ADP), automation, office information systems, word processing, computers, and telecommunications. (**Chapter 562**)

automation security officer
The person assigned security functions within USAID's Office of Information Resources Management (IRM). (**Chapter 562**)

availability
That state when information, programs, and interfaces are obtainable within an acceptable period of time. (**Chapter 545)**

award
Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and cooperative agreements. (**Chapter 303)**

Something bestowed or an action taken to recognize and reward individual or group achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives that are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules. (**Chapter 491**)

- B -

Backstop
Numeric code used to identify the skill category of a particular position. (**Chapter 415**)

Baggage
Official and personal property needed by the traveler for use en route or immediately upon arrival at destination. (6 FAM-111.3) (Chapters **522, 523**, **524**, and **525**)

balance of payments support
Resource flows in Development Assistance Committee (DAC) statistics are measured, as a rule, on a cash basis. (**Chapter 221**)

ballistic resistance
The capacity of security barriers to defeat a variety of handgun, shotgun and rifle rounds. (Chapters **562**, **563**)

bandwidth
A channelized frequency-modulation technique used for two-way mobile radios. Currently there are two standards being used, 12.5 Khz and 25 Khz bandwidth. Bandwidth can also mean a range within a band of wavelengths, frequencies or energy. (**Chapter 564**)

Bank Letter of Commitment
A USAID agreement with a U. S. bank under which USAID guarantees to reimburse the bank for the account of an approved applicant for all amounts paid by the bank and chargeable to the account under the instructions of the approved applicant and in accordance with general and specific conditions established by USAID. (**Chapter 630**)

Bank Letter of Credit
An instrument of credit extended by a bank to a beneficiary guaranteeing payments to the beneficiary upon compliance with the terms and conditions established by the letter of credit. (**Chapter 630)**

bankruptcy
A process established under Federal law whereby a debtor may seek relief from the claims of creditors. (**Chapter 625**)

baseline
(See "**Performance Baseline**"). (**Chapters 200-203**)

base station
A fixed radio which may include a separate power supply and is not normally intended for portable use. (**Chapter 562**)

Base Year
The fiscal year in which a life cycle cost analysis is conducted. (**Chapter 528)**

basic qualification standards
The standards, prescribed by the Office of Personnel Management (USOPM) in the Operating Manual for Qualifications Standards for General Schedule Positions, used to determine basic qualifications of applicants for a specific position. (**Chapter 418)**

Basic Work Requirement
The number of hours, excluding overtime hours, an employee is required to work or account for periods of absence by charging leave, holiday hours, excused absence, compensatory time, or leave without pay. A full-time employee must work 80 hours during a biweekly pay period. (**Chapter 479**)

Basic Workweek
The 40-hour workweek established for full-time employees within each administrative workweek. (**Chapter 479**)

Best Practices
Highly recommended and endorsed Agency procedures to define and produce results-based training activities, developed from field experience across regions and consolidated in guidance material managed by the Bureau for Global Programs, Field Support, and Research, Human Capacity Development Center (G/HCD). (**Chapter 253)**

best-qualified candidates
Best-qualified candidates are those candidates who rank at the top when compared with other eligible candidates for a position. (**Chapter 418)**

Bilateral Grant Agreement or Bilateral Grant
A grant by USAID to a foreign government or a subdivision thereof, e.g. Ministry of Health, or a local or state government or agency, to finance activities in furtherance of a strategic objective or for other purposes. Bilateral grants range from grants financing specific objectives and limited scope grant agreements to SOAGs, commodity import program (CIP) grants and cash transfer grants. (**Chapter 350**)

bill for collection
A USAID letter or form sent to a debtor for the amount due, including interest, administrative charges, and late penalties, if applicable. The debtor's due process rights are included in the initial bill for collection. (**Chapter 625**)

Biweekly Pay Period
The two-week period for which an employee is scheduled to perform work. (**Chapter 479)**

black
Denotes data, text, equipment, processes, systems or installations associated with information that requires no emissions security related protection. For example, electronic signals are "black" if bearing unclassified information or if bearing classified information that is encrypted in accordance with procedures approved for national security information. Antonym: Red. (**Chapter 562)**

Board Of Examiners
Board established to develop, and supervise the administration of, examinations to be given to candidates for appointment in the Foreign Service. The Board includes representatives of agencies utilizing the Foreign Service personnel system and representatives of other agencies which have responsibility for employment testing. (**Chapter 422**)

bona fide job offer
A bona fide offer of employment at a higher rate than the candidate's existing salary must be in writing and must clearly offer current employment, be no more than six months old, and signed by an official with the authority to make the offer. Usually the offer will include job title, salary or salary range, location, and reporting date. (**Chapter 467)**

book value
The net amount at which an asset or liability is carried on the books of account (also referred to as carrying value or amount). It equals the gross or nominal amount of any asset or liability minus any allowance or valuation amount. (Source: SFFAS 2) (Chapters **623, 629**)

Booking Note/Booking Agreement
A contract for liner carriage which normally incorporates the provisions of the carrier's standard bill of lading adding only the cargo and shipment details such as cargo weight, load and discharge ports, rates, etc. The note or agreement may, however, also modify or replace all or some of the bill of lading provisions. (**Chapter 314**)

borrower
Borrowers may be sovereign (governments) or non-sovereign (private sector, or "stand-alone" government agencies) and are specified in the underlying Program Agreement

and HG loan documentation. Sovereign borrowers often may borrow by and through such entities as ministries of finance, central banks, or other government agencies carrying the full faith and credit of the borrowing country. (**Chapter 250**)

Borrower/Grantee
The government of the cooperating country, or any agency, instrumentality or political subdivision thereof, or any private entity, to which USAID directly makes funds available by loan or grant. (**Chapter 307**)

branch
An organization unit below the Division level; a Level III or below organization. Branches are established when operating requirements, functional concerns, and/or staffing levels justify dividing a Division into sub-elements. (**Chapter 102**)

breastmilk substitutes
Foods or liquids used as substitutes for breastfeeding, including use of powdered or liquid milks or formula, wet-nurses, etc. This does not include therapeutic formulas used under medical supervision. (**Chapter 212**)

British Thermal Unit (BTU)
The quantity of heat required to raise the temperature of one pound of water one degree Fahrenheit. (**Chapter 528**)

broad outreach
The provision of significant benefits to large numbers of a particular target group. (**Chapter 219**)

Brochure And Pamphlet
The words are used interchangeably although "pamphlet" should be used, that does not contain new Agency policy or essential procedure, when referring to a printed document of a few pages and "brochure" is a document with several or many pages, also not containing new agency policy or essential procedure; both words refer to documents which are produced, distributed through a variety of means and may become extinct or receive periodic updating and subsequent reprinting for further distribution. (**Chapter 512)**

budget authority
The authority provided in Federal law to incur financial obligations that will result in outlays. (**Chapter 621**)

Building Energy System
An energy conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of energy consumed. (**Chapter 528**)

Building Identification Number
See Property Identification Number. (FAM06-0700) (**Chapter 535**)

Building Operating Expenses (BOE)
The expenses incident to occupying buildings and grounds, but not including repair, improvement, or maintenance costs. BOE include custodial services, the salaries of skilled and unskilled persons on regular appointment or under personal or non-personal services contracts, the building operating force, gardeners, fuel and utility costs, janitorial supplies, municipal rates and taxes (when exemptions cannot be obtained), and fire or comprehensive insurance on buildings and grounds (when required by local law). A/OBO (Overseas Building Operations) funds may not be expended for these items; BOE is funded by the regional bureaus. (FAM06-0700) (**Chapter 535**)

building water system
A water conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of water consumed. (**Chapter 528**)

bump
Occurs when a released employee displaces another employee in a lower tenure group or a lower sub-group within the same tenure group who occupies a position that is no more than three grades or grade-intervals lower than the position which the released employee occupied. (**Chapter 452**)

Burden
The total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal Agency. (**Chapter 506**)

Bureau
A major organization unit of the Agency that is responsible to the Office of the Administrator; a Level I organization. A bureau administers complex and diverse programs involving a designated geographic area; major policy, program and technical advisory services; or management and program support functions. (See **3 FAM 4412**) (Chapters **102, 486**)

Bureau Planning Framework
A description of the goals and priorities for a sector or region (in some cases a country). It serves to guide Operating Unit Strategic Plans within that Bureau. **(Chapters 200-203)**

Business Purposes
(1) Any transportation at post of Chiefs of Mission and Principal Officers at consulates and consulates general; (2) transportation of U.S. Government employees (including those employed under personal services contracts), and property directly related to the conduct of U.S. Government business; (3) transportation of employees under U.S.

Government contracts when considered necessary to further the purposes of the contract unless the terms of the contract require the contractor to provide such transportation; (4) transportation of dependents in furtherance of an official U.S. Government activity where the presence of a family member will further U.S. Government interests, such as official functions by or for representatives of foreign nations; (5) agencies that have authorization to provide transportation between the residence of an officer or employee and various locations when required for the performance of fieldwork, or essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when authorized by the head of the agency. Such authority must be documented and must be exercised when the concurrence of the Chief of Mission. (See also Official Use.) (**Chapter 536**)

business-related activities
The use of measurement units in agency programs and functions related to trade, industry, and commerce. (**Chapter 323)**

- C -

calendar week
See 5 CFR Sec. 531.403 (**Chapter 471**)

call sign
Short alpha/numeric designator used to identify radio users or locations. **(Chapter 562**)

canceled forms
Forms that are canceled or superseded because they are no longer needed, the procedures have changed, or two or more forms have been combined. (**Chapter 505**)

Candidate Applicant Tracking System (CATS)
A computerized applicant tracking system, established and maintained by M/HR/WPRS, documenting applicants' status through the final selection process. (**Chapter 468)**

Candidate Development Program
An OPM-approved program designed to prepare individuals through developmental assignments and formal training for career appointment to the SES. Participants are chosen through a competitive SES merit staffing process. Those who successfully complete the program are eligible for certification by the Qualifications Review Board and may receive an SES career appointment without further competition. (**Chapter 423)**

candidate or interviewee
An individual who has applied for (or is being considered for) a position in the Agency who

- Has never worked for the Federal Government;
- Has worked for the Federal Government in the past; or

Is currently employed by the Federal Government in a Federal agency outside of the Washington, D.C., commuting area, regardless of the type of appointment. (**Chapter 467)**

capable of being substantially reproduced
Means that independent reanalysis of the original or supporting data using the same methods would generate similar analytical results, subject to an acceptable degree of imprecision. (**Chapter 578)**

capital leases
Capital leases are leases that transfer substantially all the benefits and risks of ownership to the lessee. If, at its inception, a lease transfers ownership of the property to the lessee at the end of the lease term or contains an option to purchase the leased property at a bargain, the lease should be classified as a capital lease. (Source: SFFAS 6) (**Chapter 629**)

capital projects
Capital projects include the architectural and engineering design study, construction of physical infrastructure, and operations and maintenance of the facility. In general, capital projects include the following types of activities: transport (roads, ports, and rail), power (generation and transmission), telecommunications, environmental technology, agriculture (irrigation and infrastructure), urban environment, water supply, wastewater treatment, information technology, and construction or reconstruction of physical facilities in any sector under any strategic objective. (**Chapter 221**)

capitalize
To record and carry forward into one or more future periods any expenditure from which the benefits or process will then be realized. (Source: SFFAS 6) (**Chapter 629**)

capitalized personal property
Capitalized personal property is nonexpendable personal property that has an invoice cost of $25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. State vehicles are capitalized property regardless of cost. For USAID, vehicles with a basic acquisition cost of under $25,000, including shipping costs, are not capitalized. (Chapters **518**, **534**, **547**)

Career
Tenure of a permanent employee in the competitive service who has completed three years of substantially continuous creditable Federal service. (**Chapter 413**)

Career Appointee
A career member of the SES who has completed, or was not subject to, a one-year probationary period. (**Chapter 455)**

Career Appointment
A permanent appointment in which the employee has competitive status. (**Chapter 412**)

An appointment in the Foreign Service without a time limitation. (**Chapter 415**)

Career Candidate
Appointments are appropriate for persons who aspire to a long-term USAID Foreign Service career and whose qualifications meet a continuing requirement. (**Chapter 412**)

An employee hired for a time-limited appointment which is intended to lead to a full career with the Agency. (Chapters **415**, **468)**

Career-conditional
Tenure of a permanent employee in the competitive service who has not completed three years of substantially continuous Federal service. (**Chapter 413)**

Career Conditional Appointment
An appointment which gives competitive status upon completion of a probationary period and which automatically converts to a career appointment upon completion of 3 years of creditable service. (**Chapter 412**)

Career Development Groups (CDG)
CDGs are comprised of approximately 15 Presidential Management Interns (PMIs) from a cross section of Federal agencies, one group leader/advisor and a co-leader/advisor, from high level management. CDGs usually meet once a month for program meetings and/or group activities. The purpose of a CDG is to provide educational and developmental activities, programs and experiences for the PMIs within the group, as well as support and networking. (**Chapter 460**)

Career Development Officer (CDO)
A full-time counselor responsible for a specific occupational category who assists the IDI supervisor in the development of individual training plans, monitors the training aspects of the program, provides counseling in the areas of career progression and performance strengths and weaknesses and ensures that required training and performance evaluations are obtained. In addition, the CDO recommends, in consultation with the Regional Bureaus, the initial overseas assignment, ensuring that there is a qualified officer at post to provide training to the IDI. The CDO also serves as a member of the Technical Review Committee (TRC). (**Chapter 459**)

career-ladder position
A position of increasing difficulty in the same line of work through which an employee may progress from a lower or entry level to the level of full performance.

1. Entry Level - The lowest grade level in a career ladder.

2. Full-Performance Level - The last grade reached in a career-ladder position as a result of the original merit promotion action, or as a result of original competitive appointment. (**Chapter 418**)

Career Reserved Position
An SES position that must be filled by an SES career appointee. (**Chapter 423**)

Career Senior Executive Service
Executives appointed by the Administrator under the Civil Service Reform Act of 1978 in conformance with the established rules and regulations applicable to other Civil Service employees. (**Chapter 412**)

Cargo Preference
The requirement to use U.S. flag ocean carriers in accordance with the provisions of Section 901(b) of the Merchant Marine Act of 1936, as amended. (Chapters **314**, **315**)

carpool
A group of two or more people using a motor vehicle for transportation to and from work. (**Chapter 514**)

Case Files
Case Files relate to a specific action, event, person, organization, location, product, or thing. Case files often represent the "mission," "function," or work of the office. (**Chapter 502**)

cash award
Individuals or groups may receive a monetary award granted for specific commendable acts or contributions in the course of Government service. Cash awards include Special Act and On-the-Spot Awards. (**Chapter 491**)

Category "A" Posts
Overseas posts that use APO/FPO facilities to transport mail. (**Chapter 513**)

CD-DIS
USAID's Development Information System on CD-ROM [quarterly publication] containing the complete USAID Document and Project Databases, and full text of selected USAID reports and publications. The databases identify projects initiated since 1975 and associated project and technical reports. CD-DIS is available from the Development Information Services Clearinghouse. (**Chapter 540)**

Central Mail Facility
Central mailroom located in the Ronald Reagan Building. (**Chapter 513)**

Central Repository
The storage device, often known as a data dictionary, where information on computerized data are maintained. **(Chapter 551)**

CEQ. Regulations
Regulations promulgated by the President's Council on Environmental Quality (CEQ.) (Federal Register, Volume 43, Number 230, November 29, 1978) under the authority of NEPA and Executive Order 11514, entitled Protection and Enhancement of Environmental Quality (March 5, 1970) as amended by Executive Order 11991 (May 24, 1977). **(Chapter 204**)

Certificate of Appointment (SF 1402)
A document, also referred to as a warrant, used to re-delegate purchasing authority (see also WARRANT). **(Chapter 331)**

Certification
The comprehensive evaluation of the technical and nontechnical security features of an IS and other safeguards, made in support of the accreditation process, to establish the extent to which a particular design and implementation meets a set of specified security requirements. {Source: NSTISSI No. 1000} Note: IS is the acronym for information system; in addition, when the two terms “certification” and “accreditation” are used together, they are usually abbreviated as “C&A”; all these terms are listed in this glossary (**Chapter 545**)

Certification Authority (CA)
The USAID official who certifies that a particular information system (IS) has completed the Certification and Accreditation (C&A) process, and is ready for “Accreditation” by the Designated Security Accreditation Authority (DSAA). (**Chapter 545**)

CFO
The Chief Financial Officer of USAID or a USAID employee or official designated to act on the CFO's behalf. (**Chapters 625, 631)**

Channel Captions
Restrict Action telegrams to designated offices or individuals in USAID/Washington (USAID/W) or USAID missions. (**Chapter 549)**

channel guard
An "Ericcson" terminology for a sub-audible tone used for encoding or decoding a channel. (**Chapter 564)**

character and/or experience-based loans
A form of collateral substitute in which the initial loan is very small, but access to gradually increasing loans is assured as long as the borrower maintains a satisfactory repayment record. (**Chapter 219**)

Charter/Charter Party
A contract for the hire of a ship or aircraft or portion thereof, for one or more voyages or flights, or for a period of time. Its clauses include freight rate, despatch, demurrage, brokerage commissions, etc. as well as provisions established by international agreements and, by reference, provisions of law. The charter/charter party usually overrides any provisions of the carrier's bill of lading, although it may provide that the bill of lading shall serve as a receipt for the cargo. (**Chapter 314)**

Chief of Mission
Chief of Mission is the principal officer in charge of a diplomatic mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a mission or office. (**Chapter 530**)

Chronological Files
Chronological files (chrons) are copies of cables, letters, memoranda, etc., maintained for ease of reference in chronological order (by date of issue), or by serial number. **(Chapter 502)**

claim
An amount of money, funds, or property that has been determined by an agency official to be due to the United States by any person, organization, or entity, except another Federal agency. As used in ADS 625, the terms debt, claim, and account receivable are synonymous. (Source: 31 CFR Chapter IX) (**Chapter 625)**

Claimant
An individual whose claim for entitlement to Federal Employees' Compensation Act (FECA) benefits has been filed according to FECA provisions. **(Chapter 442)**

claims
See 6 FAM 311.3. (**Chapter 521**)

Claims Collection Litigation Report (CCLR)
A report used in referring debts to the Department of Justice for litigation and enforced collection. The CCLR is also used for the referral of debts to the Department of Justice for concurrence on a proposed suspension or termination of collection action (i.e., write-off). (**Chapter 625)**

class
A group of USAID employees, former USAID employees, and/or applicants for employment with USAID alleging an adverse effect of an Agency personnel

management policy or practice which the Agency has the authority to rescind or modify, based on common race, color, religion, sex, national origin, physical or mental disability, and/or age. **(Chapter 110)**

class complaint
A written complaint of discrimination filed on behalf of a class by the agent of the class alleging that

a. The class is so numerous that a consolidated complaint of the members of the class is impractical;

b. There are questions of fact common to the class;

c. The claims of the agent of the class are typical of the claims of the class; and

d. The agent of the class, or the agent's representative, if any, will fairly and adequately protect the interests of the class. (**Chapter 110**)

classification
The orderly assignment of positions to a series, title, and grade. Such classification is in accordance with published classification and job grading standards or guides promulgated by the Agency (for Foreign Service positions) or by the US Office of Personnel Management (for Civil Service positions). (**Chapter 456)**

The act or process by which information is determined to be classified. **(Chapter 562**)

classification guidance
Any instruction or source that prescribes the classification of specific information. **(Chapter 562)**

classification guide
A documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element. (Chapters **562, 568)**

classified award
Contracts, grants, or cooperative agreements with positions requiring access to classified information. These procedures are applicable to licensees, grantees, and certificate holders to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations. (Chapters **562** and **567**)

classified contract
Contracts with positions requiring any contract employee to have access to classified information. (Chapters **562**, **567**)

classified information
See the definition for classified national security information. (Chapters **562, 566**, **567, 568)**

classified material
Any media, document, product, or substance on or in which classified information is recorded or embodied. (**Chapter 562)**

Classified National Security Information (Classified Information)
Information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked (confidential, secret, or top secret) to indicate its classified status when in documentary form. It is also referred to as classified information.

a. confidential: Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.

b. secret: Information of which the unauthorized disclosure could reasonably be expected to cause serious damage to the national security.

c. top secret: Information of which the unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security. (Chapters **545**, **552, 562, 566, 567**)

Classified National Security Information (Classified Information): Compartmented
The breaking down of sensitive data into small, isolated blocks to reduce the risk of unauthorized access. (Chapters **545**, **552)**

Clean PC Standard
A "Clean PC" is a PC that is designated for NMS use that has: 1) had its hard disk reformatted (cleaned); 2) had fresh copies of DOS, Banyan/Vines, and Windows 3.1 installed; 3) had conventional memory optimized so that the largest executable program size is at least 570Kb before Windows is run; 4) has at least 110Mb of available hard disk space on the C: drive before NMS is installed, and at least 30MB available at all times after NMS is installed; and 5) contains only software tested and approved to work with the NMS. (**Chapter 543**)

Clearance Class 2
A limited clearance for an overseas assignment. (**Chapter 407**)

Clearance Class 5
Employee is not cleared for overseas assignments. **(Chapter 407**)

clearing official
A clearing official is a person in a specific Bureau or Office obligated to review and clear ADS material. (**Chapter 501**)

close-out
An action that occurs concurrently with or subsequent to the CFO's decision to write off a debt for which the CFO has determined that future additional collection attempts would be futile. At close-out, USAID or Treasury under the cross-servicing agreement reports to the IRS the amount of an inactive debt as income to the debtor on IRS Form 1099C. No additional collection action may be taken by USAID after issuance of the 1099C. (**Chapter 625)**

close-out audit
The final audit report to be submitted upon completion or termination of a cost-reimbursable, time and material type contract, grant, or cooperative agreement. (**Chapter 591**)

Closed Hearings
Hearings of congressional committees which are closed to the public and the news media, usually due to the sensitive or confidential nature of the information under discussion. (**Chapter 554)**

closure
The point at which all corrective actions have been completed for resolved audit recommendations. (Chapter **591, 592)**

Code of Federal Regulations (CFR)
The CFR is the codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. (**Chapter 509**)

cognizant agency
The Government agency with primary audit responsibility for a particular contractor or grantee. (**Chapter 591**)

Cognizant Technical Officer (CTO)
The individual who performs functions that are designated by the Contracting or Agreement Officer, or is specifically designated by policy or regulation as part of contract or assistance administration. In other parts of the U.S. Government, the synonymous term is usually Contracting Officer's Technical Representative (COTR). **(See "Activity Manager" and ADS Series 300)** (Chapters **200-203**, **306**, **621**, **631**)

cohort
Those direct loans obligated or loan guarantees committed by a program in the same year even if disbursements occur in subsequent years. Post-FY1991 direct loans or loan guarantees will remain with their original cohort throughout the life of the loan, even

if the loan is modified. Pre-FY1992 loans and loan guarantees that are modified will each, respectively, constitute a single cohort. (OMB Circular No. A-11, Preparation and Submission of Budget Estimates) (**Chapter 623)**

collateral substitute
A mechanism for ensuring the repayment of loans other than the provision of formal collateral by the borrower. In the context of microfinance, group lending and character-based (experience-based) lending are the most common forms of collateral substitutes. (**Chapter 219**)

collection
The process of receiving amounts owed to the government, such as payment on a debt. (**Chapter 625**)

collection agency
A private sector entity whose primary business is the collection of delinquent debts. (**Chapter 625**)

collection amount
The amount of a disallowed cost that management recovers from a contractor or grantee. (**Chapter 591**)

Collection of Information
The obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties, or the public of information by or for an agency by means of identical questions posed, to, or identical reporting, record keeping, or disclosure requirements imposed on ten or more persons, whether such collection of information is mandatory, voluntary or required to obtain a benefit. (**Chapter 506**)

Combining Statements
Financial statements which present information found in the Principal Financial Statements by major programs, activities or funds, where feasible or appropriate. (**Chapter 594**)

commercial activity
An activity conducted by a Federal agency that provides a product or service which could be obtained from the private sector. Examples of such activities are found in Attachment A of Circular A-76. (**Chapter 104)**

Commercial Property
Property that is available through lease or purchase in the commercial market. (**Chapter 547)**

commercial services contracts
Contracts let on a commercial basis for the running or management of a utility or distribution network. (**Chapter 221**)

Commercial Telegrams
Telegrams that are sometimes sent to international or domestic addresses that do not have access to governmental telegraphic facilities. In such cases, delivery is by commercial telegraphic systems. The Department of State (DOS) uses commercial telegram systems only for domestic locations. (**Chapter 549**)

Commission
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

Commissioned Diplomatic Title
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435)**

commitment
An administrative reservation of funds in anticipation of their obligation. (**Chapter 621**)

commodity
Any material, article, supply, goods, or equipment. (Chapters **221**, **310**, **312**)

Commodity Import Program (CIP)
A program in which USAID provides foreign exchange to a host country that, by the terms of the applicable agreement between USAID and the host country, is used to finance particular commodity import transactions of the host country. (Chapters **307**, **320**, **324**)

commodity-related services
Delivery services and/or incidental services. (**Chapter 221)**

Communications and Records
Is the planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of Mission operations. (**Chapter 527**)

communications security (COMSEC)
Measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government concerning national security, and to ensure the authenticity of such telecommunications. COMSEC includes crypto-security, transmission security, emissions security, and physical security of COMSEC material and information. (**Chapter 562**)

commuting area
Commuting area is the geographic area that is normally considered one area for recruitment and employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities where people live and

reasonably can be expected to travel back and forth daily to their usual employment. (Chapters **418**, **467**)

Compartmented
The breaking down of sensitive data into small, isolated blocks to reduce the risk of unauthorized access. (Chapters **545**, **552**)

Compensation
Nontaxable benefits, including money paid due to loss of wages, medical expenses, rehabilitation expenses, loss of use of major body functions, and death benefits, payable under the FECA. (**Chapter 442**)

Compensatory Time Off at Certain Posts in Foreign Areas
See STR 800 (**Chapter 477**)

Competing Employee
An employee in tenure groups I, II, or III. (**Chapter 452**)

competition advocate
An individual charged by FAR 6.5 and AIDAR 706.5 with promoting full and open competition. The Agency competition advocate is the Deputy Director in the Office of Procurement (M/OP) responsible for Policy, Evaluation and Support, or his/her designee. For Washington contracting activities it is the Deputy Director in the Office of Procurement responsible for operations. For Missions it is the Deputy Mission Director, or the Mission Director where there is not a Deputy. (**Chapter 305**)

competitive area
The organizational unit(s) or subdivision and geographical location within the Agency in which employees compete for retention under RIF procedures. Separate competitive areas are established for each bureau or equivalent organization listed in the USAID Competitive Areas mandatory reference. Employees in a competitive area compete only with each other; they do not compete with employees in another competitive area. (Chapters **452**, **454**, and **455**)

competitive level
A grouping of all positions within a competitive area which are in the same grade (or occupational level) and classification series, and which are similar enough in duties, qualification requirements, pay schedule, and working conditions so that reassignment of one employee to any other position within that level may occur without undue interruption. (**Chapter 452**)

All positions in the competitive area that are sufficiently alike in qualifications, requirements, duties, and responsibilities that the incumbent of one position must be considered able to perform the duties of another position in the competitive level with minimal interruption to the work of the Agency. (**Chapter 455**)

All FS employees in the same service category (SFS or FS), the same salary class (e.g., FO/FP-1, FO/FP-2, FE-OC, FE-MC), and the same Primary Skill Code. (**Chapter 454**)

See ADS 452 and ADS 454 for Civil Service and Foreign Service definitions. (Chapters **452**, **453, 454**, **455**)

competitive service
Consists of all civil service positions in the executive branch, except positions which are specifically excepted from the competitive service by or under statute; positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; positions in the Senior Executive Service; positions in the District of Columbia which are specifically included in the competitive service by statute. (**Chapter 412**)

Federal positions normally filled through open competitive examination under civil service rules and regulations. (**Chapter 413**)

Federal positions normally filled through open competitive examination under civil service rules and regulations. About 60 percent of all Federal positions are in the competitive service. (**Chapter 418**)

competitive status
Basic eligibility of a person to be selected to fill a position in the competitive service without open competitive examination. Competitive status may be acquired by career-conditional or career appointment through open competitive examination, or may be granted by statute, executive order, or civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted subject to the conditions prescribed by civil service rules and regulations. (Chapter **413** and **418**)

complainant
Any individual who files a formal equal employment opportunity complaint with USAID. (**Chapter 110**)

complementary feeding
The appropriate addition of other foods while continuing breastfeeding, starting at about six months. (Note: Other foods given during breastfeeding prior to this time are considered “supplementary.”) (**Chapter 212**)

Complex Emergency
A disaster, usually of long term duration, that includes a combination of humanitarian, political and military dimensions which hinders the provision of external relief. (**Chapter 251**)

Composite Print
Film print combining picture and sound track. (**Chapter 502**)

compromise
A security violation which has resulted in presumed, probable, or confirmed access to classified information or material by an unauthorized person. (**Chapter 562**)

To accept less than the full amount of the debt owed from the debtor in satisfaction of the debt based on the improbability of the recovery of the full amount and other practical considerations. (**Chapter 625**)

Computer Assisted Systems Engineering (CASE) Tools
CASE software that has the utility to create other software for use in developing computer systems. (**Chapter 551**)

computer center
A facility housing a large centralized computer system and related telecommunications. (**Chapter 562**)

computer security (COMPUSEC)
Measures and controls that protect an automated information system against unauthorized accidental or intentional disclosure, modification, or destruction. (**Chapter 562**)

conditional gifts
Gifts made for a specific purpose with conditions on their use. (**Chapter 628**)

conditions precedent (CP)
A condition or set of conditions that must be met before USAID will agree to disburse funding (for example, if the host country laws require legislative approval of the Strategic Objective Agreement (SOAG), then USAID must receive evidence of that approval before funds disbursement). (**Chapters 200-203**)

conferences
Short meetings among technical specialists or others working in a common field, generally of a week's duration or less, to discuss a particular topic of shared, professional interest. (**Chapter 253**)

CONFIDENTIAL
A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security (source: Executive Order 12958). (Chapters **545**, **552**)

confidentiality
That state when information, programs, and interfaces are held in confidence and protected from unauthorized disclosure. (**Chapter 545)**

conforming amendment
Conforming amendments alter ADS material only so as to

- Include new or revised external regulations (this means precisely that change specified in the external regulation; this does not include the creation of new or revised USAID procedures to implement the regulation);
- Comply with policy already contained in other ADS chapters or Internal Mandatory References;
- Incorporate written policy issued by the Administrator; or
- Amend or add one office's procedures that do not have a substantial impact on any other Agency office. Authors must send M/AS/IRD an e-mail explaining how the change does not substantively impact another office.

ADS clearance is not necessary for these changes. (**Chapter 501**)

Congressional Correspondence
Any written request from Members of Congress or congressional staff regarding the activities of USAID and related topics. (**Chapter 553**)

Congressional Delegation (CODEL) (**Chapter 555**)

Congressional Inquiries
Requests for information from Members of Congress or congressional staff regarding the activities of USAID and related topics. (**Chapter 553**)

Congressional Reporting
Any reporting required under the Foreign Assistance Act, the Foreign Assistance and Related Agencies Appropriation Act, or any reporting requested by a Congressional Committee, Senator, or Congressman. (**Chapter 506**)

Congressional Staff Delegation (STAFFDEL)
Congressional staff delegation. (**Chapter 555**)

Congressional Testimony
Includes all appearances by USAID officers before committees of the United States House or Senate to testify regarding the activities of USAID and related issues. (**Chapter 554**)

connection
Any arrangement (intentional or otherwise) of hardware, software, firmware, peripherals, cabling, transceivers, etc. that supports or could enable system interoperability. (**Chapter 545**)

Consolidated Audit Tracking System (CATS)
An audit report and recommendation follow-up and tracking system shared by USAID and the Office of Inspector General (OIG). (**Chapter 595**)

constructed cost data
Cost data extracted from various sources (usually parts of various of contractors' invoices) which is used to accumulate expenses associated with a particular internal software development effort. Once the data is accumulated, and if the capitalization criteria are met, the constructed cost data becomes the source documentation for recording the accounting entry. This requires the worksheet (usually an electronic spreadsheet) and the supporting documentation to be readily available for audit and retained in accordance with the requirements for retention of financial documentation in ADS 502. (**Chapter 629**)

Constructive Cost
The total cost of per diem, travel, transportation and incidental expenses which would have been incurred for travel by a usually traveled route. (**Chapters 522**, **523**, **524**, and **525**) (6 FAM-111.3)(FTR 301-3.1)

Consultant
A person serving as an advisor to an officer or instrumentality of the Government, as distinguished from an officer or employee carrying out an agency's duties and responsibilities. Ordinarily, consultants are expert in the field in which they advise, but need not be specialists. (**Chapter 413**)

Continental United States
The 48 contiguous states and the District of Columbia. (6 FAM-111.3) (**Chapters 443**, **522**, **523**, **524**, and **525**)

Contingency
A possible event that must be prepared for such as an emergency. (**Chapter 502**)

contingency plan
A written plan of actions to be taken to safeguard assets and provide reasonable continuity of support should normal operations be disrupted due to the occurrence of an emergency situation or other undesirable event. (**Chapters 562**, **563**)

Contingency Planning
Instituting policies and essential procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. (**Chapter 502**)

Continuation of Pay
Continuation of regular salary for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury, intended to eliminate interruption of income while the Office of Workers Compensation Program (OWCP) is processing the employee's

claim. Continuation of pay (COP) is subject to taxes and all other usual payroll deductions. (**Chapter 442**)

Continuing Resolution (CR)
A CR is an "appropriation" for the entire fiscal year(s), pending enactment of a regular appropriation, but subject to time limitations as to how long it remains in effect (Chapters **603**, **621**, **634**)

Continuity
To go on with selected USAID programs in an actual state of contingency operating conditions. (**Chapter 502**)

Continuity of Operations Plan (COOP)
A contingency action plan which provides the capability for a Department or Agency to continue operations during a crisis which renders the organization's headquarters unusable. (**Chapter 531**)

contract
A mutually binding legal instrument in which the principal purpose is the acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal government, or in the case of a host country contract, the host government agency that is a principal, signatory party to the instrument. (**Chapter 302**, **304**, **305**, **621**)

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see Part 16. (**Chapter 331**)

contract actions
The steps necessary to conduct the procurement of goods and services covered by the Development Assistance Committee (DAC) Recommendation. (**Chapter 221**)

Contract Employee
Refers only to U.S. citizens employed as a Personnel Services Contractor (US PSC), independent contractor, fellow, institutional contractor, or any other category of individual, not a direct-hire, requiring a security clearance to work on USAID information or material or have unescorted access in USAID space. (**Chapter 567**)

Contract Information Bulletins (CIBs)
Issued by the Director, Office of Procurement (M/OP) to provide information of interest to contracting personnel, such as advance notification or interim implementation of changes in acquisition or assistance regulations, reminders, procedures, and general information. (**Chapter 302**)

Contract Management
Is the management and direction of USAID's procurements, including implementation of USAID's unique procurement policies, regulations, and standards both in USAID/W and overseas. (**Chapter 527)**

Contracting
Means purchasing, renting, leasing, or otherwise obtaining supplies or services from non-federal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements. (**Chapter 331**)

contracting activity(ies)
Means an element of an agency designated by the agency head and delegated broad authority regarding acquisition functions. In USAID, the contracting activities consist of the Office of Procurement (M/OP), the Office of Foreign Disaster Assistance (BHR/OFDA), the Center for Human Capacity Development in the Global Bureau (G/HCD), and each overseas post (see AIDAR 702.170-3). (**Chapters 302**, **331**)

contracting agency
Any entity of the host country designated by the country as responsible for negotiating contracts financed by an USAID loan or grant. This includes, but is not limited to, ministries of the national government and their sub-unit authorities (such as port or regional), units of local government at any level, and government-owned, private, or mixed corporations and similar entities. (**Chapters 301**, **305**)

Contracting Office
Means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. "Administrative contracting officer (ACO)" refers to a contracting officer who is administering contracts. "Termination contracting officer (TCO)" refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas. Reference in this regulation to administrative contracting officer or termination contracting officer does not (a) require that a duty be performed at a particular office or activity or (b) restrict in any way a contracting officer in the performance of any duty properly assigned. (**Chapter 331**)

Contracting Officer (See also, Agreement Officer)
A person representing the U.S. Government through the exercise of his/her delegated authority to enter into, administer, and/or terminate contracts and make related determinations and findings. This authority is delegated by one of two methods: to the individual by means of a "Certificate of Appointment", SF 1402, as prescribed in FAR 1.603-3, including any limitations on the scope of authority to be exercised, or to the head of each contracting activity (as defined in AIDAR 702.170), as specified in AIDAR 701.601. (**Chapters 302**, **331**, **535**)

contractor
A non-government organization or individual acting as an agent of USAID and carrying out a scope of work specified by USAID. (**Chapter 102**)

The seller of the goods and/or services. It includes both organizations and individuals.

a. Contractor Employee: An individual employed by a contractor who will be directly involved in the performance of the contract.

b. Subcontractor: Any person who furnishes services to, or for, a prime contractor.

c. Cognizant Technical Officer (CTO): The designated USAID official responsible for monitoring the performance of the contractor and exercising technical cognizance over the USAID contract, previously referred to as the Project Officer. The CTO is normally responsible for writing the contract's Statement of Work.

A for-profit or non-profit organization that has a contract with USAID. (**Chapter 636**)

contractor inventory
Government property in the possession of a contractor under contract terms where title is vested in the government. There are two types: Contractor Acquired Property (CAP) cost reimbursement and Government Furnished Property (GFP) contract cost reduction. Property purchased by a recipient under a grant or cooperative agreement is governed by the terms of the agreement and 22 CFR 226. (**Chapter 518**)

contractor, training
The organization hired by a Mission or USAID/W Bureau to help design, implement, or monitor aspects of results-oriented training under Mission guidance and authority. (**Chapter 253**)

control
The function of maintaining management accountability and oversight of personal property throughout its complete life cycle using various property management tools and techniques. (**Chapter 518**)

Control Symbol
Alphabetic and numeric symbols assigned to reports by the Office of Administrative Services, Information Records Division (M/AS/IRD) or other units which serve to identify the report and indicate review and approval of the requirement.
(**Chapters 506**, **556**)

Controllable Report
A recurring or one-time report not specifically exempted from control by M/AS/IRD.
(**Chapter 506**)

controlled access area
Specifically designated area within a building where classified information may be handled, stored, discussed, or processed. There are two types of controlled access areas: core and restricted. Those areas of a building requiring the highest levels of protection where intelligence, cryptographic, security and other particularly sensitive or compartmentalized information may be handled, stored, discussed, or processed. Classified information may be handled and stored. Classified discussions and processing are permitted but may be limited to designated areas, depending on the technical security threat. (**Chapter 562**)

Controller
Is the individual responsible directly to the Mission Director for discharging the financial management aspects of Mission operations. The Controller also provides advice and assistance to the Mission director and other Mission officials with respect to financial practices and procedures applicable to program implementation. (**Chapter 527)**

Controversion
The formal administrative procedure through which the Agency presents evidence to the Office of Workers' Compensation Program challenging an employee's claim.
(**Chapter 442**)

Convenience Files
Convenience files consist of extra non-record copies of correspondence, forms, and other papers, kept solely to satisfy a particular reference need. (**Chapter 502**)

conversion
Conversion moves an employee without a break in service from one personnel appointment to another personnel appointment in the same agency. (**Chapter 470**)

Coop Team
The full complement of preselected USAID personnel identified to fill the COOP staffing plan. (**Chapter 531**)

cooperating country (See also host country and local country)
The country receiving the USAID assistance. (**Chapters 305**, **322**, **495**)

Cooperating Country means the same as "host country." (**Chapter 495**)

Cooperating Country National (CCN) Employees
An individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country. For the purpose of this Chapter, CCN employees are the same as FSN employees. NOTE FSN is the most widely used terminology to describe non-U.S. citizen employees. (**Chapter 495**)

Cooperative Agreement
A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated. (**Chapter 304**)

Core Equipment
M/IRM defines core equipment as Local Area Network (LAN) and UNIX servers, Network Operating System Software and Options Peripheral Devices attached directly to a server, such as disks, tape drives and CD Drives, Network Concentrators and Wiring Components, and High Speed Printers. (**Chapter 546**)

Core Hours
The time periods of the workday during which an employee covered by a flexible work schedule is required by the Agency to be present for work or on approved leave. Agency core hours are 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. (**Chapter 479**)

core member
A member of a Strategic Objective (SO) Team carrying out a specific U.S. governmental function for that SO. (**Chapters 200-203**)

core team
Term no longer used. **(See "Strategic Objective (SO) Team")**

corporate information
Data that need to be shared among two or more Agency organizations. (**Chapters 548**, **550**)

corporate information systems
Systems that contain data that need to be shared among two or more Agency organizations. Corporate systems include any system that is used by or is of benefit to more than one organization to create, update, or delete corporate data. (**Chapters 543, 550**, **551**)

corrective action
Measures taken to implement audit findings and recommendations. (**Chapter 595**)

Correspondence
Correspondence includes letters, form letters, telegrams (cables), memoranda, endorsements, summary sheets, postal cards, memo routing slips, and other written or electronic communications. (**Chapter 503**)

Correspondence: Classified
Correspondence containing information which requires protection in the interest of national security, i.e., Top Secret, Secret, or Confidential. (**Chapter 503**)

Correspondence Management
Correspondence management is the program that establishes standards for managing correspondence within the Agency. (**Chapter 503**)

cost containment, cost control (interchangeable)
Broad terms to describe a range of management actions, attitudes, and tools exercised by the sponsoring unit and/or its contractor, grantee, or partner to reduce the costs of training. The cost to be contained may be any direct or indirect participant or training program cost. Includes cost-sharing (See also Cost-Sharing) (**Chapter 253**)

Cost of Doing Business
Those general activities which are required or expected to be carried out by any Federal agency, irrespective of the mandate/program of the agency. (**Chapter 601**)

Cost of Living Allowances
See STR 200; 3 FAM 3230 (**Chapter 477**)

cost-sharing
Any instance where USAID or its contractor identifies and arranges financial or in-kind support from counterpart organizations or independent non-governmental organizations to the benefit of a participant or training program. Cost-sharing can be with the training provider, training contractor, host-country institution, or any other stakeholder. Typical cost-sharing includes tuition remissions, assistantships, training-fee discounts, home-stays, in-kind contributions, international transportation costs, participant salary, and payment of any direct participant cost by the non-USAID funding source. Cost-sharing mobilizes additional financial resources for training, and increases the coverage and effectiveness of USAID's limited budget resources. (**Chapter 253**)

counterintelligence
Information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or persons; or international terrorist activities, excluding personnel, physical, document, and communications security programs.
(**Chapters 562**, **568**)

covenant
A condition that must be met during the performance of the Strategic Objective Agreement (SOAG) (such as after disbursement of USAID funding).
(**Chapters 200-203**)

covered countries
Countries identified annually as major illicit drug-producing or drug-transit countries under Section 490(h) of the FAA as well as any country or portion of a country that the State Department determines is to be treated as a covered country under the 487 regulations. (**Chapter 253**, **206**)

covered participant
USAID-financed participant (including in-country) receiving a scholarship, fellowship, or other structured training of more than six hours but only where USAID specifically approves the individual participant. In the case of agreements with Public International Organizations (PIO), "covered participant" refers only to participants who are specifically designated by USAID. (**Chapter 206**)

credit reporting agency
A credit reporting agency (also called a consumer reporting agency or credit bureau) is any person (or organization) that regularly engages in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer credit reports to third parties. (**Chapter 625**)

Credit Review Board
The Credit Review Board (CRB) is an internal advisory committee reporting to the USAID Chief Financial Officer (CFO). Pursuant to the CRB Charter, the CRB has the responsibility to recommend, for the CFO's final determination, the credit subsidy cost of each proposed DCA activity. The Charter further provides that the CRB recommends policies and procedures designed to ensure the financial soundness of all USAID credit programs, including DCA. (**Chapters 249**, **250**)

credit subsidy/reserve
In accordance with the Credit Reform Act of 1990, a credit subsidy (i.e., a loan loss reserve) must be estimated (under an overall FY appropriation for this purpose) for each Housing Guaranty authorization. OMB Circular No. A-34 (revised annually) outlines the procedures for credit subsidy estimates. For sovereign risk borrowers, the credit subsidy is determined by utilizing an OMB computer software model based on U.S. inter-agency (ICRAS) ratings for country risk. For non-sovereign risk borrowers, the credit subsidy is calculated utilizing a non-sovereign risk software model developed

for the Housing Guaranty Program and approved by OMB. This model is based partially on country risk and partially on financial analysis of the borrowers. (**Chapter 250**)

crediting plan
A plan containing weighted criteria used to measure the value of a candidate's qualifications (e.g., experience, education, training, honors, awards, and outside activities) against the knowledge, skills, abilities (KSAs) and other characteristics required by the vacant or new position. (**Chapter 418**)

creditor agency
The Federal agency to which the debt is owed, including a debt collection center when acting on behalf of a creditor agency in matters pertaining to the collection of a debt. (Source: 5 CFR Part 550) (**Chapter 625**)

critical assumption
A general condition under which the development hypothesis or strategy for achieving the objective will hold true. Critical assumptions are outside the control or influence of USAID and its partners (i.e., they are not results), but they reflect conditions likely to affect the achievement of results in the Results Framework, such as the level of world prices or the openness of export markets. (**Chapters 200-203**)

Critical Element
(Civil Service) A work objective which contributes toward accomplishing organizational goals and objectives and which is of such importance that unacceptable performance would result in an unacceptable performance in the position. (**Chapters 462**, **489**)

Critical Functions
Agency-level functions that are deemed so important to the survival and continuance of the Agency that they must continue to be performed during the crisis. (**Chapter 531**)

Critical Letter
Critical letters are issued to Rating Officials and Appraisal Committee members by the Performance Boards when a current evaluation is so deficient that the Performance Board's ability to make confident judgments on the employee's competitive standing has been affected, disadvantaging the employee. Critical letters are placed in the Rating Official's and Appraisal Committee members' Performance Evaluation File for two years. (**Chapter 463**)

Critical-Sensitive Positions
Definitions for terms used in this chapter are located in 3 FAM 695 3-3. (**Chapter 408**)

cross-servicing
Collections of debt by an organization on behalf of another agency. (**Chapter 625**)

currently not collectible (CNC) debt
Debt that has been written off and thereby removed as an active receivable. A record of the account may still be held by the organization unit for possible future offset or collection as well as for future credit prescreening purposes. (**Chapter 625**)

Customer
The person or group who is receiving a service, or who is considered the recipient or beneficiary of a given result or output. There are several different types of USAID customers:

- *Ultimate customers:* Those host country individuals, especially the socially and economically disadvantaged, who are beneficiaries of USAID assistance and whose participation is essential to achieving sustainable development results. (**Chapters 101**, **102**)

- *Intermediate customers:* Those organizations, including host country governments that receive USAID services to implement programs that are designed to benefit the ultimate customer. This includes private voluntary organizations (PVOs), contractors, and host country entities.

- *Internal/process customer:* Bureaus, Offices, and individuals within USAID that benefit from and participate in the activities undertaken by other Bureaus, Offices, and individuals within the Agency.

- *Washington and U.S.-based customers:* U.S. Government entities, or individuals representing such an entity, at whose behest USAID carries out its programs and who have a stake in the program results that USAID produces. Examples include Congress, the Office of Management and Budget (OMB), and the Department of State. Congress represents U.S. taxpayers. (**Chapters 200-203**, **250**)

Customer Service Plan
A planning document previously required for every individual Operating Unit. The plan is no longer required. This term is no longer used. (**Chapters 200-203**, **250**)

cut-off score
The minimum rating score which a candidate must meet in order to rank among the best qualified. (**Chapter 418**)

Cycling (Cycle)
The periodic removal of obsolete copies of vital records and their placements with copies of current vital records. This may occur daily, weekly, quarterly annually, or at other designated intervals. Update. (**Chapter 502**)

- D -

damage to the national security
Harm to the national defense or foreign relations of the United States from the unauthorized disclosure of information, to include the sensitivity, value, and utility of the information. (**Chapter 562**)

Danger Pay Allowance
See STR 650; 3 FAM 3270 (**Chapter 477**)

Data Administration
This function involves overseeing and understanding an organization's data. The Data Administration function ensures the most cost-efficient organization and use of the organization's data resources. (**Chapter 551**)

Data Base
A set of data, consisting of at least one data file, that is sufficient for a given purpose. (**Chapter 502**)

Data Base Management System
A software system used to access and retrieve data stored in a data base. (**Chapter 502**)

Data Brokering
Coordinating Agency program-funded development information service activities. (**Chapter 540**)

Data File
The actual information files within the system. It can be numeric, text, graphic, or combo. (**Chapter 502**)

Data Stewardship
The Agency organization that is responsible for collecting and maintaining Agency data. (**Chapter 551**)

Data Telecommunication
This includes local area networks (LANs), wide area networks (WAN), mainframe, mini and gateway micro computers, electronic bulletin boards, Electronic Mail (e-mail), X.400, Internet, and other network-enabled applications provided through the USAID Network (USAIDNET) (e.g., sending faxes through e-mail, asynch dial-out/dial-in, File Transfer Protocol (FTP), telecommunication network, etc.,) for both USAID/W and overseas locations. (**Chapter 549**)

Day
Means, unless otherwise specified, a calendar day. (**Chapter 442**)

days
For the purposes of the EEO complaint process, the term days refers to calendar days. Due dates that fall on weekends or holidays require action on the next business day. (**Chapter 110**)

(See 3 FAM 4310 (Old 3 FAM 761.2) (**Chapters 485** and **486**)

Calendar days, unless otherwise specified. (**Chapters 450**, **487**)

debarment
An action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor so excluded is "debarred". (**Chapter 313**)

debt
An amount of money or property that has been determined by an appropriate organization unit official to be owed to the United States by any person, organization, or entity except another Federal agency. The term "debt" is interchangeable and synonymous with the term "claim." (**Chapter 625**)

debt collection
That portion of the claim management cycle dealing with the recovery of delinquent amounts due after routine account servicing fails. This activity includes the assessment of the debtor's ability to pay, the exploration of possible alternative arrangements to increase the debtor's ability to repay, and other efforts to secure payment. (**Chapter 625)**

debt forgiveness
All actions relating to debt (forgiveness, swaps, buy-backs, rescheduling, and refinancing) (**Chapter 221)**

debtor
An individual, organization, association, corporation, or a state or local government indebted to the United States or a person or entity with legal responsibility for assuming the debtor's obligation. (**Chapter 625**)

deciding official
The designee authorized by the agency head to impose suspension and/or debarment, for USAID it is the Procurement Executive/Assistance Executive. This is the same as "Debarring official" and "Suspending official" in FAR 9.4. (**Chapter 313**)

(See 3 FAM 4310 (Old 3 FAM 761.2) for definition that applies to 485.) (**Chapter 485**)

Management official authorized to render Agency decisions on proposed disciplinary and adverse actions. (**Chapter 487**)

Decision Officer
The individual who has the responsibility of making the final Agency decision, normally the Chief, Bureau for Management, Office of Human Resources, Labor and Employee Relations Branch (M/HR/LERPM/LER). (**Chapter 490**)

The officer designated by the Administrator who is responsible for determining that an exigency of the public business exists, and that there is no alternative to cancellation of approved leave.

Decision officers are (a) assistant administrators and heads of Directorates, and independent offices reporting directly to the Administrator or an associate administrator, and (b) heads of overseas Posts (limited to determining that an exigency exists and concurring to cancellation of scheduled leave by approving officer). If the officer's leave is affected or if the decision officer approved the leave in question, the decision authority passes to the next higher level. (**Chapter 480**)

declassification
The determination that classified information no longer requires, in the interests of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation. (**Chapter 562**)

Declassification Officer
The person who reviews classified documents and makes the determination on whether documents may be declassified. (**Chapter 510**)

dedicated mode
The mode of operation in which the system is specifically and exclusively dedicated to and controlled for the processing of one particular type or classification of information, either for full-time operation or for a specified period of time. (**Chapters 545**, **552**)

Deductions
The amounts withheld for retirement purposes from the basic pay of an employee subject to the retirement law. (**Chapter 494**)

deep outreach
The provision of significant benefits to particularly disadvantaged members of a broader target group. In the case of microenterprise development programs, these typically include the poorest microentrepreneurs, female microentrepreneurs, etc.
(Chapter 219)

default
Failure to meet any obligation or term of a credit, grant, or contract agreement that causes the lender to accelerate demand on the borrower because of the severity of the borrower's breach of the agreement. Default is often used to refer to accounts more than 180 days delinquent. (**Chapter 625**)

Defense Base Act Insurance
Worker's compensation insurance for contractor employees working overseas; required by statute (the Defense Base Act) for all contractors and subcontractors, regardless of the duration of their assignment. Not applicable to PSCs, who are covered by the Federal Employees Compensation Act. (**Chapter 322**)

Deferred Annuity
An annuity payable to a separated employee which is scheduled to begin when the separated employee reaches age 62. (**Chapter 494**)

degauss
The application of an alternating current (AC) field for the purpose of demagnetizing magnetic data recording media. The process involves increasing the AC field gradually from zero to some maximum value and back to zero, which leaves only a very low residue of magnetic induction on the media. (**Chapters 552**, **562**)

delegation of authority (DOA)
A document that officially recognizes when an official, vested with certain powers (authorities), extends that power (authority) to another individual or position within the chain of command. (**Chapters 201-202**)

Delegation of Authority
A document similar to a warrant used to re-delegate purchasing authority within specified limits to designated Cardholders. (**Chapter 331**)

delinquency
The failure of a borrower to make interest and/or principal payments on time. A delinquent loan is one on which payments have not been made on time. (**Chapter 219)**

delinquency rate
The total outstanding principal on loans with payments past due more than a given number of days, as a percent of a financial institution's TOTAL loan portfolio (TOTAL unpaid balance on outstanding loans). In the context of this guidance, 90 days past due is used as the threshold of delinquency. (**Chapter 219**)

delinquent debt
Any claim that has not been paid by the date specified in the agency's bill for collection or demand letter for payment or which has not been satisfied in accordance with a repayment agreement. (Source: 31 CFR Chapter IX) (**Chapter 625**)

Deliver or Supply
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Any service customarily performed in a commercial export transaction which is necessary to effect a physical transfer of commodities to the cooperating country.

Examples of such services are export packing, local drayage in the source country. (**Chapter 314**)

demand letter
A letter in lieu of a bill for collection sent to a debtor giving notification that a debt is due by a certain date, and requiring the debtor to pay applicable interest, administrative costs, and/or late penalties if not paid by the date due. The debtor must also be informed of his/her due process rights in the demand letter. (**Chapter 625**)

demotion
A change of an employee to a lower grade or to a position with a lower rate of pay. (**Chapter 418** and **487**)

The change of an employee to a lower grade when both the old and the new positions are under the same pay schedule (e.g. Civil Service or prevailing rate employees), or when the old and new positions are in different pay schedules with the new position offering a lower rate of pay. (**Chapter 418**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

Demotion at an Employee's Request
See 5 CFR 536.102 (**Chapter 474**)

Demotion for Personal Cause
See 5 CFR 536.102 (**Chapter 474**)

Demurrage
The amount paid on a daily basis by the charterer to the ship owner or operator for delay of the vessel in port in excess of the number of days stipulated in the charter party; an extra charge to the charterer for delays in loading or discharging the cargo. (**Chapter 314**)

deobligation
The process of removing unneeded funds from an obligating instrument. This step is typically done upon completion of activities when unliquidated obligations might have become excessive or might no longer be needed for the original purpose. Deobligations are also referred to as the cancellation or downward adjustment of a previously recorded obligation. (**Chapters 200-203**, **621**, **635**)

Department
Includes independent establishment, agency, or federally-owned or -controlled corporation. (**Chapter 443**)

Department of State Form
A form initiated by the U.S. Department of State and used by USAID. Usually carries a DS form number. (**Chapter 505**)

Dependent
(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. (**Chapter 306**)

A spouse (as defined by the employee's state of official residence), unmarried child (including unmarried dependent stepchild or adopted child) under 21 years of age, a dependent mother or father, a dependent designated in official records, or an individual determined to be a dependent by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee. (**Chapter 478**)

Dependents (See Family)
Dependents include a wife or husband; an unmarried child under 18 years of age who receives regular support from the employee, or, if over 18, incapable of self-support due to physical or mental disability; a student under 23 years of age who has not completed four years of post-high school education and is regularly pursuing a full-time course of study; a parent wholly dependent upon and supported by the employee. (**Chapter 442**)

Includes a lawful widow; children, stepchildren, and adopted children, if unmarried, under twenty-one years of age, and in fact dependent upon the decedent for support, or if physically or mentally incapable of self-support regardless of age; and dependent parents who were a part of the decedent's household. (**Chapter 443**)

Those persons reliant upon an employee for their support and claimed on the residency (OF 126) statement. (**Chapter 523**)

Deposit
A sum of money paid into the fund by an employee or survivor to cover a period of service during which deductions were not withheld from pay. (**Chapter 494**)

depreciation
Depreciation is the systematic and rational allocation of the acquisition cost of an asset, less its estimated salvage or residual value, over its estimated useful life. (Source: SFFAS 6) (**Chapter 629**)

deputy
A position that serves as an alter ego to a high level manager. A deputy either shares equally with the manager in the direction of all phases of the organization's program and

work or is assigned continuing responsibility for managing a major part of the manager's program when the total authority and responsibility for the organization is equally divided between the manager and the deputy. This excludes positions informally referred to as "deputies" that require expertise in management subjects but do not include responsibility for directing either the full organization or an equal half of the total organization. (**Chapter 102**)

derivative classification
Assignment of classification by incorporating, paraphrasing, restating or generating in new form information that is already classified, and marking the newly developed material consistent with the markings of the source information. (**Chapter 562**)

Design Documents
Design and authorization documents, etc., that define, describe, authorize, and commit a development assistance activity. (**Chapter 540**)

Designated Housing
Under the Single Real Property Manager concept, the only designated housing are the residences for the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and Marine Security Guards. (FAM06-0700) (**Chapter 535**)

Designated Security Accreditation Authority (DSAA)
A USAID official with the authority to formally assume responsibility for operating a system at an acceptable level of risk. This term is synonymous with "Designated Accreditation Authority - DAA" (used by most Federal agencies); DAA also may refer to a designated accrediting authority or a designated approving authority. {Source: This is a USAID-specific variation on a Federal Government term included in NSTISSI No. 9001} (**Chapter 545**)

Designee
An USAID employee who applies on behalf of an USAID colleague to become a leave recipient. (**Chapter 482**)

desk review
A limited review of a financial audit report prepared by non-Federal auditors to determine whether the report contains all the required elements and appears to be accurate and logical. (**Chapters 590**, **591**, and **595**)

Despatch
The amount paid on a daily basis by a ship owner or operator to the charterer for the time saved in loading or discharging cargo. An allowance by the ship owner or operator for time saved in loading or discharging the cargo. Despatch terms are set forth in the Charter. (**Chapter 314**)

detail
The temporary assignment or loan of a direct-hire employee to an outside organization, or within USAID, without change of position from that held in USAID and/or the temporary assignment of non-USAID personnel to USAID, with the expectation that the employee will return to the official position of record upon the expiration of the detail. (**Chapter 418** and **432**)

Detention
The penalty paid by the charterer for delay of a vessel beyond the contracted terms. (**Chapter 314**)

development actors
USAID has recently expanded its concept of development actors to include the full range of organizations both public and private who seek to achieve improvements in society. These groups can include private sector companies, foundations, universities, philanthropic leaders, multilateral organizations, faith-based membership organizations, and ethnic diaspora sending money home to their country of origin. (**Chapters 200-203**)

Development Alliance
(See “Public-Private Alliance”)

Development Assistance Committee (DAC)
The committee of the Organization for Economic Cooperation and Development that deals with development cooperation matters. (**Chapter 221**)

Development Experience
The cumulative knowledge derived from implementing and evaluating development assistance programs. Development experience is broader in scope than "lessons learned", and includes research findings, applications of technologies and development methods, program strategies and assistance mechanisms, etc. (**Chapter 540**)

Development Experience Clearinghouse
The Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division (PPC/CDIE/DI) office which acquires, processes, and disseminates, on demand, intellectual materials which describe the planning, design, implementation, evaluation, and results of USAID development assistance activities. (**Chapter 540**)

Development Experience Documentation
Documents which (1) describe the planning, design, implementation, evaluation and results of development assistance and (2) are generated during the life cycle of development assistance programs or activities. (**Chapter 540**)

Development Experience System
A collection of databases providing access to USAID produced or funded development experience documents and descriptions of USAID development assistance activities. (**Chapter 540**)

development hypothesis
A narrative description of the specific causal linkages between Intermediate Results (IRs) and a Strategic Objective (SO) that are expected to lead to the achievement of the SO. The hypothesis is based on sound development theory, knowledge, and experience within the context of a specific SO. Generally, the term refers to plausible linkages, and not statistically accurate relationships. (**Chapters 200-203**)

Development Information
The corpus of published literature, unpublished "gray literature", statistical data, current awareness information, knowledge bases, etc. which document, describe, measure, and communicate the methods, technologies, status, performance, results and experience of development practices and activities by the international development community and local, indigenous development practitioners. (**Chapter 540**)

Diplomatic Pouch
A sealed container documented and marked according to the requirements of Vienna Diplomatic and Consular Conventions and the Department of State. (**Chapter 513**)

Direct Acquisition
When USAID is a direct party, a signatory, in a mutually binding legal relationship obligating the seller ("contractor") to furnish supplies or services and the buyer ("USAID") to pay for them. (**Chapter 301**)

Direct Contracting
See DIRECT ACQUISITION (**Chapter 301**)

direct-hire employee
Refers only to U.S. citizens employed as direct-hire (general schedule Civil Service) and excepted service (non-career and Foreign Service)), expert consultant, or Advisory Committee Member Serving without Compensation) working for USAID. (**Chapters 562**, **566**, **567**)

Direct Letter of Commitment
A USAID Letter of Commitment issued directly to primarily host-county contractors, suppliers, or carriers under which specified documents are submitted directly to USAID for payment. (**Chapter 630**)

direct loan
A disbursement of funds by USAID to a non-Federal borrower under a contract that requires the repayment of such funds within a certain time, with or without interest. The

term includes the purchase of, or participation in, a loan made by another lender. (OMB Circular A-11) (**Chapter 623**)

direct procurement
See Direct Acquisition (**Chapter 302**)

Directed Reassignment
A management decision of the Administrator to reassign a career or probationary appointee to another SES position for which qualified. (**Chapter 455**)

directives management program
The directives management program provides Agency personnel with the means to document and convey Agency policy directives and required procedures to users through written instructions. (**Chapter 501**)

disability
A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (**Chapters 253**, **514**)

disallowed cost
An incurred cost questioned by the audit organization that USAID has agreed is not chargeable to the government. (**Chapter 595**)

disaster
An unexpected occurrence, manmade or natural, that causes loss of life, health, property or livelihood, inflicting widespread destruction and distress and having long-term, adverse effects on Agency operations. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (**Chapters 251**, **502**, **530**)

Disaster Declaration
The written determination by a U.S. Ambassador or designee of the Secretary of State that a disaster situation exists, with lives at risk, which exceeds local capacity and for which it is in the U.S. Government's interest to respond. (**Chapter 251**)

Disaster Reconstruction
Longer term activities designed to augment critical infrastructure and promote development goals; of tertiary priority to Disaster Relief and Rehabilitation. (**Chapter 251**)

Disaster Rehabilitation
Intermediate term activities to assist disaster stricken populations to return to a state of viability. A secondary priority to life sustaining Disaster Relief. (**Chapter 251**)

Disaster Relief
Immediate, life sustaining assistance provided to disaster victims. (**Chapter 251**)

disbursements
Payments made using cash, check, or electronic transfers. Disbursements include advances to others as well as payments for goods and services received and other types of payments made. (JFMIP) Note: The Agency often uses the term "**disbursements**" to mean only "**payments that liquidate obligations**," which actually is the definition for "**outlays**." (**Chapters 200-203**, **631**)

discharge
To satisfy a debt as a legal obligation through the performance of the obligation imposed under the debt instrument, such as payment in full or compromise. A debt is discharged at the time an agency stops all efforts to recover the debt because, in effect, the agency is terminating the debt as a legal obligation of the debtor's to repay. Before discharging a debt, the Debt Collection Improvement Act requires agencies to take appropriate steps to collect the debt including offset, referral to private collection agencies, referral to Treasury or a Debt Collection Center, reporting to a credit bureau, administrative wage garnishment, and litigation. The discharge does not, however, satisfy the debtor's legal obligation to pay taxes on the debt, since it may represent taxable income to the debtor. Close out and discharge are used interchangeably in ADS 625. (**Chapter 625**)

Disciplinary Action
(See 3 FAM 4310 {Old 3 FAM 761.2}) (**Chapter 485**)

An action against an employee in the form of an oral admonishment, reprimand or suspension of 14 days or less. (**Chapter 487**)

disclosure
Making a record available to another person or entity, other than the individual to whom the record pertains by any means of communication (oral, written, electronic). (**Chapter 509**)

Discretionary Advisory Committee
An advisory committee established within the authority of the Administrator. (**Chapter 105**)

discrimination
Discrimination in marine insurance exists when a cooperating country takes actions which hinder private importers in USAID transactions from making cost, insurance and freight (c.i.f.) and cost and insurance (c. and i.) contracts with U.S. commodity suppliers, or which hinder importers in instructing such suppliers to place marine insurance with companies authorized to do business in the United States. Discrimination does not exist in either of the following situations: 1) when a cooperating country, in importing for itself, elects not to use USAID dollars for marine insurance but instead follows a policy of self-insurance or insures with non-USAID funds, or 2) when a

cooperating country insures public sector procurements locally with a government-owned insurance company. (**Chapter 322**)

disposable pay
That part of current basic pay, special pay, incentive pay, retired pay, retainer pay, or in the case of an employee not entitled to basic pay, other authorized pay remaining after the deduction of any amount required by law to be withheld (other than deductions to execute garnishment orders) in accordance with 5 CFR 581 and 582. Among the legally required deductions that must be applied first to determine disposable pay are levies pursuant to the Internal Revenue Code (Title 26, United States Code) and deductions described in 5 CFR 581.105 (b) through (f). These deductions include, but are not limited to: Social Security withholdings; Federal, state, and local tax withholdings; health insurance premiums; retirement contributions; and life insurance premiums. (Source: 5 CFR Part 550) (**Chapter 625**)

disposal
Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (**Chapters 518**, **536**)

Disposition
The transfer, retirement, and/or disposal of records or non-record material. (**Chapter 502**)

The regulation of the fate, condition, application, and related conditions of property; the transference of property into new hands, a new place, condition, and so forth; alienation, or parting; as a disposal of property. (**Chapter 536**)

Disposition Schedule
A document providing mandatory instructions for what to do with records (electronic and hard copy)(and non-record materials) no longer needed for current Government business, with provision of authority for the final disposition of recurring or nonrecurring records. (**Chapter 502**)

dissemination
Agency initiated or sponsored distribution of information to the public (see 5 C.F.R. 1320.3(d) definition of "Conduct or Sponsor" and OMB Circular A-130). Dissemination does not include distribution limited to government employees or agency contractors or grantees; intra- or inter-agency use or sharing of government information; and responses to requests for agency records under the Freedom of Information Act, the Privacy Act, the Federal Advisory Committee Act, or other similar law. This definition also does not include distribution limited to correspondence with individuals or persons, archival records, public filings, subpoenas, adjudicative processes, or press releases, fact sheets, press conferences, or similar communications in any medium that announce or support the announcement or give public notice of information USAID has disseminated elsewhere. (**Chapter 578**)

Distinguished Service Award
Presidential award for sustained extraordinary accomplishment which carries a payment of up to $20,000. (**Chapter 422**)

Division
An organization unit below the Office level; a Level II organization. Divisions are established when operating requirements, functional concerns, and/or staffing levels justify dividing an Office into sub-elements. (**Chapter 102)**

document
Any publication (bound or unbound, printed material such as reports, studies, manuals), correspondence (letters, cables, and memos), or other printed or written products (such as charts, maps, etc.). (**Chapter 562**)

Document Distribution Unit
The Development Experience Clearinghouse office which provides on-demand copies of USAID project and program documents and USAID-funded technical reports in the Development Experience System (DEXS), and/or on CD-DIS. (**Chapter 540**)

dollar-sourced local currency
Foreign currency purchased by or converted from dollars whose source was appropriated funds. They are considered Treasury funds and are treated in the same way for Treasury Cash Management purposes. (**Chapter 636**)

dollar trust funds
These accounts established by the U. S. Treasury are for the purpose of recording expenditures against receipts held in trust, where USAID acts in a fiduciary capacity in carrying out specific purposes and programs in accordance with international agreements or U.S. statutory requirements. There is no connection between dollar trust fund accounts and separate dollar accounts required under the Appropriations Act for cash transfer assistance or nonproject sector assistance. (**Chapter 628**)

Domestic Relocation Allowance
See ADS 524 (**Chapter 477**)

Domestic Voice Telecommunications
Voice telecommunications originating and ending within the United States.
(**Chapter 549**)

donations
Donations are monies and materials given by private persons and organizations to USAID without receiving anything in exchange. This term is used interchangeably with gifts for the purposes of ADS Chapter 628. (**Chapter 628**)

Drug Abuse
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Drug Abuse Prevention Function
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Drug Dependency
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Drug Experimenter
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Drugs
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Dubbing
A duplicate copy of a sound recording or video, and the combination of sound materials from different sources such as dialogue, music, and sound effects into a single sound track. (**Chapter 502**)

due diligence
The technical term for the necessary assessment of the past performance, reputation, and future plans of a prospective alliance partner, private sector, or other entity, with regard to various business practices and principles. This assessment of a prospective alliance partner would normally involve, at a minimum, examining their social, environmental, and financial track records. (**Chapters 200-203**)

Duty Hours
The period when the majority of employees are at work (0815 - 1700 hours, Monday through Friday). (**Chapter 531**)

- E -

Earned Annuity
An amount computed on the basis of the employee's actual service, unused sick leave, and high 3 average pay and, if required, reduced for retirement before age 55 and failure to make deposits or redeposits. (**Chapter 494**)

Economic and Social Data Base (ESDB)
An online information system that provides access to international economic and social data in support of Agency operations and evaluation activities. (**Chapter 540**)

Economic and Social Data Service (ESDS)
A service to the Agency providing identification, election, interpretation and analysis of international economic and social statistical data from USAID and other international donor and USG sources. (**Chapter 540**)

Economy Act Orders
Requisitions for goods or services placed by one Federal Agency with another (using FAR 17.5 procedures) under Economy Act Section 1535(a). USAID rarely uses Economy Act Orders when transferring funds to other agencies, since the specific authorities under FAA Sections 632(a) and 632(b) generally cover the same types of transactions and are more appropriate to use. (**Chapter 306**)

Economy Fare
Air transportation costing less than premium, including excursions, groups, and special fares. (See also ACCOMMODATIONS (AIRPLANE)) (**Chapter 523**)

editorial changes
Editorial changes are simple clarifications that **do not** alter the substantive meaning of the ADS material. Editorial changes include punctuation changes, grammar corrections, updates to office symbols, address and name changes, and hyperlink additions. (**Chapter 501**)

Education Allowance
See STR 270; ADS 523.5.1p (**Chapter 477**)

Educational Travel
STR 280; 6 FAM 111.1-1 (**Chapter 477**)

EEO Counselor
An individual appointed by the D/EOP to provide EEO counseling on a collateral duty basis. (**Chapter 110**)

EEOC
U.S. Equal Employment Opportunity Commission. (**Chapter 110**)

effective date
The date that specific policy directives and/or required procedures within an ADS chapter or internally created reference become effective. Effective dates only change when substantive modifications are made within the document. (**Chapter 501**)

Effective Rating (Civil Service)
Indicates that performance meets the performance measures established for a Civil Service work objective. (**Chapter 462**)

Effects
(replaced by the term “household effects”) (Chapters **521**, **523**, **524**, **525**)

Electronic Documents
Documents composed on computers, using a variety of word processing, data collection, spreadsheet, and/or other software programs. (**Chapter 540**)

Electronic Form
A form generated by computer software and used as the basic tool for collecting and transmitting information. (**Chapter 505**)

Electronic Funds Transfer (EFT)
Electronic Funds Transfer (EFT) is the standard method for making Federal payments. EFT includes any method used to transfer funds electronically, including Fedwire, Automated Clearing House (ACH) transfers, On-line Payment and Collection (OPAC) system, etc. (**Chapter 630**)

Electronic Information System
A system that contains and provides access to computerized Federal records and other information. (**Chapter 502**)

electronic mail (e-mail)
Electronic method of Agency communications within USAID/Washington and throughout the mission locations via telecommunications links between computer terminals. (**Chapter 502**)

Electronic Mail Message
A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message. (**Chapter 502**)

Electronic Mail System
A computer application used to create, receive and transmit messages and other documents. Excluded from this definition are file transfer utilities(software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers, and word processing documents not transmitted on an e-mail system. (**Chapter 502**)

Electronic Record Keeping System
An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use and disposition. (**Chapter 502**)

Electronic Records
Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301. (**Chapter 502**)

Electronic Records System
Any information system that produces, manipulates or stores records by using a computer. (**Chapter 502**)

eligible candidates
Candidates who meet (or will meet within 30 days of the closing date of the vacancy announcement) the Office of Personnel Management or USAID qualification standards for the position, including appropriate selective placement factors and any time-in-grade requirements. (**Chapter 418**)

eligible countries
Those countries specified by Geographic Code in the Strategic Objective Agreement, Implementation Letters, and other related documents for the supply of services and goods. (**Chapter 305**)

eligible family members (EFM)
(replaces the term "family/authorized dependents")

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term includes, 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 and when dependent upon and normally residing with the guardian;

(2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 686.1);

(3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 686.1); and

(4) Spouse. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

Emergency
A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally a short duration, for example, an interruption of normal Agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes. (**Chapter 502**)

Emergency Action Committee
Emergency Action Committee is an organization established at a Foreign Service post by the Chief of Mission or principal officer for the purpose of directing and coordinating the post's response to contingencies emergency situations. (**Chapter 530**)

Emergency Coordinator
The individual appointed by the Administrator in compliance with Executive Order 12656, to administer the Continuity of Operations Plan for the Agency. (**Chapter 531**)

emergency & evacuation network (E&E Net)
A radio channel designated specifically for security of personnel at the U.S. Mission. (**Chapter 562**)

emergency exit
A secure door designated for emergency egress during a fire or other life threatening evacuation. (**Chapter 562**)

Emergency Operating Records
The type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. (**Chapter 502**)

Emergency Relocation Site
The site containing the Agency's emergency operating facility. Executive Order 12656 requires all Federal Departments and Agencies to establish plans, programs, equipment and facilities to ensure the continuity of essential functions. (**Chapter 531**)

employee
Includes all USAID U.S. citizen direct-hire personnel and personal service contractors. (**Chapter 110**)

A direct-hire employee of USAID or a Participating Agency. (**Chapter 306**)

For purposes of ADS 450, any member of the Foreign Service serving under a time-limited appointment. (**Chapter 450**)

Employee for the purpose of payment of a recruitment bonus means an individual who is "newly appointed" or to whom the Agency has made a written offer of employment for a new appointment. "Newly appointed" refers to an individual's first appointment in the Federal Government or an appointment following a break in service of at least 90 days. All three branches are part of the Federal Government for this purpose.

Employee for the purpose of payment of a relocation bonus means a current employee of the Federal Government in a different agency and in a commuting area outside of metropolitan Washington, D.C., who will be appointed or assigned without a break in service of any length to the Agency. Relocation bonuses do not apply to overseas assignments. (**Chapter 467**)

See CFR 536.102 for definition which applies to ADS Chapter 474 (**Chapter 474**)

An employee of USAID (including direct hire and Participating Agency Staff (PASA)) who is a citizen or national of the United States, or an alien who has been admitted to

the United States for permanent residence. This does not include a part-time or intermittent employee or native labor casually hired on an hourly or daily basis. (**Chapter 478**)

An employee who:

a. enters a missing status inside the continental United States; or

b. is a resident at or in the vicinity of place of employment in a territory or possession of the United States or in a foreign country and who was not living there solely as a result of employment; is an employee for the purposes of this chapter only upon determination by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee, that this status is the proximate result of employment by the Agency. (**Chapter 478**)

See 3 FAM 4310 (Old 3 FAM 761.2) for definition which applies to ADS Chapter 485. (**Chapter 485**)

See 6 FAM 311.3 for definition that applies to ADS 521. (**Chapter 521**)

A person appointed in any one of the categories listed in the Foreign Service Act of 1980, or appointed pursuant to other statute deriving employment authority from the Act, but excluding USAID third-country national employees. (6 FAM-111.3) **Chapters 522**, **523**, **524**, and **525**)

U. S. citizen employee of USAID, both direct-hire and contractors. (**Chapters 562**, **566**, **567**)

A current employee of the Federal government, including current members of the Armed Forces or a Reserve of the Armed Forces. (**Chapter 625**)

employee entrance
An entrance designated for the exclusive use of authorized employees to gain access to a facility. (**Chapter 562**)

employee injury
A wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and affected body member or function. (**Chapter 476**)

employee non-work time
Employee non-work time means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use government office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times). (**Chapter 541**)

Employee Performance File (EPF)
Incorporates all records maintained on an employee which are identified in writing by the Agency as relating to performance (e.g., performance appraisals, training certificates, letters of commendation, etc.). (**Chapter 418**)

employee salary offset
The administrative collection of a debt by deductions at one or more officially established pay intervals from the current pay account of an employee without the employee's consent. (**Chapter 625**)

employee with disability
A government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment and who is driven to work by another. (**Chapter 514**)

Employer-Employee Relationship
An employment relationship under a service contract with an individual occurs, as a result of 1) the contract's terms or 2) the manner of its administration during performance when the contractor is subject to the relatively continuous supervision and control of a Government officer or employee. (**Chapter 495**)

employment authorization
The determination that an individual is eligible to occupy a non-sensitive position. Such eligibility is granted subsequent to a personnel security investigation in which no issues were developed and after a favorable adjudication is made. (**Chapters 562**, **567**)

Employment on a Temporary or Term Basis
See 5 CFR 536.102 (**Chapter 474**)

encryption
Protecting information by encoding it through use of logarithmic coding keys. (**Chapters 545**, **552**, **562**)

end-user applications
Computer software (such as Microsoft Office, Microsoft Project, etc.) that provides specific functions for an individual or small group and is not a part of processing corporate information. This software is either commercially available or a custom application. (**Chapter 550**)

Endorsement
The act of endorsing something, i.e., to write a note on a document, to give approval to. (**Chapter 503**)

Energy Conservation Measures
Measures that are applied to an existing Federal building that improve energy efficiency and are life cycle cost effective and that involve energy conservation, cogeneration facilities, renewable energy sources, improvements in operation and maintenance efficiencies, or retrofit activities. (**Chapter 528**)

Energy Efficiency Goal
The ratio of production achieved to energy used. (**Chapter 528**)

Energy Use Avoidance
The amount of energy resources, e.g., gasoline, not used because of initiatives related to conservation. It is the difference between the baseline without a plan and actual consumption. (**Chapter 528**)

entertainment
Entertainment is an umbrella term which includes, but is not limited to, food and drink, either as formal meals or snacks and refreshments; receptions and banquets, including the cost of invitations and other associated matters; music, live or recorded; live artistic performances; and personal gifts and furnishings. For other examples of "entertainment," see Standardized Regulations **Chapter 320**, Allowable Items of Expenditure. (**Chapter 610**)

entity
An embassy, consulate, trade, press, airline, cultural, tourist, or business office, and any organization representing a foreign country. (**Chapter 562**)

entrance conference
A meeting to discuss the planned review, including time constraints, preliminary scope and contacts, issues, sensitivities, points of contact, referrals for information, and preliminary requests for information/documents. (**Chapters 590**, **592**)

Environment
The term environment, as used in these procedures with respect to 593 effects occurring outside the United States, means the natural and physical environment. With respect to effects occurring within the United States, see 22 CFR 216.7(b). (**Chapter 204**)

Environmental Assessment
A detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment of a foreign country or countries. (**Chapter 204**)

environmental impact statement
A detailed study of the reasonably foreseeable positive and negative environmental impacts of a proposed USAID action and its reasonable alternatives on the United

States, the global environment, or areas outside the jurisdiction of any nation. **(See ADS 204 and Mandatory Reference, 22 CFR 216)** (**Chapters 200-203**, **204**)

equivalent increase
Equivalent increase means an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of pay for the next higher step of that grade or the next higher rate within the grade (as defined in section 531.403 of 5 CFR). (**Chapters 470** and **471**)

espionage
The act of obtaining, delivering, transmitting, communicating, or receiving information about the national defense foreign policy with an intent or reason to believe that the information may be used to the injury of the United States or to the advantage of any foreign nation. The offense of espionage applies in time of war or peace.
(**Chapter 562**)

Essential Functions
The fundamental job duties of the employee's position as defined in 29 CFR 1630.2(n). An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. (**Chapter 481**)

essential procedures
Mandatory courses of action that must be followed in order to implement policy. These courses of action are not to impose unreasonable administrative requirements.
(**Chapter 204**)

evaluation
A relatively structured, analytical effort undertaken selectively to answer specific management questions regarding USAID funded assistance programs or activities.
(**Chapters 200-203**)

Evaluation Documents
Program and project evaluation, performance measurement and development result reports, and any other document containing significant evaluative information and observation. Those publications describing a relatively structured, analytic activity undertaken selectively to answer specific management questions regarding USAID-funded development assistance activities. (**Chapter 540**)

ex ante notification
The provision to the Development Assistance Committee (DAC) of information in the Mandatory Reference titled, DAC Ex Ante Notification Requirements, on the untied aid offers covered by the DAC Recommendation. A parallel definition applies to the Organization for Economic Cooperation and Development (OECD) Ex Ante Notification.
(**Chapter 221**)

Excepted service
Consists of those civil service positions that are not in the competitive service. The Excepted Service includes all positions in the executive branch of the Federal Government that are specifically excepted from the competitive service pursuant to statute, by the President or by the Office of Personnel Management (OPM) under Section 6.1 of Civil Service Rule VI or Section 9.20 of Civil Service Rule IX. (**Chapter 412**)

Positions in the Federal civil service not subject to the appointment requirements of the competitive service. Exceptions to the normal, competitive requirements are authorized by law, executive order, or regulations. (**Chapter 413**)

excess property
Property under control of a Federal agency, which is no longer required by the Agency for its needs. (**Chapters 518**, **547**)

Exchange
The mutual trade of property of equal value, the one in consideration of the other. (**Chapter 536**)

exclusive breastfeeding
The infant has received only breastmilk from his/her mother, and no other liquids or solids with the exception of drops or syrups consisting of vitamins, mineral supplements, or medicines. (**Chapter 212**)

exclusive breastmilk feeding
May receive expressed breastmilk, in addition to breastfeeding. (**Chapter 212**)

Executive
A government employee with management responsibilities which, in the judgment of the employing agency head or designee, requires preferential assignment of parking privileges. (Government employee as referred to in these regulations is a full-time employee of USAID.) (**Chapter 514**)

Executive Competencies
The key skills and characteristics associated with carrying out executive management responsibilities in six activity areas that are broadly applicable to positions throughout the SES and that are the basis of certification by a Qualifications Review Board for career appointment to the SES. (**Chapter 423**)

Executive Message
An extremely time-sensitive Agency Notice containing information that must be received by Notice recipients in less than 24 hours and, therefore, cannot wait for the daily e-mail distribution and posting to the Notice database. (**Chapter 504**)

Executive Officer (EXO)
A term used by some agencies to identify the officer charged with responsibilities for administrative and program support activities.
(FAM06-0700) (**Chapters 527**, **535**)

Executive personnel
Employees who are appointed to USAID/W executive positions under the Foreign Assistant Act (FAA) of 1961. These executives are identified as either statutory officers who are appointed by the advice and consent of the Senate, or individuals serving within the AD Senior Level (SL) pay band. (**Chapter 413**)

Executive Personnel Transaction Form 1390
A form used by agencies to report to OPM actions affecting SES and other executive positions and personnel. (**Chapter 423**)

Executive Resources Board (ERB)
A panel of top Agency executives responsible under the law for conducting the merit staffing process for career appointment to SES positions. Most ERB's are also responsible for setting policy on and overseeing such areas as SES position planning and executive development. (**Chapter 423**)

Exempt from Leave
Individuals who are not covered by the leave laws by virtue of the nature of their appointment and consequently do not accrue or use annual, sick, or home leave.
(**Chapter 480**)

Exempt Report
A report which does not require approval or one which has been reviewed by the reports review unit and assigned to the exempt category. Reports issued by the Office of the Inspector General (IG) are exempt from the approval and assignment process.
(**Chapter 506**)

Exigency of the Public Business
An operational demand beyond the Agency's control and of such importance as to preclude the use of scheduled annual leave. Examples: insurrection, violence, natural or man-made disasters, medical evacuation, emergency visitation, or sudden call to jury or military duty. Normal workload, inadequate staffing, absence of other employees, and poor leave planning do not constitute an exigency of the public business and are not justifications for canceling scheduled leave. (**Chapter 480**)

existing rate of basic pay
See 5 CFR Sec. 531.202 (**Chapter 471**)

exit conference
A meeting upon completion of an audit to discuss findings. (**Chapters 590**, **592**, **593**)

expanded team
Term no longer used. **(See "Strategic Objective (SO) Team")**

expendable personal property
Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are office supplies, automobile tires, machine parts, and desk trays. (**Chapters 518**, **534**)

expendable supplies
A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to being tracked by established inventory systems. (Examples of such supplies are pens, pencils, paper products, diskettes, tape, etc.) (**Chapters 331**, **518**)

expenditures
The sum total of disbursements and accruals in a given time period. These are typically calculated for specific agreements, activities, and programs. Expenditures are estimates of the total cost incurred by the Agency for a given agreement, activity, or program. Also referred to as accrued expenditure. (See ADS Series 600 for a more technical discussion of this term) (**Chapters 200-203**, **631**)

Expert
A person with excellent qualifications and a high degree of attainment in a professional, scientific, technical, or other field. The expert's knowledge and mastery of the principles, practices, problems, methods, and techniques of the field of activity, or a specialized area in the field, are clearly superior to those usually possessed by competent persons in that activity. (**Chapter 413**)

expired account
An account for which authority to incur new obligations has ended. Expired accounts are maintained by fiscal identity for five years. During the five-year period, obligations may be adjusted if otherwise proper and outlays may be made from accounts. (**Chapter 621)**

Expired Appropriation
An appropriation that is no longer available to incur new obligations, although it may still be available for recording and/or payment of obligations properly incurred before the period of availability expired. (**Chapter 634**)

expired obligation
The expiration or "end" date of an obligation document. (See "obligation") (**Chapter 621)**

export processing zone
This is an industrial area, usually with defined boundaries, that specializes in manufacturing and/or providing services for export and that also may offer a liberal regulatory environment relative to the rest of the country. (**Chapter 225**)

Extended Exigency
An exigency of such significance as to threaten national security, safety, or welfare, that lasts more than three calendar years, that affects a segment of the Agency or occupational class, or that precludes subsequent use of both restored and accrued leave within specified time limits. (**Chapter 480**)

external awards
Awards presented to Federal employees by non-governmental groups. (**Chapter 491**)

External Quality Control Review
A review every three years by an organization not affiliated with the audit organization to determine whether an internal quality control system is in place and operating effectively and established policies and procedures and applicable auditing standards are being followed in the audit work. (**Chapter 590**)

- F -

Facility
Any structure or group of closely located structures, comprising a manufacturing plant, laboratory, office or service center, plus equipment. (**Chapter 528**)

Fact-Finder
An individual from within or outside the Agency authorized to conduct a grievance investigation, including a hearing, and to submit a report of findings and recommendations to the Decision Officer. (**Chapter 490**)

fair market value
Fair market value is the monetary value that an agency could reasonable expect to receive for an asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale. (**Chapter 534**)

fair value
Fair value is the price for which an asset could be bought or sold in an arm's-length transaction between unrelated parties (e.g., between a willing buyer and a willing seller) or the price (usually representative) at which bona fide sales have been consummated for products of like kind, quality, and quantity in a particular market at any moment of time. (Source: SFFAS 6) (**Chapter 629**)

Family And Medical Leave
An employee's entitlement to 12 administrative workweeks of unpaid leave for certain specified family and medical needs. (An employee has the option of substituting paid leave in accordance with section 481.5.6.) (**Chapter 481**)

Family/Authorized Dependents
(replaced by the term "eligible family members (EFM)")

Family Member
Employee's spouse; parents of the employee and spouse; children, including adopted children and their spouses; parents; brothers and sisters and their spouses; and individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship. (**Chapter 482**)

Fast Pay
A payment method that allows payment to be made without evidence that supplies have been received. Instead, a contractor certification that supplies have been shipped may be used as the basis for authorizing payment. Payment may be made within 15 days after the date of receipt of the invoice. (**Chapter 630**)

FASAB
FASAB (**Federal Accounting Standards Advisory Board**) establishes accounting standards for the Federal Government. Statements of Federal Accounting Concepts (**SFFAC**) and Statements of Federal Financial Accounting Standards (**SFFAS**) are approved by the Secretary of Treasury, the Director of the Office of Management and Budget, and the Comptroller General. Once approved, FASAB standards apply across the Federal government unless excluded by legislation. (**Chapters 620**, **631**)

FedBizOpps notice
This is the required notice replacing the Commerce Business Daily (CBD) pre-solicitation notices. The format for that notice is part of the same FedBizOpps site where the notice is created and posted by authorized users. (**Chapter 221**)

Federal Acquisition Regulation (FAR)
The primary document containing the uniform policies and procedures for all executive agencies for acquisition of supplies and services with appropriate funds. It is issued as Chapter 1 of Title 48, Code of Federal Regulations (CFR). (**Chapters 302**, **330**)

Federal building
Any individual building, structure, or part thereof, including the associated energy and water-consuming support systems, which is constructed, renovated, leased for over five years, or purchased in whole or in part for use by the Federal Government and which consumes energy or water. (**Chapter 528**)

Federal Financial Assistance
Assistance provided by a federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations, but not including direct federal cash assistance to individuals. It includes awards received directly from federal agencies, or indirectly through other units of state and local governments, educational institutions, and other nonprofit organizations. (**Chapter 591**)

Federal Information Technology (IT) Resources
See INFORMATION TECHNOLOGY (IT). (**Chapter 546**)

Federal Labor Standard Act (FLSA) Exempt Employee
Employees who are exempt from FLSA minimum wage and overtime provisions. In general, these are employees who are in executive, administrative or professional positions, as defined in Federal Personnel Manual Letter 550. (**Chapter 472**)

Federal Labor Standard Act Non-Exempt Employee
Those employees not excluded from coverage under the FLSA OVERTIME: Work in excess of 8 hours per day or in excess of 40 hours per administrative work week. (**Chapter 472**)

Feedback
Communicating to employees the extent to which their performance does not meet, meets, or exceeds expectations, the adequacy of their relevant skills, and their progress toward career development goals. (**Chapter 462**)

Feeder Report
A recurring report prepared in part or for the primary purpose of providing data to be used in preparing another report. (**Chapter 506**)

field work
The detailed examination phase employing an audit program developed specifically to find answers to the audit objectives. (**Chapters 590**, **592**)

final action
The completion of all actions that USAID management has concluded, in management decisions, are necessary with respect to the findings and recommendations included in an audit report. (**Chapters 591**, **595**)

Final Selection Committee (FSC)
Technically competent decision-making group gathered from the Agency's ranks which assists in staffing and re-staffing USAID's Foreign Service (FS) Corps. Members must be senior in grade and technically prepared to recommend candidates for career candidate and non-career appointments. (**Chapter 468**)

financial audit
An audit to assess whether a recipient (contractor, grantee, or host government) has accounted for and used USAID funds as intended and in compliance with applicable laws and regulations. (**Chapters 591**, **595**)

financial costs
The costs of the funds raised by a microfinance institution to cover its lending. Depending on the context, this may include only out-of-pocket interest costs paid to depositors and/or to other financial institutions, or may include as well the opportunity cost of funds received as grants or soft loans from donors, governments, or charitable organizations. (**Chapter 219**)

financial regulation(s)
The set of rules governing the conduct of financial institutions. (**Chapter 219)**

financial review
A review of a USAID-funded organization's financial policies, procedures, systems, and controls. This review is not conducted in accordance with standards approved by the Comptroller General of the U.S. (**Chapter 591**)

financial management system

The financial system and financial portions of mixed systems that are necessary to support financial management. (**Chapter 620**)

financial services
In the context of microenterprise development, includes the provision of loans, the acceptance of savings deposits, and payments services such as the provision or cashing of money orders, and other similar services useful to low income people. (**Chapter 219**)

financial supervision
The examination and monitoring of financial institutions - usually by government authorities - to ensure compliance with financial regulations. (**Chapter 219**)

financial sustainability
The degree to which an organization collects sufficient revenues from sale of its services to cover the full costs of its activities, evaluated on an opportunity-cost basis. (**Chapter 219**)

financial system

An information system comprised of one or more applications that is used for any of the following: a) collecting, processing, maintaining, transmitting, and reporting data about financial events; b) supporting financial planning and budgeting activities; c) accumulating and reporting cost information; or d) supporting the preparation of financial statements. (OMB Circular A-127) (**Chapter 620**)

financing account
A non-budget account associated with each credit program account. The financing account holds fund balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government resulting from post-1991 direct loans or loan guarantees. (OMB Circular No. A-11, and OMB Circular No. A-34, Instructions on Budget Execution) (**Chapter 623**)

Financing Request (FR)
The document used by the Borrower/ Grantee to request issuance of a specific disbursing authorization (such as a Bank Letter of Commitment) to initiate detailed financing arrangements for procurement of commodities and commodity-related services authorized by the Agreement and the pertinent Implementation Letter. (**Chapter 307**)

firewall
A system available in many configurations providing the necessary isolation between trusted and untrusted environments. (**Chapter 545**)

first-in, first-out (FIFO)
A cost flow assumption; the first goods purchased or produced are assumed to be the first goods sold. (SFFAS 3) (**Chapter 629**)

First Line Supervisor
The Telecommuter's immediate supervisor. (**Chapter 405**)

Fixed Amount Reimbursement
Fixed amount reimbursement is a form of assistance under which the amount of reimbursement is fixed in advance based upon cost estimates reviewed and approved by USAID. Reimbursement is made upon the physical completion of an activity, a sub-activity, or a quantifiable element within an activity. The emphasis is upon reimbursement based on outputs rather than inputs or costs. (**Chapters 317**, **630**)

Flash
Outgoing telegrams that are to be delivered instantly (state of emergency) any day or night. (**Chapter 549**)

Flexible 5/4-9 Work Schedule
A type of flexible work schedule in which an employee may be permitted to complete the 80-hour biweekly basic work requirement in nine days by working eight 9-hour days plus a 45-minute lunch break and one 8-hour day plus a 45-minute lunch break with one regular day off each biweekly pay period subject to management approval. (**Chapter 479**)

Flexible Bands
See Flexible Hours. (**Chapter 479**)

Flexible Hours (Also referred to as Flexible Bands)
The time periods during the workday in which employees covered by a flexible work schedule may choose to schedule their arrival or departure times subject to management approval. (**Chapter 479**)

Flexitime Work Schedule (Also referred to as Flexitour or Flextime)
A type of flexible work schedule in which an employee is required to be at work during core hours but may establish arrival and departure times within Agency-designated flexible hours subject to supervisory approval. (**Chapter 479**)

Flexitour
See Flexitime. (**Chapter 479**)

Flextime
See Flexitime. (**Chapter 479**)

follow-on
Term used to describe activities/reports which document the impact of training programs on the home country, sponsoring unit, in-country employers, and participants. (**Chapter 253**)

forced entry resistance
The capacity of security barriers to resist mob attack as outlined in Department of State Certification Standard SD-STD-01.01, Forced Entry and Ballistic Resistance of Structural Systems. (**Chapter 562**)

forced savings
Savings deposited in a microfinance institution as a condition of eligibility for receiving loans. Distinguished from voluntary savings, which are deposited independent of such a condition. (**Chapter 219**)

Foreign Affairs Agency
(See 3 FAM 4412)(**Chapter 486**)

foreign excess personal property
Foreign excess personal property is property located in a foreign country, and under the control of a Federal agency or designee, no longer needed locally, and determined by the head of the agency that it is no longer required by the agency elsewhere. Establishments abroad are not to use the word "surplus" on disposal documents because this term is reserved for GSA use. This form is very rarely used by USAID for OE-funded property. (**Chapter 534**)

Foreign Service Limited Appointment
An appointment, either as a career or non-career employee, of a specified duration from one to five years. (**Chapter 412**)

Foreign Service National Direct Hire (FSNDH) Employee
1) a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and 2) who was appointed under the authority of the Foreign Service Act of 1980 (the ACT). (**Chapter 495**)

Foreign Service National Personal Services Contractor (FSNPSC) Employee
1) a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and 2) who entered in a contract pursuant to the AIDAR, Appendix J. (**Chapter 495**)

Foreign Service Officer
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

Foreign Service Post
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435)**

Foreign Service Tenure Board
Board responsible for reviewing career records of Foreign Service career-candidate employees in order to determine whether or not to recommend tenure (career-status) to employees. (**Chapter 422**)

Foreign Transfer Allowance
See STR 240 (**Chapter 477**)

Forfeited Annual Leave
Leave that exceeds an employee's ceiling at the end of the leave year. (**Chapter 480**)

form
A document (whether printed or electronic) with a fixed arrangement of captioned spaces designed for entering and extracting information. Categories of form include internal, interagency, public use, standard, and optional. Certain printed items without fill-in spaces (such as contract provisions, instruction sheets, notices, certificates, tags, labels, and posters) may be considered forms when it is advantageous to manage and control them as recurring instruments. (**Chapter 505**)

Formal Decision
Any Office of Workers' Compensation Program determination which states that Office's findings with respect to the case and includes a description of the employee's appeal rights. (**Chapter 442**)

Former Spouse
One who has been married for at least nine months to an employee who has at least 18 months of service covered under the retirement law. (**Chapter 494**)

forward funding (non-program funds)
Obligating, from current year funds, amounts to cover the cost of goods and/or services to be received/provided in a subsequent fiscal year. Rules for forward funding will vary somewhat depending on the goods/services under consideration. See Chapter 602 for definition as it relates to program funds. (**Chapters 603**, **621**)

forward funding (program funds)
The availability of funds to support future expenditures for a specified time period after a planned obligation. This definition of forward funding applies to the use of program funds. (**Chapters 602**, **621**)

Foster Care
Twenty-four hour care for children in substitution for, and away from, their parents or guardian. Such placement is made by or with the agreement of the State as a result of a voluntary agreement by the parent or guardian that the child be removed from the home, or pursuant to a judicial determination of the necessity for foster care, and involves agreement between the State and foster family to take the child. Removal of a child from parental custody must be the result of State action even if the placement for foster care is with relatives. (**Chapter 481**)

FPO
Fleet Post Office (Navy). (**Chapter 513**, **532**)

framework bilateral agreements
These agreements between the U.S. Government and the host government establish the USAID Mission as a special Mission; identify the privileges and immunities to be provided to USAID personnel; implement USAID's long-standing policy that assistance should be exempt from host government taxes by setting forth the privileges and exemptions from taxes and duties for USAID-financed supplies and services and USAID contractors and recipients; and list other general terms and conditions for USAID assistance. (**Chapter 349**)

framework goal
A higher-level development result to which a Strategic Objective (SO) contributes. Framework Goals are beyond the manageable interest of an Operating Unit either because of the time frame necessary to achieve them or because they address very broad objectives. (**Chapters 200-203**)

Free Allowance
Accompanying baggage that is carried free of charge by carriers. Generally, two (2) pieces on American carriers when flight originates in the United States. May vary on foreign carriers. (See also ACCOMPANYING BAGGAGE) (FAM06-0700) (**Chapter 523**)

full-cost-recovery interest rates and fees
The level of interest rates and fees needed to cover the full long-run costs of providing a given loan. (**Chapter 219**)

full financial sustainability
A situation in which the revenues an organization generates from its clients cover the full (opportunity) costs of its activities, thus allowing it to continue operating at a stable or growing scale without ongoing support from governments, donor agencies, or charitable organizations. When applied to a microfinance institution (MFI), full financial sustainability requires that the interest and fees the MFI collects on its lending equal or exceed the sum of its operational and financial costs, with the latter evaluated on an opportunity-cost basis. (**Chapter 219**)

full long-run (opportunity) costs
In the context of this guidance, the financial plus operational costs for an organization to provide a given quantity and quality of services (for example, credit) once the organization has achieved feasible economies of scale and improvements in operational efficiency, with all costs evaluated on an opportunity-cost basis. Used as a basis for estimating the prices that must be charged for services to allow the organization to reach full financial sustainability. In the case of a microfinance institution (MFI) undergoing significant growth and/or improvement in operational efficiency, the full long-run costs of providing credit will typically be less than its currently observed costs. (**Chapter 219**)

full Mission
Full Missions conduct USAID's major programs worldwide and manage a program of four or more strategic goal areas. Full Missions usually consist of nine to15 U.S. Direct-Hire employees, including typically two senior managers and a full complement of program, technical, and administrative staff. (**Chapter 102**)

full support Mission
Also known as "regional hubs," full support Missions have designated and clear responsibilities for providing support to small and medium Missions in addition to managing their own bilateral program of four or more strategic goal areas. Typically, a full support Mission consists of 16-22 U.S. Direct-Hire employees and provides contract, legal, and financial management support to its in-country program as well as designated small and medium Missions. It will only be located in countries where there is a large USAID in-country program to manage. (**Chapter 102**)

fully armored vehicles (FAV)
FAVs are treated with ballistic resistant opaque and transparent armor which afford the occupants protection against high powered rifle fire. (**Chapters 562**, **563**)

function
All or a clearly identifiable segment of the Agency's mission, (including all integral parts of that mission), regardless of how it is performed. (**Chapter 452**)

Functional Series
Automated Directives System (ADS) chapters and Interim Updates are grouped according to the Agency's functions. These groups of chapters are called Functional Series. (**Chapter 501**)

functional space
All nonresidential U.S. Government-held real property, such as office buildings, warehouses, garages, and special program space. (6 FAM 718) (**Chapter 535**)

funding recipient
Funding recipient is the individual or organization that receives a USAID contract, grant, or cooperative agreement. (**Chapter 318**)

Funds Control
Management control over the use of fund authorizations to ensure that

(1) Funds are used only for authorized purposes;

(2) Funds are economically and efficiently used;

(3) Fund availability is verified prior to obligations being made;

(4) Obligations and expenditures do not exceed the amounts authorized; and

(5) The obligation or expenditure of amounts authorized is not reserved or otherwise deferred without congressional knowledge and approval. (**Chapter 634**)

furlough
For the purposes of this chapter, the placement of an employee in a temporary nonduty and nonpay status for more than 30 consecutive calendar days, or more than 22 workdays if done on a discontinuous basis, but for not more than one year. (**Chapter 452**)

The placing of an employee in a temporary non-duty, non-pay status on a continuous basis, e.g., ten consecutive days, or on a noncontinuous basis, e.g. one day per week. (**Chapters 453**)

furnishings
Office furniture and accessory items such as lamps, trash receptacles, carpets and rugs, mirrors, and curtains or drapes. (6 FAM 700) (**Chapter 518**)

Furniture, Furnishings, Appliances, and Equipment (FFA&E)
Items that are provided in U.S. Government-furnished quarters. There are four major categories of FFA&E. First, Basic FFA&E is the minimum set of items that is normally

provided in all U.S. Government-furnished residential quarters, as listed in 6 FAM 772 Exhibit 772.3A. Second, Supplemental FFA&E are those items listed in 6 FAM 772 Exhibit 772.3B, or others approved by the post and the Washington parent agencies, which may be provided for residential quarters if posts have sufficient funding to procure them and if the post Interagency Housing Board establishes a joint policy that such items will be routinely furnished. Third, Initial FFA&E are those items of basic or supplemental FFA&E provided for new Foreign Service positions. Fourth, Replacement FFA&E are those items of basic or supplemental FFA&E that are not initial FFA&E. (**Chapter 535**)

- G -

GAO Products
Briefing reports, letter reports, fact sheets, reports with or without recommendations, and testimony. (**Chapter 593**)

gender
The economic, political, and cultural attributes and opportunities associated with being male or female. The social definitions of what it means to be male or female vary among cultures and change over time. (**Chapters 200-203**)

General Agreements
Overall agreements with Participating Agencies to establish policy for working relationships with those agencies for the provision of services, but shall not in themselves provide such services, which are provided by implementing PASA's and RSSA's. They are authorized pursuant to Sections 621 (a) and 632 (b) of the FAA. They have been executed with those Federal agencies most often called upon for assistance: the Departments of Agriculture (USDA), Commerce, Health and Human Services (HHS), Interior, and Labor, and the General Services Administration (GSA). (**Chapter 306**)

general average
A doctrine of marine law applicable to all ocean shipments whereby, when part of a marine cargo or part of the ship is deliberately sacrificed in the interest of saving the whole, owners of the sacrificed portion are entitled to contributions from the owners of the saved portion of the cargo and the ship. (**Chapter 322**)

General Operations
World-wide Federal agency operations, other than building operations, and includes services; production and industrial activities; operation of aircraft, ships, and land vehicles; and operation of Government-owned, contractor-operated plants. (**Chapter 528**)

General Position
An SES position that may be filled by any type of SES appointee (i.e., career, non-career, limited term, or limited emergency). (**Chapter 423**)

General Records Schedules (GRS)
A National Archives and Records Administration (NARA)issued schedule governing the disposition of specified records common to several or all agencies. (**Chapter 502**)

General RIF Announcement
An Agency-wide announcement of the need or possible need for a RIF. This general notice contains information on the scope of any RIF, including the number of employees to be released, the competitive levels from which they are to be released, and the probable timing of the RIF as proposed at the time of the Agency's decision. (**Chapter 454**)

General Services
Services provided in the areas of travel, transportation, supply, property, management, procurement, security and housing/office management. (**Chapter 527**)

General Support System
An interconnected set of information resources under the same direct management control which share common functionality. A system normally includes hardware, software, information, data, applications, communications, and people. A system can be, for example, a LAN including smart terminals that supports a branch office, an agency-wide backbone, a communications network, a departmental data processing center including its operating system and utilities, a tactical radio network, or a shared information processing service organization. {Source: NSTISSI No. 1000; cites also OMB A-130} (**Chapter 545**)

General Transportation
Use of vehicles for over-the-road driving as opposed to vehicles designed for off road conditions, and the use of aircraft and vessels. This category does not include special purpose vehicles such as combat aircraft, construction equipment or mail delivery vehicles. (**Chapter 528**)

Generally Accepted Government Auditing Standards (GAGAS)
The standards, issued by the Comptroller General of the United States, for audit of Government organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other nongovernmental organizations (also called Government Auditing Standards (GAS) or U.S. General Accounting Office "Yellow Book" standards). (**Chapters 590**, **591**, **592**)

geographic code
See USAID GEOGRAPHIC CODE (**Chapter 305**)

gifts
Gifts are nonreciprocal, voluntary transfers of assets from foreign governments, private organizations, individuals, or others to USAID. (**Chapter 628**)

Girth
Total measurements of a package's length plus circumference. (**Chapter 513**)

Global Development Alliance
The Agency's new business model promoting public-private alliances as a central element of USAID's strategic assessment, planning and programming efforts. This initiative involves recognition of a changed role for USAID in development assistance, outreach to an expanded range of potential partners, and organizational changes within the Agency. (**Chapter 200-203**)

Goal
See AGENCY GOAL. (**Chapters 200-203**)

Specific statement of an intended energy conservation result which will occur within a prescribed time period. The intended result must be time-phased and must reflect expected energy use assuming planned conservation programs are implemented. (**Chapter 528**)

Government Auditing Standards (GAS)
The standards, issued by the Comptroller General of the United States, for audit of Government organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other non-governmental organizations. (See also Generally Accepted Government Auditing Standards and U.S. General Accounting Office "Yellow Book" Standards) (**Chapter 592**, **594**)

government-held real property
Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (6 FAM 700) (**Chapters 518**, **535**)

government information
Information created, collected, processed, disseminated, or disposed of by or for the Federal government. (**Chapter 578**)

government office equipment
Government office equipment and information technology includes, but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment. (**Chapters 518**, **541**)

Government Personnel
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Grade
Includes all classes of positions which, although different with respect to kind or subject-matter of work, are sufficiently equivalent as to level of difficulty and responsibility and level of qualification requirements of the work to warrant their inclusion within one range of rates of basic pay in the General Schedule or the Foreign Service pay plans. (**Chapter 456**)

grant
A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated. (**Chapters 304**, **591**, **595**)

Grant: Indirect Cost Rate Proposal
See Incurred Cost Submission. (**Chapter 591**)

Graphics
The art of creating and assembling pictures, type, charts, graphs and other work in relation to reproduction for printing, engraving, etching or photography.

Grievance
(See 3 FAM 4412) (**Chapter 486**)

A request by an employee, or by a group of employees acting as individuals, for personal relief in a matter of concern or dissatisfaction relating to the employment of the employee(s) which is subject to the control of USAID management, except as provided by exclusion. (**Chapter 490**)

Grievance Board
(See 3 FAM 4412) (**Chapter 486**)

Grievance File
A separate file retained by The Bureau for Management, Office of Human Resources, Labor and Employee Relations Branch (M/HR/LERPM/LER) which contains all documents related to the grievance at the formal level, including, but not limited to, any statements of witnesses, records, or copies thereof, the report of the hearing (if one is held), statements made by the parties to the grievance, and the decision. (**Chapter 490**)

Grievant
Any Civil Service (CS) or Administratively Determined (AD) employee, including a former employee for whom a remedy can be provided by the Agency. (See 3 FAM 4412) (**Chapters 486**, **490**)

Gross Space Measurement
Generally, all space on all floors within the outside surface of the exterior walls. (See FAM06-0723 _ Exhibits 723D and F, to be published at a later date.) (FAM06-0700)(**Chapter 535**)

Gross Weight
Gross weight. Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or containers. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

group lending
A form of collateral substitute in which borrowers form groups, all of whose members must maintain a satisfactory payment record for any group member to be eligible for future loans. (**Chapter 219**)

Guest House Facility
That which is built, installed, or established for the purpose of housing guests. (**Chapter 526**)

guidance
Guidance is a general term that includes policy directives, rules, regulations, advice, and other information relevant to the conduct of USAID business. The critical distinction is between mandatory and non-mandatory guidance, as defined below. A particular document may contain both mandatory and non-mandatory guidance.

a. mandatory guidance
Guidance specifying *required* actions and behavior on the part of Agency employees and operating units, signified by phrases like "must," "must not," "is required," or the equivalent. Employees are held accountable for adherence to mandatory guidance, and must comply with it unless an exception is made in accordance with established procedures. Policy directives – mandatory guidance contained in documents prepared according to ADS procedures – are clearly identified as mandatory. A document written before the initiation of the ADS may also contain mandatory guidance that remains in force, in which case it is classified as an Internal Mandatory Reference.

b. non-mandatory guidance
Guidance intended to assist employees in carrying out their duties, but does not specify required actions and behavior. Employees are strongly encouraged to review and consider such guidance. (**Chapter 501**)

Guidelines
Set of instructions designed to prescribe, direct and regulate a course of action. (**Chapter 528**)

- H -

handicapped entrance
A designated entrance specifically designed to conform to Federal, state and local guidelines to accommodate physically challenged or disabled individuals. (**Chapter 562**)

hardline
Term referring to an overseas system of barriers surrounding a protected area which may afford degrees of forced entry, ballistic resistant or blast protection. A hardline may include walls, floors, ceilings, roofs, windows, doors or non-window openings, all which must provide the level of protection specified for the threat category and facility designation. (**Chapter 562**)

has a record of such impairment
Has a history of, or has been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities. (**Chapter 110**)

Head of the Agency
Means the Secretary, Attorney General, Administrator, (also called Governor, Chairperson, or other chief official of "agency head"): an executive agency, unless otherwise indicated, including any deputy or assistant chief official of an executive agency; and the term "authorized representative" means any person, persons, or board (other than the contracting officer) authorized to act for the head of the agency or Secretary. (**Chapter 331**)

Head of the Contracting Activity (HCA)
The official who has overall responsibility for managing the contracting activity. AIDAR 702.170-10 lists each HCA in USAID and the limits on the contracting authority for each are listed in AIDAR 706.601. Also see Contracting Activity. (**Chapters 302**, **330**, **331**)

Head of Overseas Establishment
A principal officer, as defined in Section 102 of the Foreign Service Act, for example, a USAID Mission Director or USAID Representative, a Peace Corps Director, or a ranking Department of Commerce Officer in-country. (**Chapter 495**)

Heads of Agency Overseas Establishments
USAID mission director or USAID representative; USIA country public affairs officers; officers in charge of radio relay stations or radio program centers; and officers in charge of regional service centers. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

Health and Accident Coverage (HAC)
USAID's DAC insurance policy for all U.S. participants. (**Chapter 253**)

Health Care Provider
Includes:

(1) A licensed Doctor of Medicine or Doctor of Osteopathy or a physician who is serving on active duty in the uniformed services and is designated by the uniformed service to conduct examinations;

(2) Any health care provider recognized by the Federal Health Benefits Program or who is licensed or certified under Federal or State law to provide the service in question;

(3) A health care provider as defined in paragraph (2) of this definition who practices in a country other than the United States, who is authorized to practice in accordance with the laws of that country, and who is performing within the scope of such practice as defined under those laws;

(4) A Christian Science Practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts; or

(5) A Native American, including an Eskimo, Aleut, and Native Hawaiian, who is recognized as a traditional healing practitioner by native traditional religious leaders and who practices traditional healing methods as believed, expressed, and exercised in Indian religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, consistent with the Native American Religious Freedom Act.
(**Chapter 481**)

High-3 Average Salary
The highest annual rate resulting from averaging, over any period of three consecutive years of creditable service, an employee's rate of basic pay in effect during that period, with each rate weighted by the time it was in effect. (**Chapter 494**)

high frequency single sideband (HF SSB)
Type of communications system, in the high frequency range, for long distance communications. (**Chapter 562**)

Higher Education
Refers to education, training, research, and community service outreach at the post-secondary level. (**Chapter 216**)

Higher Education Community
Refers to the spectrum of individuals, institutions, and organizations integral to higher education, singly and in various combinations, local, regional, national and international, including associations, consortia and other forms of partnership. The term "higher education" in ADS Chapter 216 refers to both U.S. and host country institutions, except when one or the other is specified. (**Chapter 216**)

Higher Education Institutions
Are post-secondary institutions recognized as bona fide in their home countries. In the United States, recognition is by accrediting agencies recognized through the U.S.

Department of Education. Normally, outside the United States, recognition is by a Ministry of Education or a national accrediting entity. (**Chapter 216**)

higher grade
See 5 CFR Sec. 531.202 (**Chapter 471**)

highest previous rate
See 5 CFR Sec. 531.202 (**Chapter 471**)

historical cost
Historical cost is the cash equivalent price of operating materials and supplies and property, plant, and equipment (PP&E) including all appropriate purchase and production costs to bring the items to their original condition and location, at the date of acquisition. This cost does not change over time. (**Chapter 629**)

Home
A fixed or permanent dwelling place synonymous with place of fixed abode as distinguished from a mere temporary residence. (**Chapter 443**)

home base
An organization unit where an employee is assigned for purposes of supervision, usually in accordance with the employee's primary functional role. An aligned team will usually serve as the home base for employees assigned on a full-time basis to that team. (**Chapter 102)**

Home-Base Supervisor
The supervisor located in the office/bureau where the PMI will be permanently placed at the end of the internship. The home-base supervisor is responsible for monitoring and evaluating the PMI's development against the target position. (**Chapter 460**)

Home Service Transfer Allowance (HSTA)
See STR 250, 3 FAM 3231; 3 FAH-1 H-3230 (**Chapter 477**)

honor awards
These awards bestow high honor and official recognition to an individual or group for exceptional contributions to the Agency's mission. Honor awards include Distinguished Honor Awards, Superior Honor Awards, Meritorious Honor Awards, Administrator's Distinguished Career Service Awards, and Outstanding Career Achievement Awards. (**Chapter 491**)

Host Country
The country in which a USAID funded activity takes place. (**Chapters 200-203**, **253**, **301**, **305**, **311**, **322**, **495**)

host country (See also cooperating country)
The country in which the USAID sponsoring unit is operating. (**Chapter 253**)

The country in which the employing USAID mission is located and the country for whose benefit a USAID program is being implemented. (**Chapters 301**, **305**, **311**, **322**, **495**)

Host Country Contracting
A means of program implementation in which USAID finances, but is not a party to, contractual arrangements between the host country and the supplier of goods and/or services. (**Chapter 301**, **305**)

host country guarantor
For sovereign risk borrowers, either (1) a specific paragraph obligating the sovereign borrower must be included in the Housing Guaranty Program Agreement, or (2) a separate Host Country Guaranty document covering the sovereign obligation is to be included in the loan documentation for specific Housing Guaranty borrowings. (**Chapter 250**)

host country national
A citizen of a Host Country. (**Chapter 253**)

household effects
(replaces the terms “effects” and “personal effects”)

Furniture, consumables, and household and personal effects, including automotive replacement parts, tires, tubes, and accessories, for the use of an employee and the employee's family, but excluding boats, aircraft, animals, birds, pets, and plants. Snowmobiles and vehicles with two or three wheels (e.g., motorcycles, mopeds, and golf carts) may be shipped as household effects. (**Chapters 521**, **523**, **524**, **525**)

Househunting Trip
Travel (including per diem) and transportation expenses of the employee and spouse for one round trip to the new official station to seek permanent residence quarters. (**Chapter 524**)

Housing Profile
Analysis reporting post position structure, demographics, local real estate market, and position posts as they relate to post housing requirements and space standards. (6 FAM 723 and 6 FAM 727) (**Chapter 535**)

Housing Supplement for Certain Employees Assigned to Living Quarters
Allowances See STR 150 (**Chapter 477**)

Human Immunodeficiency Virus (HIV)
A virus that can infect people and destroy their immune system, the body's mechanism for fighting infection. HIV causes AIDS (and it is also know as HTLV-III and LAV)

Human Resources Management
Is the act of entering into a contract that conveys real estate, equipment, or facilities for a specified term and for a specified rent, from one entity or person to another. (**Chapter 527**)

hyperlink
A hyperlink is specially marked underlined and colored text that you click on to move from one place in a document to another file, another location in the same document, or a web page. (**Chapter 501**)

- I -

IAP66A form
Form used to apply for a J-1 visa for a sponsored program. The form identifies a participant's study program and certifies to USAID's financial sponsorship of the participant. U.S. permanent residents (green card holders) and U.S. citizens don't require an IAP66A form. (**Chapter 253**)

identification
The process that enables recognition of an entity by a system, generally by the use of unique machine-readable user names. (**Chapter 545**)

IDI Graduation Panel
A panel convened and chaired by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee, to review the files of participants who have completed one year of overseas on-the-job training (OJT). The IDI Graduation Panel members include the IDI Program manager, the appropriate CDO(s), the Staffing Branch Chief, and an Office of Equal Opportunity Programs (EOP) representative, who will serve as a non-voting member. (**Chapter 459**)

IDI Learning Plans
One plan is prepared at the outset of the USAID/W training establishing the duration and composition of the training in Washington, including classroom training. A second learning plan is prepared upon arrival overseas, establishing the duration and composition of the training in the target office and each rotation within the mission. Both plans are developed by the IDI supervisor and the IDI, with input from the CDO and the IDI program manager. Learning objectives and responsibilities are stated in both plans. Plans are based on each participant's background and experience and can be modified during the IDI learning program, as appropriate. (**Chapter 459**)

IDI Performance Evaluation Report
The form used for evaluating participants during the USAID/W OJT assignments of two or more weeks. An evaluation of classroom training is obtained, if appropriate. (**Chapter 459**)

IDI Program Manager
The IDI Program Manager is responsible for the overall management of the IDI Program. (**Chapter 459**)

IDI Supervisor
The supervisor of the major unit to which an IDI is currently assigned as part of a Washington rotation or an overseas assignment. (**Chapter 459**)

Immediate
Outgoing telegrams that are assigned for important policy matters(s) or death matters. (**Chapter 549**)

Implementation Disputes
See 3 FAM 4412 (**Chapter 486**)

Implementation Instrument
A binding relationship established between USAID and an outside party or parties to carry out USAID programs, by authorizing the use of USAID funds and/or nonfinancial resources for 1) the acquisition of services or commodities or 2) assistance that provides support or stimulation to accomplish a public purpose. Examples of such instruments include contracts, grants, cooperating agreements, and interagency agreements. (**Chapter 304**)

implementation letters
Formal correspondence between USAID and another party following a formal agreement that obligates funding. Implementation letters serve several functions, including providing more detailed implementation procedures, providing details on terms of an agreement, recording the completion of conditions precedent to disbursements, and approving funding commitments and mutually agreed upon modifications to program descriptions. Formerly known as Project Implementation Letters (PIL). (**Chapters 200-203**)

implementing organization
In the context of microenterprise development, any government or non-government organization that directly provides financial services and/or non-financial assistance to microenterprises, or that performs other activities intended to improve the environment for microenterprise performance. (**Chapter 219**)

import and commodity support
Import and commodity support includes contributions for general development purposes without sector allocation, with or without restrictions on the specific use of the funds (and irrespective of any control by the donor of the use of counterpart funds). Funds are supplied on the general condition that they be used for capital projects at the recipient's choice, but not subject to agreement by the donor. (**Chapter 221**)

Improvements
Additions or alterations that increase the value or change the use of a building or property and/or significantly improve its utility. They do not include maintenance, repair, or restoration to the original condition. Improvements create something that did not exist before. See Minor Improvements. (FAM06-0700) (**Chapter 535**)

In-Country Training
A structured learning activity taking place in a classroom or workshop with formally designated instructor(s), learning objectives and outcomes, conducted full-time or intermittently within the host country. The in-country training activity to fall under this directive must be identified as a discrete, budgeted activity and specified within the mission or bureau's Results Framework or Results Packages matrix. On-the-job training carried out by technical assistance contractors with their counterparts, which is not specifically identified as to budget and RF/RP linkage, is excluded from definitional and reporting requirements herein.

In-Kind
Travel elements (Transportation, Meals or Incidental Expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider gives the Traveler funds to purchase the specific element, but the element is provide to the traveler at no-cost, e.g., airline tickets or meals are given to the traveler. (**Chapter 633**)

in-kind contribution
The value of non-cash contributions to a training program provided by any third party, including counterpart contributions from host country institutions. In-kind contributions may be in the form of space, equipment, supplies, expendable property, and the value of goods and services directly benefiting and specifically identifiable to a participant or training program. (**Chapter 253**)

in-kind gifts
Non-cash gifts of property or materials for any purpose authorized in the Foreign Assistance Act. (**Chapter 628**)

In Loco Parentis
The situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary. (**Chapter 481**)

Incapacity
The inability to work, attend school, or perform other regular daily activities because of a serious health condition or treatment for or recovery from a serious health condition. (**Chapter 481**)

Incidental Services
Installation or erection of USAID-financed equipment, or the training of personnel in the maintenance, operation and use of such equipment. (**Chapter 307**)

incurred cost audit
An annual audit of costs incurred under cost reimbursable contracts to determine allowability, allocability, and reasonableness of costs. This audit is conducted in accordance with standards approved by the Comptroller General of the U.S. (**Chapter 591**)

incurred cost submission
Required by the Federal Acquisition Regulation's "Allowable Cost and Payment" clause; a submission due 90 days after the close of the contractor's fiscal year which is used as the basis for conducting an incurred cost audit. (**Chapter 591**)

Indefinite Suspension
The placing of an employee in a temporary status without duties and pay pending investigation, inquiry, or further Agency action. (**Chapter 487**)

Independent Office
A major organization unit of the Agency that reports to the Office of the Administrator; a Level I organization. An Independent Office is responsible for significant Agency-wide program or staff functions. (**Chapter 102**)

indicator
(See "Performance Indicator") (**Chapters 201**, **202**, **203**)

Indigenous Goods
Goods of local source and origin which have been mined, grown, or produced in the cooperating country through manufacture, processing, or assembly. If a locally produced good contains imported components, a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. (**Chapter 316**)

indirect cost rate proposal
See Incurred Cost Submission. (**Chapter 591**)

Indirect Travel
The portion of any journey which deviates from a usually traveled route. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

Individual
A citizen of the United States or an alien lawfully admitted for permanent residence. (**Chapters 508**, **509**)

Individual Development Plan (IDP)
A plan prepared by the PMI's home-base supervisor and the PMI at the outset of the internship to serve as the blueprint for the first two years. The IDP is designed around specific learning objectives and includes planned rotational assignments, short and long range goals, and training activities, including participation in PMI Program training conferences. It establishes the duration and composition of each rotation/training based on the requirements of the target position and the participant's background and experience. (**Chapter 460**)

Individual Taxpayer Identification Number (ITIN)
The unique identifying number assigned by the IRS to each participant trained in the US, to track US tax liability and payment. (**Chapter 253**)

Industrial Production
Operation of facilities including building and plants which normally use large amounts of capital equipment; e.g., GOCO plants, to produce goods (hardware). (**Chapter 528**)

Ineligible Costs
Costs questioned by the auditor because the auditor found that such costs were a violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; or that the expenditure of the funds for the intended purpose was unnecessary or unreasonable. (**Chapter 592**)

influential information
Information that the agency reasonably can determine will have or does have a clear and substantial impact on important public policies or important private sector decisions. (**Chapter 578**)

informal recognition awards
These awards are items of extremely nominal value granted as an immediate, informal recognition of employee accomplishment. (**Chapter 491**)

information
Any communication or reception of knowledge such as facts, data, or opinions, including numerical, graphic, or narrative forms, whether oral or maintained in any medium, including computerized data bases, paper, microform, or magnetic tape. (**Chapter 562**)

Any communication or representation of knowledge such as facts or data, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms. This definition includes information that an agency disseminates from a web page, but does not include the provision of hyperlinks to information that others disseminate. This definition does not include opinions, where the agency's presentation makes it clear that what is being offered is someone's opinion rather than fact or the agency's views. (**Chapter 578**)

Information Architecture
The information architecture looks at how: information is used in an organization without regard to current systems or organizational boundaries, work the Agency must accomplish, and information that is needed to perform the work. (**Chapter 543**)

information dissemination product
Any book, paper, map, machine-readable material, audiovisual production, or other documentary material, regardless of physical form or characteristic, an agency disseminates to the public. This definition includes any electronic document, CD-ROM, or web page. (**Chapter 578**)

Information Management
The planning, control, and operations of the resources, methodology, and tools required to properly capture, store, and deliver information to Agency employees in a timely, accurate, and economical manner. (**Chapter 541**)

Information Resources Management (IRM)
Is the planning, budgeting, organizing, directing, training, and controlling associated with the creation, maintenance and use, and disposition of information as well as with related resources, or assets, such as personnel, equipment, funds, and technology.
(**Chapter 527**)

Information System (IS)
The entire infrastructure, organization, personnel, and components for the collection, processing, storage, transmission, display, and dissemination of information. This term includes both automated and manual information systems; its acronym is “IS.” (source: NSTISSI 4009) (**Chapters 502**, **545**, **550**, **552**, **562**, **620**)

information systems security
Protection afforded to information and telecommunications systems which process classified national security-related information and/or unclassified sensitive information in order to prevent exploitation through intentional or unintentional disclosure, interception, unauthorized electronic access, or related technical intelligence threats.
(**Chapter 562**)

Information Technology
(A) The term ‘information technology', with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

(B) The term ‘information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

(C) Notwithstanding subparagraphs (A) and (B), the term `information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. (Source: Clinger-Cohen Act) (**Chapters 518**, **541-548**, **552**)

Information Technology Architecture
The term "information technology architecture" means an integrated framework for evolving or maintaining existing information technology and acquiring new information technology to achieve the agency's strategic goals and information resources management goals. (source: 40 U.S.C. Section 1425) (**Chapters 545**, **552**)

information technology installation
One or more computer or office automated systems including related telecommunications, peripheral and storage units, central processing units (CPU), and operating and support system software. Information technology installations may range from information technology facilities such as large centralized computer centers to individual stand-alone microprocessors such as PCs. (**Chapter 562**)

information technology property
Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. It includes, but is not limited to "computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources."
(**Chapter 629**)

information technology resources
Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. It includes, but is not limited to, "computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources".
(**Chapters 519**, **541**, **542**)

Inherently Governmental
Functions which are so intimately related to the public interest as to mandate performance by Government employees. (**Chapter 601**)

inherently governmental function
A function that is so intimately related to the public interest as to mandate performance by Government employees. OMB Policy Letter 92-1 provides additional information and a list of functions considered to be inherently governmental functions. (**Chapter 104)**

A function that is so intimately related to the public interest as to mandate performance by Federal employees. Inherently governmental functions are defined in OMB Circular A-76 to include those activities that require either the exercise of discretion in applying Government authority or the use of value judgment in making decisions for the Government. Inherently governmental functions are discussed at 306.3.13.1. (**Chapter 306**)

Initial Environmental Examination
The first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment or an Environmental Impact Statement will be required. (See **ADS 204**) (**Chapters 200-203**)

input
A resource, such as technical assistance, commodities, training, or provision of USAID staff, either Operational Expenses (OE) or Program funded, that is used to create an output. (**Chapters 200-203**)

instrument
A contract, grant, bilateral agreement, or other mechanism that obligates or sub-obligates program or Operating Expenses (OE) funds. (**Chapters 200-203**)

intangible benefits
Benefits to the Government that cannot be measured in terms of dollar savings. (**Chapter 491**)

integrity
That state when information, programs, and interfaces remain free from accidental or malicious alteration or destruction. (**Chapter 545**)

Refers to the security of information -- protection of the information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification. (**Chapter 578**)

interagency agreement
Any agreement between two Federal agencies by which one agency buys goods or services from the other, including but not limited to an agreement under the authority of FAA section 632(b), the Economy Act, the Government Management Reform Act or similar legislation, or by which one agency transfers or allocates funds to another under the authority of FAA section 632(a). (**Chapter 306**)

Interagency Committee
A committee that includes representatives from another Federal agency. (**Chapter 105**)

Interagency Country Risk Assessment System (ICRAS)
The Interagency Country Risk Assessment System (ICRAS) is a confidential interagency process through which the credit risk associated with U.S. credit assistance to foreign countries is assessed periodically (at least once every three years, and annually for key borrowing nations). An interagency group chaired by OMB uses common standards for country risk assessment to rate countries on a scale of A to F- on the basis of economic and political/social variables. Each country receives two ratings: a sovereign (official government) risk rating and a private risk rating, the latter assessing a country's market environment for nonsovereign transactions. (**Chapter 249**)

Interagency Reporting
A report form that has a reporting requirement to a Federal department or agency from one or more other Federal departments or agencies. (**Chapter 506**)

Interagency Selection Board
Interagency board that makes recommendations to the President upon reviewing Senior Foreign Service employees nominated by the foreign affairs agencies for Presidential awards. (**Chapter 422**)

interest
The charge assessed on delinquent debts in order to compensate the government for the time value of money owed and not paid when due. The minimum annual rate to be assessed is the Department of the Treasury's "Current Value of Funds Rate;" a higher rate may be used if the billing office unit judges it necessary to protect the government's interests. Interest is accrued and assessed from the date of delinquency. (**Chapter 625**)

interest method
A method used to amortize the subsidy cost allowance of direct loans. Under this method, the amortization amount of the subsidy cost allowance equals the effective interest minus the nominal interest of the direct loans. The effective interest equals the present value of the direct loans times the effective interest rate (the discount rate). The nominal interest equals the nominal amount (face amount) of the direct loans times the stated interest rate (the rate stated in the loan agreements). (SFFAS 2) (**Chapter 623)**

interest rate reestimate
A reestimate for the subsidy cost of direct loans or loan guarantees due to a change in the interest rates used in present value calculations from the assumed interest rates used in budget preparations to the interest rates that are applicable to the periods in which the direct or guaranteed loans are disbursed. (SFFAS 18) (**Chapter 623**)

Interested Party Messages
A method of transmitting telegrams when the Agency has indirect interest in the subject matter. This method is most commonly used to provide assistance to private individuals or companies overseas. In most cases, the Agency rarely initiates this type of telegram. (**Chapter 549**)

Intergovernmental Personnel Act assignments
Assignments/details to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations which are intended to facilitate cooperation between the Federal Government and the non-Federal entity through the temporary assignment of skilled personnel. These assignments allow civilian employees of Federal agencies to serve with eligible non-Federal organization for a limited period without loss of employee rights and benefits. Employees of State and local government, Indian tribal governments, institutions of higher education and other eligible organizations may serve in Federal agencies for similar periods. (**Chapter 432**)

Interim Approval To Operate (IATO)
Determination applied when a system does not meet the requirements stated in the SSAA [System Security Authorization Agreement], but mission criticality mandates the system become operational. The IATO is a temporary approval that may be issued for no more than a one-year period. {Source: NSTISSI No. 1000} -(**Chapter 545**)

interim evaluation
An evaluation covering a period of performance that is long enough to require written documentation of performance against an established performance plan and yet not long enough to be considered representative of the employee's performance for the entire annual rating cycle. (**Chapter 462**)

interim payment
Any payment that is not a advance payment or a delivery payment. These payments are contract financing payments for prompt payment purposes (i.e., not subject to the interest penalty provisions of the Prompt Payment Act). An interim payment is given to the contractor after some work has been done, whereas a advance payment is given to the contractor when the work for which the contractor is being paid has not been done. (**Chapter 636**)

Interim Updates
Interim Updates are temporary, mandatory guidance that will either be (1) incorporated into the appropriate Automated Directives System (ADS) chapter or reference or (2) expire on a specified date. Interim updates are issued as Policy Notices, Policy Cables, or Administrator memoranda. This guidance is cleared through the ADS clearance process and distributed Agency-wide via e-mail. (**Chapter 501**)

Intermediate
Any film copy, other than a camera original, intended for use only in making duplicates, such as a color internegative, a duplicate positive, or a duplicate negative. (**Chapter 502**)

Intermediate Credit Institution (ICI)
A host country lending institution which receives USAID funds to use to purchase commodities or to make loans to residents of that country, normally in local currency. (**Chapter 316**)

intermediate customer
(See "customer")

Intermediate Result (IR)
An important result that is seen as an essential step to achieving a Strategic Objective (SO). IRs are measurable results that may capture a number of discrete and more specific results. IRs may also help to achieve other IRs. (**Chapters 200-203**)

Intermittent employment
Employment where there has not been established in advance a regular work schedule and where compensation is based on a "When Actually Employed" (WAE) basis. (**Chapter 499**)

The non-full-time employment of an individual serving under a competitive or excepted service appointment in tenure group I or II without a regularly scheduled tour of duty. (**Chapter 413**)

Intermittent Leave or Leave Taken Intermittently
Leave taken in separate blocks of time, rather than for one continuous period of time, and may include leave periods of one hour to several weeks. (**Chapter 481**)

Intermodal Transportation
A system of transportation using containers with common handling characteristics, which allows for efficient handling by different types of carriers. For example, a container that can be attached to a truck bed and/or railcar and subsequently be loaded onto a ship dock for ocean transportation. (**Chapter 314**)

Internal Committee
A committee comprised solely of USAID employees. (**Chapter 105**)

internal control
Steps taken to provide reasonable assurance that obligations and costs are in compliance with applicable law; funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and revenues and expenditures applicable to Agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets. (**Chapter 562**)

internal/process customer
(See "customer")

internal quality control system
The system includes written policies and procedures and a quality assurance review program designed to provide reasonable assurance that the OIG follows applicable auditing standards and has established and follows adequate policies and procedures. (**Chapter 590**)

internal use software
Software that is purchased from commercial vendors "off-the-shelf," internally developed, or contractor-developed solely to meet USAID's internal or operational needs. (**Chapter 629**)

Internally Required Report
A report required, prepared, and used within USAID. (**Chapter 506**)

International Affairs Strategic Plan (IASP)
The IASP is an overarching framework for the international affairs goals of the executive branch of the Federal Government and is prepared by the Secretary of State. (**Chapters 200-203**)

International Cooperative Administrative Support Service (ICASS)
ICASS is a customer-driven, voluntary interagency system for managing and funding administrative support services abroad; gives posts the authority to determine how services are delivered at what cost and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full cost recovery system through a no-year working capital fund. (**Chapters 520**, **527**, **534**)

International Development Intern (IDI) Program
A program of specialized and concentrated training for highly qualified entry-level professionals as they launch their Foreign Service careers with USAID. The IDI program provides potential career officers with the training and exposure needed for growth in USAID. The program normally lasts two years plus the time that may be necessary for language training. After completing the program, IDIs are conditionally integrated into USAID's career service. They become full-fledged career employees when they make the transition from career candidate status to career status tenure, usually three to four years after commencing the IDI program and only based on the positive recommendation of the Tenure Board. (**Chapters 459**, **460**, **468**)

International Disaster Assistance (IDA) Account
Funding source for OFDA administered disaster responses, authorized in Sections 491-492 of the FAA. (**Chapter 251**)

International Organizations
Public International Organizations or International Commissions, identified by OPM after consultation with the Department of State, to which Federal employees may be detailed

or transferred with reemployment rights to his/her agency following separation. It is the policy of the U. S. Government to assist international organizations to obtain well-qualified U. S. citizens to serve in their secretariats and technical assistance programs. (**Chapter 432**)

Internegative
A color negative duplicate made from a color positive and used for printing use-copies to protect the originals. (**Chapter 502**)

Intern Investment Program (IIP)
An internship program designed for college sophomores to prepare them for application to the IDI program. (**Chapter 468**)

Internet
Internet consists of about 10,000 information networks of all kinds, encompassing approximately 1,000,000 computers that are linked together through common, open protocols, to form a vast global network of networks. It includes all kinds of diverse public and private networks, gateways, and backbones, in almost every country and region of the world - from Antarctica to Siberia, and Mongolia to Manitoba. Only the public telephone network exceeds it in terms of extent and connectivity. Selected USAID Policy and Essential Procedures are available on the Internet. (**Chapter 549**)

inter-office door
An internal door that permits employee access in contiguous office space between bureaus or offices. (**Chapter 562**)

Interoperability Lab
A vehicle for testing software and hardware policy reliability and compatibility before full-scale implementation. (**Chapter 544**)

Intimidate, Threaten, or Coerce
The promise or attempt to confer or conferring any benefit, such as an appointment, promotion, or compensation, or effecting or threatening to effect any reprisal, such as deprivation of appointment, promotion, or compensation, or in any other way intimidate, threaten, or coerce. (**Chapter 482**)

Intra-Governmental Payment and Collection System (IPAC)
An Internet application that enables Federal agencies to transmit transactions in a real-time environment on a government-owned platform by the Federal Reserve Bank (FRB) of Richmond. (**Chapter 635**)

Intra-Office Report
A report prepared by one or more organizational units within a USAID Bureau, Office, or Mission, at the request of another organizational unit within the same Bureau, Office, or Mission. (**Chapter 506**)

intrusion detection system (IDS)
An alarm system used to detect and signal unauthorized entry or attempted entry. (**Chapter 562**)

invention
Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the U.S. Code. (**Chapter 318**)

Inventory (for vital records purposes)
A survey of basic and indispensable records necessary for the operational continuity of selected USAID programs under unusual conditions. (**Chapter 502**)

Inventory is a physical count performed to determine the on-hand quantity of an item or group of items. (**Chapter 534**)

investment project aid
Investment project aid comprises (1) schemes to increase and/or improve the recipient's stock of physical capital and (2) financing the supply of goods and services in support of such schemes. The contribution of planners, engineers, technicians, etc. to the design and implementation of projects (that is, investment-related technical cooperation) should be included as part of the capital project concerned. The category also covers integrated development programs (e.g. rural or urban development) that contain large investment components. (**Chapter 221**)

investors
Investors eligible for the Housing Guaranty are as specified in 22 USC 2198, Section 238 (c), and include (1) U.S. citizens; (2) domestic U.S. corporations, partnerships, or associations substantially beneficially owned by U.S. citizens; (3) foreign corporations whose share capital is at least 95% owned by U.S. citizens; and (4) foreign partnerships or associations wholly owned by U.S. citizens. (**Chapter 250**)

Invitational Travel
Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at $1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. Participant Training travel is not considered Invitational Travel. (**Chapters 522**, **523**, **524**)

involuntarily separated
A separation initiated by the Agency against the employee's will and without the employee's consent for reasons other than cause or charges of misconduct or delinquency. An involuntary separation includes a separation resulting from the employee's actual inability to do the work following genuine efforts to do so, but does

not include a separation under 5 CFR Part 752 or an equivalent procedure for reasons that involve culpable wrongdoing on the part of the employee. (**Chapter 467**)

is regarded as having such an impairment
a. Has a physical or mental impairment that does not substantially limit major life activities but is treated by an employer as constituting such a limitation;

b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of an employer toward such impairment; or

c. Has none of the impairments defined in b. above but is treated by an employer as having such an impairment. (**Chapter 110**)

- J -

J-1 visa
The non-immigrant visa permitted by the Immigration and Naturalization Service (INS) for USAID-sponsored participants to use when traveling to the U.S. for training. The J-1 visa applies only to foreign nationals who are not also U.S. permanent residents. Green card holders and U.S. citizens are not eligible to receive J-1 visas and do not need such a visa for travel to the U.S. (**Chapter 253**)

JFMIP

The Joint Financial Management Improvement Program defines financial management system requirements in a series of documents called the Federal Financial Management System Requirements. (**Chapter 620**)

job analysis
The process of identifying the knowledge, skills, abilities, and other characteristics essential to a position in order to provide a job related basis for evaluation and selection for the position (**Chapter 418**)

Job Code
A six-digit code included in GAO notification letters that identifies and tracks a review in progress. This number is used until issuance of a final report number by GAO. (**Chapter 593**)

Job Sharing
A form of part-time employment in which the schedules of two part-time employees are arranged to cover the duties of a single full-time position. Job sharers are subject to the same personnel rules as other part-time employees. (**Chapter 413**)

Joint Country Awards Committee (JCAC)
This Committee is an advisory group established by the chief of Mission to review nominations for awards for the staff of the agencies under that official's jurisdiction. The

Committee will normally include members from all of the agencies represented at post. (**Chapter 491**)

joint issuances
Joint issuances are Uniform Foreign Affairs Regulations jointly developed by various foreign affairs agencies. (**Chapter 501**)

joint State/USAID awards
These jointly administered awards are open to employees of the Department of State and USAID and are awarded by the Secretary of State. These awards may or may not contain a monetary component. Joint State/USAID awards are the Secretary's Award, the Award for Heroism, the Luther I. Replogle Award for Management Improvement, and the Herbert Salzman Award for Excellence in International Economic Performance. (**Chapter 491**)

- K-

key individual
An official of a public or private entity receiving assistance who may be expected to principally control or benefit from the assistance, e.g., the principal operating officer of a firm. (**Chapter 206**)

- L -

Labor Organization
See 3 FAM 4412 (**Chapter 486**)

land rights
Land rights are interests and privileges held by USAID in land owned by others, such as leaseholds, easements, water and water power rights, diversion rights, submersion rights, rights-of-way, and other like interests in land. (Source: SFFAS 6) (**Chapter 629**)

Last Revised Date
(term no longer used – please see "revision date")

late charges
Interest, penalties, and administrative costs related to the debt. (**Chapter 625**)

latest acquisition cost
Includes all amounts, except interest, paid to a vendor to acquire an item. (Source: SFFAS 3) (**Chapter 629**)

leasehold improvements
Leasehold improvements include, but are not limited to, the cost of acquiring and installing new ceilings, permanent walls, lighting, carpeting, air conditioning, and safety and protective devices with a useful life longer than two years, and additions and betterments to buildings and other facilities. (**Chapter 629**)

Leasing
Is the act of entering into a contract by which one conveys real estate, equipment, or facilities for a specified term and for a specified rent, from one entity or person to another. (**Chapter 527**)

Least Developed Countries (LLDC's)
Those listed in the annual reports of the U.N. Conference on Trade and Development (UNCTAD) Secretariat and of the Chairman of the Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD). (**Chapters 221**, **310**)

least privilege
The principle requiring that each subject be granted the most restrictive set of privileges needed for the performance of authorized tasks. Application of this principle limits the damage that can result from accident, error, or unauthorized use of an information system (IS). (**Chapter 545**)

Leave Donor
A federal employee whose application for transfer of annual leave from the employee's annual leave account to the annual leave account of an approved leave recipient has been approved. (**Chapter 482**)

Leave Recipient
A federal employee whose application to receive annual leave from the annual leave accounts of one or more leave donors has been approved by the appropriate approving official. (**Chapter 482**)

Leave Repurchase
The "buy back" and re-accredit of leave used by an employee during a period of disability caused by an injury or occupational disease or illness after the employee's claim for compensation has been approved. (**Chapter 442**)

Leave Without Pay
An absence from duty in a nonpay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek. (**Chapter 481**)

Lesson Learned
The conclusions extracted from reviewing a development program or activity by participants, managers, customers or evaluators with implications for effectively addressing similar issues/problems in another setting. (**Chapter 540**)

Letter of Credit
Letter of Credit is a method of advance payment for qualifying assistance agreements that is negotiated and authorized by the Agreements Officer. The Department of Health and Human Services (DHHS) is responsible for the payment and liquidation processes of USAID agreements using this method of financing. (**Chapter 630**)

leveraging
Significant resource mobilization. In the case of public-private alliances, USAID seeks the mobilization of resources of other actors on a 1:1 or greater basis. Resources may include funds, in-kind contributions, and intellectual property. (**Chapters 200-203**)

life cycle cost
The total cost of owning, operating, and maintaining a building over its useful life (including its fuel and water, energy, labor, and replacement components), determined on the basis of a systematic evaluation and comparison of alternative building systems. In the case of leased buildings, the life cycle must be calculated over the effective remaining term of the lease. (**Chapter 528**)

Life-cycle Costs
This includes all estimated project costs associated with the procurement of: hardware, redundant hardware, spare parts, site preparation, installation, implementation, and equipment maintenance. (**Chapter 548**)

Life-cycle Costs for Commodities
Life-cycle costs include all estimated project costs associated with the planning, procurement, site preparation, installation, operations, maintenance, and retirement of IT resources. (**Chapter 546**)

Life Cycle of Records
Management concept that records pass through three stages: creation, maintenance and use, and disposition. (**Chapter 502**)

light armored vehicle (LAV)
LAVs are treated with ballistic resistant opaque and transparent armor materials to afford the occupants protection against handgun fire. (**Chapters 562**, **563**)

Light Duty
The temporary or permanent assignment to productive duty of an employee partially disabled from a work-related injury or illness and unable to perform their regular duties. The employee's return to work must be recommended by an appropriate medical authority and the assigned tasks must be consistent with specified physical limitations. (**Chapter 442**)

Light Duty Vehicle
Means any motor vehicle whose gross vehicle weight is 8,500 pounds or less. (**Chapter 536**)

Light Truck
A motor vehicle on a truck chassis whose gross vehicle weight may be up to 8,500 pounds. (**Chapter 536**)

Limited Career Extension
Appointment extensions, in accordance with Section 607(b) of the Foreign Service Act, to career Senior Foreign Service employees who have reached their maximum Time-in-Class. Members of the Service serving under such limited career extensions continue to be career members of the Service (see Chapter 440 TIME-IN-CLASS AND LIMITED CAREER EXTENSIONS). (**Chapter 422**)

Liner Shipment
Shipment by a "liner" vessel which operates on published sailing and arrival dates between named ports. (**Chapter 314**)

liquidating account
The budget account that includes all cash flows to and from the government resulting from pre-FY 1992 direct loans or loan guarantees (those originally obligated or committed before Oct. 1, 1991) except those pre-FY 1992 direct loans and loan guarantees that have been directly modified and transferred to a financing account. (OMB Circular A-11) (**Chapter 623)**

Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs
A list consisting of two sections, Parties Excluded From Procurement Programs and Parties Excluded From Non-Procurement Programs. The first section lists persons (individuals and entities) that are excluded government wide from Federal procurement and/or sales programs because of debarment, suspension, or proposed debarment under the procedures of FAR Subpart 9.4. The second section lists persons (individuals and entities) excluded from certain types of Federal financial and nonfinancial assistance and benefits. (**Chapter 313**)

litigation
Legal action or process taken for full or partial debt recovery. Debt of $2,500 or more is referred to the Department of Justice for litigation purposes. (**Chapter 625**)

Living Quarters Allowance (LQA)
An allowance intended to cover the average costs of rent and utilities incurred by American citizen civilian employees living in a foreign area by reason of employment with the U.S. Government. The LQA is available if Government quarters are not provided. The amount of the allowance varies by post, employee grade/rank, and size

of family. See Standardized Regulations, Section 130. (FAM06-0700) See STR 130; 3 FAM 3230 (**Chapters 477**, **535**)

loan guarantee
Any guarantee, insurance, or other pledge with respect to the payment of all or part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, but does not include the insurance of deposits, shares, or other withdrawable accounts in financial institutions. (OMB Circular No. A-11) (**Chapter 623**)

loan guarantee commitment
A binding agreement by a Federal agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement. (OMB Circular No. A-11) (**Chapter 623**)

loan loss rate
The total principal on loans written off as uncollectible during a particular reporting period, as a percentage of the average unpaid balance on outstanding loans over the same reporting period. In the context of this guidance, all loans past due one year or more must be written off as uncollectible; institutions may set stricter standards. (**Chapter 219**)

local commuting area
The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities, in which people live and can reasonably be expected to travel, to their place of employment on a daily basis. (**Chapters 418** and **452**)

Local Compensation Plan (LCP)
Each post's official system of FSN pay, consisting of the local salary schedule, which includes salary rates, statements and authorizing benefits payments, premium pay rates, and other pertinent aspects of the FSN employee compensation. (**Chapter 495**)

local country (See also host country and cooperating country)
The country to which assistance is being provided. (**Chapter 305**)

local government
Any unit of local government within a state, including a county, borough, municipality, city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments or other instrumentality of local government. (**Chapter 591**)

Local Procurement
The use of appropriated funds to finance the procurement of goods or services from businesses, dealers, or producers in the host country, with payment normally being made in the currency of the host country. (**Chapter 311**)

Log Book
a) A step-by-step written record of the activities of making a motion picture/video. Separate logs are usually kept for camera and sound recording activities; and b) a listing, usually in chronological order, of still photographs. (**Chapter 502**)

Long-Term Lease
A single lease of more than 180 days, or repetitive or intermittent leases under a single activity within a one-year period totaling more than 180 days, for the same type of commodity. (**Chapter 310)**

A real property lease for ten years or longer. It also includes any lease which was subsequently renewed for a period less than ten years in which the original lease was a long-term lease. (FAM06-0700) (**Chapter 535**)

A single lease of more than 180 days, or repetitive or intermittent leases under a single activity or program within a one-year period totaling more than 180 days. (**Chapter 536**)

Lunch Break
The lunch break is in addition to the daily work requirement. For USAID/W employees, the lunch break is 45 minutes. For overseas missions, the lunch break is established in coordination with officials at post. Lunch breaks are unpaid time. (**Chapter 479**)

- M -

MACS
Mission Accounting and Control System. (**Chapter 631**)

M/AS
The Bureau for Management, Office of Administrative Services (M/AS).

M/AS/IRD
Bureau of Management, Office of Administrative Services, Information Records Division.

magnetic media
Devices that employ magnetic materials and technology to record and store information in digital form, such as magnetic tapes, floppy disks, hard disks etc. (**Chapters 545**, **552**)

Mail Management Operations
The USAID Mail Operation consisting of the Central Mail Facility in the State Department building and the satellite Mail Centers in various off-site locations. (**Chapter 513**)

Mail Stops
4-digit zip codes assigned to all USAID/W Offices to identify mail delivery locations. (**Chapter 513**)

maintain
Includes collecting, updating, use or disseminating information. (**Chapters 508**, **509**)

Maintenance
Activities undertaken to assure that equipment and energy-using systems operate effectively and efficiently. (**Chapter 528**)

Maintenance And Repair (M&R)
See Routine M&R and Special M&R. (FAM06-0700) (**Chapter 535**)

Maintenance of Records
All operations incidental to the upkeep of an organized filing system. (**Chapter 502**)

major application
A major application means an application that requires special attention to security due to the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to or modification of the information in the application. Note: All Federal applications require some level of protection. Certain applications, because of the information in them, however, require special management oversight and should be treated as major. Adequate security for other applications should be provided by security of the system in which they operate. {Source: NSTISSI No. 1000; cites also OMB A-130} (**Chapter 545**)

major life activities
Includes functions such as: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. (**Chapter 110**)

manageable interest
The concept of manageable interest recognizes that achievement of results requires joint action on the part of many other actors such as host country governments, institutions, other donors, civil society, and the private sector. When an objective is within USAID's manageable interest, it means that we have reason to believe that our ability to influence, organize, and support others around commonly shared goals can lead to the achievement of desired results, and that the probability of success is high enough to warrant expending program and staff resources. A result is within an entity's manageable interest when there is sufficient reason to believe that its achievement can be significantly and critically influenced by interventions of that entity. (**Chapters 200-203**)

Management
A recommendation that could result in funds being used more efficiently. The recommendation may include: (a) savings from such items as reprogramming or

recapture of unliquidated obligations; (b) more efficient contract negotiations; and (c) reductions or eliminations of payments, costs, or expenses that would be incurred by the Agency. This type of finding is also referred to as a recommendation that funds be put to better use. (**Chapter 592**)

management accountability
The expectation that managers are responsible for the quality and timeliness of program performance, increasing productivity, controlling costs and mitigating adverse aspects of Agency operations, and assuring that problems are managed with integrity and in compliance with applicable law. (**Chapter 596**)

management accountability official
(replaced by the term **"Management Control Official (MCO)"**)

management action official (MAO)
The USAID employee assigned specific responsibility for responding to recommendations from audits and ensuring that corrective action is completed. (**Chapters 593**, **596**)

The USAID employee assigned specific responsibility for responding to recommendations from financial audits and ensuring that corrective action is completed. For financial audits, generally the contract/grant officer. (**Chapter 591**)

Management Agreement
An agreement between an Operating Unit and its Bureau that provides approval to implement a proposed Strategic Plan. The Management Agreement provides a summary of agreements on a set of strategic and other objectives, confirmation of estimated resources over the Strategic Plan timeframe, SO start and end dates, and additional guidance on any special management concerns. Formerly called Management Contract. (**Chapters 200-203**)

Management Contract
Term no longer used. **(See "Management Agreement")**

Management Control Official (MCO)
(this replaces the former term "Management Accountability Official")

The employee within each assessable unit who is responsible for coordinating all of the management control activities within that unit, i.e., guidance, assessments, and reporting. (**Chapter 596**)

Management Control Review Committee (MCRC)
A group of senior officials at the Mission, Bureau, or Office level who provide oversight and assistance for the management control program and audit management issues. (**Chapters 591**, **592**, **595**, **596**)

management control standards
Standards for internal control in the federal government issued by the General Accounting Office. (**Chapter 596**)

management controls
The organization, policies, and procedures used to reasonably ensure that (a) programs achieve their intended results; (b) resources are used in accordance with the agency's mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) laws and regulations are followed; and (e) reliable and timely information is obtained, maintained, reported, and used for decision making. (**Chapters 592**, **596**)

management decision
The evaluation of a recommendation by management and a decision upon an appropriate course of action. (**Chapter 595**)

management efficiency
A monetary recommendation that could result in funds being used more efficiently. The recommendation may include (a) savings from such items as reprogramming or recapture of unliquidated obligations; (b) more efficient contract negotiations; and (c) reduction or elimination of payments, costs, or expenses that would be incurred by the Agency. This term has the same meaning as "funds be put to better use." (**Chapter 595**)

Management Official
The individual who has authority to approve a recurring Telecommuting arrangement. (**Chapter 405**)

Management Representation Letter
A letter prepared by the auditee's management to the auditor confirming in writing essential oral statements made by the auditee to the auditor. (**Chapter 592**)

Manager
A manager directs the work of an organization, is held accountable for the success of specific line or staff programs, monitors the progress of the organization toward goals and periodically makes adjustments. (**Chapter 413**)

Mandatory References
Mandatory References comprise relevant U.S. Government regulations created outside USAID, as well as documents containing mandatory guidance that have been created within USAID but not in Automated Directives System (ADS) chapter format. These references are cited and hyperlinked in ADS chapters.

a. External Mandatory Reference

External Mandatory References are relevant Federal statutes, Executive Orders, and other external regulations (e.g., USAID-specific regulations, Uniform Foreign Affairs Regulations, and some U.S. Government-wide regulations).

b. Internal Mandatory Reference
An Internal Mandatory Reference is a document created within the Agency that contains mandatory guidance (often accompanied by additional, non-mandatory guidance), but which has not been created in ADS chapter format. Adherence to all mandatory guidance contained in Internal Mandatory References is required. (**Chapter 501**)

Mandatory Retirement Based on Relative Performance
When three Performance Standards Boards within a five year period find that a career employee has not met the standards of performance established for his or her class (Section 608, Foreign Service Act of 1980, as amended), the employee is involuntarily retired based on performance. (**Chapter 463**)

market test
The principle that the value that people attach to any goods or services provided to them must be at least equal to the amount they are willing to pay for those goods or services. (**Chapter 219**)

marking
The physical act of indicating on national security information the proper classification levels, the classification authority, the Agency and office of origin, declassification and downgrading instructions, and special markings which limit the use of the classified information. (**Chapters 562**, **568**)

Master Positive
A positive print made from the original negative film and used to prepare duplicate negatives. (**Chapter 502**)

material weakness
A deficiency that is determined to be of such significance that it should be reported to the next management level. Generally such a weakness would a) significantly impair the organization's ability to achieve its objectives; b) result in the use of resources in a way that is inconsistent with Agency mission; c) violate statutory or regulatory requirements; d) result in a significant lack of safeguards against waste, loss, unauthorized use or misappropriation of funds, property, or other assets; e) impair the ability to obtain, maintain, report and use reliable and timely information for decision making; or f) permit improper ethical conduct or a conflict of interest. (**Chapter 596**)

Measure of Performance
A scale against which the fulfillment of a requirement can be measured. (**Chapter 528**)

Measurement Sensitive Data
Data whose meaning or application depends substantially on some measured quantity. (**Chapter 505**)

Measures
Actions, procedures, devices or other means for effecting energy efficient changes in general operations which can be applied by Federal agencies. (**Chapter 528**)

Medevac Insurance
Insurance to cover the cost of medical evacuation of USAID contractors and their dependents, applicable to all U.S. citizens, U.S. permanent resident aliens, and third country nationals. Cooperating country nationals are not eligible. (**Chapter 322**)

median
The middle value in a distribution. As applied for example to the loan portfolio of a microfinance institution, calculated by arranging its loans from smallest to largest and observing the value of the loan in the middle of that distribution. (**Chapter 219**)

Medical Emergency
A medical condition of an employee or a family likely to require the employee's prolonged absence from duty and to result in a substantial loss of income to the employee because of the unavailability of paid leave. (**Chapter 482**)

Medical Personnel
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Medium (Media)
The physical form of recorded information. Includes paper, film, disk, magnetic tape and other materials on which information can be recorded. (**Chapter 502**)

medium Mission
Medium Missions conduct USAID's major programs within two to three strategic goal areas and are managed by a technical/program management staff. Typically, a medium Mission consists of five to eight U.S. Direct-Hire employees and may to rely on regional hubs, full Missions, or USAID/W for program and Program Development Officer support and for administrative support. (**Chapter 102**)

Member of the Foreign Service
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

Memorandum of Understanding (MOU)
A document that sets forth an agreement between parties. A Memorandum of Understanding may be used to cover a range of topics including results to be achieved, activities to be implemented, and the respective roles and responsibilities of each party. An MOU is not used for obligating funds. However, an MOU may be used to confirm an

agreement with a host government on a program that USAID will fund directly through an obligating instrument signed with other parties. (**Chapters 200-203**)

Merit Promotion Certificate

The form used to send the names of the best qualified candidates, listed in alphabetical order, to the selecting official for consideration, and to document selection decisions. (**Chapter 418**)

Meritorious Service Award
Presidential award for sustained superior accomplishment which carries a payment of up to $10,000. (**Chapter 422**)

Message Reference Number (MRN)
Cite telegrams using the MRN, which is the official REFERENCE number assigned by the Communications Center. NUMBER It appears following the classification beneath the last (MRN) addressee and consists of the originator's name and organization (not abbreviated), followed by a multi-digit number (i.e., STATE 123456; BONN 3597). (**Chapter 549**)

Meta Data
Information about data (data about data) that is stored in computer systems. (**Chapter 551**)

Metric Executive
USAID's Metric Executive assumes the responsibilities and performs the activities prescribed for this role in EO 12770 and in this chapter. The designated Alternate Metric Executive assumes this role in the absence of the Metric Executive. Section 323.2 of ADS 323 identifies the individuals designated for these roles. (**Chapter 323**)

metric system
The International System of Units (SI), as interpreted or modified for use in the United States by the Secretary of Commerce. It is currently issued by the General Services Administration as Federal Standard 376B, dated January 27, 1993. (**Chapter 323**)

M/FM
Bureau for Management, Office of Financial Management. (**Chapter 631**)

microenterprise
A very small-scale, informally organized business activity undertaken by poor people; excludes crop production by convention. For USAID program purposes, the term is restricted to enterprises with 10 or fewer workers, including the microentrepreneur and any unpaid family workers. (**Chapter 219**)

microenterprise development
Any activity undertaken by donors, host-country governments, or non-government organizations to improve the lives of poor people by encouraging the formation of

microenterprises and/or the improved performance of existing microenterprises. Also, the overall process of improvement in the performance of microenterprises. (**Chapter 219**)

microentrepreneur
The owner-operator of a microenterprise. (**Chapter 219**)

microfinance
The provision of financial services adapted to the needs of low income people such as microentrepreneurs, especially the provision of small loans, the acceptance of small savings deposits, and simple payments services needed by microentrepreneurs and other poor people. (**Chapter 219**)

microfinance institution organization
An organization whose activities consist wholly or in significant part of the provision of financial services to microentrepreneurs. Abbreviated MFI or MFO. (**Chapter 219**)

mid-cycle review
A mandatory progress review to be held by the Rating Official and employee at the mid-point in the appraisal period. (**Chapter 462**)

Military Post Facilities
A postal facility installed by the Department of Defense at one of its bases, domestically or overseas. (**Chapter 513**)

minimal additional expense
Minimal additional expense means that employee's personal use of government office equipment is limited to those situations where the government is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include, making a few photocopies, using a computer printer to printout a few pages of material, making occasional brief personal phone calls (within Agency policy and 41 CFR 101-35.201), infrequently sending personal e-mail messages, or limited use of the Internet for personal reasons. (**Chapter 541**)

Minimize
is a telegram control procedure imposed during emergency conditions (i.e., local civil disorders; communications circuit failures; natural disasters) to reduce the volume of traffic not related to the emergency and to avoid overloading the communications facilities and personnel capabilities of the Department and the affected post(s). A current list of posts that are on Minimize is maintained at the Communications Center. To find out what is on Minimize call (202) 712-5981. (**Chapter 549**)

Minimum Appraisal Period (Civil Service)
The minimum performance period that must be completed before a performance rating can be given. (**Chapter 462**)

Minimum Retirement Age
The earliest age an employee covered under a retirement system may retire. (**Chapter 494**)

Minor Donor
USAID is a minor donor to a multi-donor project when USAID does not control the planning or design of the multi-donor project and either; (i) USAID's total contribution to the project is both less than $1,000,000 and less than 25 percent of the estimated project cost, or (ii) USAID's total contribution is more than $1,000,000 but less than 25 percent of the estimated project cost and the environmental procedures of the donor in control of the planning of design of the project are followed, but only if the USAID Environmental Coordinator determines that such procedures are adequate. (**Chapter 204**)

Minor Improvements
Alterations to real property that will increase the value of the property or improve or change its utility, and that generally cost less than $500,000. Some examples of this are room additions, paving (not repaving) for a parking area or road, and converting storage space to office or other use. (FAM06-0700)(**Chapter 535**)

minority owned bank
A bank that is owned at least 50 percent by minority group members. (**Chapter 636**)

minority serving institutions
Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). (**Chapter 321**)

Miscellaneous Expense Allowance
A miscellaneous expense allowance for the purpose of defraying certain expenses associated with discontinuing a residence at one location and establishing a residence at the new location in connection with an authorized or approved permanent change of station. (**Chapter 524**)

Miscellaneous Obligation Document
The Miscellaneous Obligation Document (MOD) may be used to record obligations of a recurring and/or continuing nature, such as communications services, public utilities, and rent. It is also used to obligate funds for the purchase of goods and services associated with International Cooperative Administrative Support Services (ICASS), medical services, U.S. dispatch agent, disaster cable, taxi services, interpreter services, training from another government agency, personal property claims, tort claims, and other claims. In addition, it is used for costs such as interest penalty payments. (**Chapter 621**)

misconduct
Willfully improper behavior of an employee, including (but not limited to) attendance problems, e.g., absence without official leave (AWOL), excessive tardiness, and improper use of sick or home leave. (**Chapter 450**)

Missing Status
An employee who is in active service and is officially determined to be absent in a status of - -

a. missing;
b. missing in action;
c. interned in a foreign country;

This does not include the status of an employee for a period during which the employee is officially determined to be absent from duty post without permission. (**Chapter 478**)

Mission
The USAID Mission or representative in a cooperating country. (**Chapter 310**)

Mission Critical System
The term "mission critical system" means any telecommunications or information system used or operated by an agency or by a contractor of an agency, or other organization on behalf of an agency, that

a. Is defined as a national security system under section 5142 of the Clinger-Cohen Act of 1996 (40 U.S.C. 1452);

b. Is protected at all times by procedures established for information which has been specifically authorized under criteria established by an Executive Order or an Act of Congress to be classified in the interest of national defense or foreign policy; or

c. Processes any information, the loss, misuse, disclosure, or unauthorized access to or modification of would have a debilitating impact on the mission of an agency. (source: Public Law 106-398) (**Chapters 545**, **552**)

mixed financial system

An information system that supports both financial and nonfinancial functions. (OMB Circular A-127) (**Chapter 620**)

Mobile Home Movement
Expenses for the movement of a mobile home for use as a residence when movement is authorized instead of shipment and temporary storage of household goods. (**Chapter 524**)

mobile radio
A two-way voice radio that is permanently installed in a vehicle. (**Chapter 562**)

mobilization payment
Payments provided to a construction contractor or a supplier of specially constructed equipment to assist in meeting extraordinary start-up costs incurred to promptly perform under the contract (e.g., purchase of specialized equipment and shipment to the host country). The contractor is permitted to receive limited mobilization payments after expenditures are incurred for purchase of equipment, materials, etc., rather than having to wait for progress payments. (**Chapter 636**)

modal rating
The summary rating level assigned most frequently among the actual ratings of record. These ratings must be assigned under the summary level pattern that applies to the employee's position of record at the time of the RIF; they must be given within the same competitive area, or at the option of the Agency, within a larger subdivision of the Agency or Agency-wide; and they must be on record for the most recently completed appraisal period prior to the issuance of the RIF notices or the cutoff date after which no new ratings will be put on the record established by the Agency prior to issuance of RIF notices. (**Chapter 452**)

modification
A Federal government action, including new legislation or administrative action, that directly or indirectly alters the estimated subsidy cost and the present value of outstanding direct loans (or direct loan obligations), or the liability of loan guarantees (or loan guarantee commitments). Direct modifications are such actions that change the subsidy cost by altering the terms of existing contracts, selling loan assets, and purchasing loans under guarantee from a private lender. Indirect modifications change the subsidy cost by legislation that alters the way in which an outstanding portfolio of direct loans or loan guarantees is administered. (According to OMB Circular A-11, the term modification does not include a Government action that is assumed in the baseline cost estimate, as long as the assumption is documented and has been approved by OMB. For example, modification does not include routine administrative workouts of troubled loans or loans in imminent default, and the borrower's or the Government's exercise of an option that is permitted within the terms of an existing contract, such as prepaying the loan. OMB Circular A-11, sec. 85.3 (n) July 1999) (**Chapter 623**)

modification adjustment transfer
A non-expenditure transfer from a financing account to the Treasury, or vice versa, to offset the difference between the cost of modification of direct loans (or loan guarantees) and the change in the book value of direct loans (or loan guarantee liabilities). (OMB Circular A-11) (**Chapter 623**)

mortgage
A claim on future resources, which has been authorized in the Operating Unit's Management Agreement; the difference between the total authorized level of funding and the cumulative total amount of funds obligated to a particular strategic objective, Intermediate Result, or activity. (**Chapters 202**, **602**)

Motor Vehicle
Any vehicle powered by liquid fuel (such as gasoline or diesel fuel), an alternative fuel (such as ethanol, methanol, or natural gas) or electrical energy that is designed to operate on highways carrying passengers or cargo. (**Chapter 536**)

Motor Vehicles
Self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-highway trucks. (**Chapter 312**)

For USAID: a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, of a type used for private conveyance of passengers by land. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

moved involuntarily
See 5 CFR Sec. 531.202 (**Chapter 471**)

moving average
An inventory costing method used in conjunction with a perpetual inventory system. A weighted average cost per unit is recomputed after every purchase. (Source: SFFAS 3) (**Chapter 629**)

multi-country Mission
Multi-country Missions are established to either administer USAID programs and services involving several overseas countries, including an in-country program, or to only provide regional services to other overseas organizations. (**Chapter 102)**

Multiple-Year Appropriation
An appropriation that is available for obligation for a definite period f time in excess of one fiscal year. (**Chapter 634**)

multisector-program assistance
Multisector-program assistance includes support for projects that straddle several sectors and covers only those actions that cannot be identified with a specific sector. (**Chapter 221**)

- N -

National Archives and Records Administration (NARA)
The organization responsible for appraising, accessing, preserving and making available permanent records. (**Chapter 502**)

National Performance Review (NPR)
Led by Vice President Gore, the NPR is a review of the Federal Government to identify problems, offer solutions and ideas for savings. Part of the outcome of the initial review is the determination to reduce internal directives of the Federal government by 50%.

national security
The national defense or foreign relations of the United States. (**Chapter 562**)

national security position
Any position which requires the incumbent to have access to classified information. (**Chapters 562**, **566**, **567**)

National Security Strategy (NSS)
The NSS is an overarching U.S. Government policy document which covers the national security principles underlying U.S. foreign policy. As published in September 2002, its main themes include promoting "human dignity" through political and economic freedom; providing security against terrorism and weapons of mass destruction; working with others to defuse regional conflicts; and strengthening America's national security institutions. Objectives of development assistance are central to the document, which was prepared by the National Security Council. (**Chapters 200-203**)

National Security System
The term "national security system" means any telecommunications or information system operated by the United States Government, the function, operation, or use of which

a. Involves intelligence activities;

b. Involves cryptologic activities related to national security;

c. Involves command and control of military forces;

d. Involves equipment that is an integral part of a weapon or weapons system; or

e. Is critical to the direct fulfillment of military or intelligence missions. This final subcategory does not include does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications). (Source: 40 U.S.C.1452) (**Chapters 545**, **552**)

Nationality
For purposes of USAID's procurement rules, nationality refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services. (**Series 300**)

need to know
A determination made by a possessor of classified information that a prospective recipient, in the interest of national security, has a requirement for access to, knowledge, or possession of the classified information in order to perform official duties. The determination is not made solely by virtue of an individual's office, position or security clearance level. (**Chapters 562**, **566**, **567**, **568**)

Negative Film
Film in which the dark portions of the original image appear light and the light portions dark. Used as the master copy from which positive copies can be made. (**Chapter 502**)

negligence
Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of government property. Gross negligence is failure or omission on the part of the responsible employee(s) of a greater degree than simple negligence and deemed to be misconduct or willful, wanton, or reckless disregard for government property resulting in loss, damage, or destruction. (**Chapter 518**)

Negotiated Rulemaking
A process of consensual rulemaking used by federal regulatory agencies, wherein external parties affected by the regulation participate in the rulemaking. (**Chapter 105**)

Net Space Measurement
Generally, all usable space within the interior walls of a building. (See FAM06-0723 Exhibits 723C and E, to be published at a later date.) (FAM06-0700) (**Chapter 535**)

Net Weight
Consists of actual effects plus cartons, barrels, fiber drums, crates and boxes, as well the necessary wrapping and cushioning material, used to pack fragile articles for shipment or storage. Fragile articles include clothing, linens, books, pictures, mirrors, lamp shades and bases, bric-a-brac, glassware, chinaware, and other articles which normally require preliminary packing before removal from the residence. (**Chapters 523**, **524**)

network
Any collection of systems and the connections between them. (**Chapter 545**)

new appointee
Includes employees on their first appointment to the Federal Government and also former Federal employees appointed after a break in service, except that employees separated as a result of reduction in force or transfer of function may be treated as transferees instead of new appointees (see Federal Travel Regulations, 41 CFR 302-1.9). (**Chapter 467**)

New Appointees
Includes not only individuals when first appointed to Government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

new appointment
See 5 CFR Sec. 531.202 (**Chapter 471**)

News Media Inquiries
Requests from members of the news media for statements, comments, publications, or other information regarding USAID and related activities and programs. (**Chapter 559**)

News Releases
Statements of policy, comments from USAID officers, data, or other information regarding USAID activities and programs provided to members of the news media for publication or for use in reporting on the activities of USAID and related topics. (**Chapter 560**)

News Summaries
News clippings from major newspapers and wire services related to foreign affairs and USAID. (**Chapter 560**)

next higher rate within the grade
See 5 CFR Sec. 531.403 (**Chapter 471**)

NIACT/Immediate
Outgoing telegrams that are to be delivered immediately - any day or night. (**Chapter 549**)

no management decision
A management decision has not yet been made regarding an audit recommendation. (**Chapter 595**)

non-Agency system
A system that does not meet the entire definition for an Agency system, e.g. privately owned systems and systems operated by other U.S. Government agencies, foreign governments and private industry. (**Chapter 545**)

Non-Career Candidate
Appointments are appropriate when the knowledge skills required for a particular program or project in AID Foreign Service cannot reasonably be provided by career

employees. Appointments are limited to short-term, specific operational needs overseas, and may be of variable duration as established at the time of appointment not to exceed five years. (**Chapter 412**)

An employee hired for a time limited appointment that is not intended to lead to a full career with the Agency. (**Chapter 468**)

Non-Career employee
An employee hired for a time-limited appointment that requires skills linked to short-term USAID Foreign Service overseas staffing needs. (**Chapter 415**)

noncompetitive eligible
Those who meet qualification requirements for a particular position but are not required to compete under merit promotion requirements for the position (due to prior competition or exemption for some other reason). Examples include reassignment candidates, 30 percent disabled veterans, and reinstatement or transfer eligible applying for positions with no greater promotion potential. These candidates are not required to meet area of consideration or closing date requirements, and are referred directly to the selecting official on an unranked list. (**Chapter 418**)

noncritical element (Civil Service)
A work objective that, while sufficiently important to be documented on the AEF, would not result in an Unacceptable summary rating for the annual rating cycle if performance on this objective was unacceptable. (**Chapter 462**)

Non-Discretionary Advisory Committee
An advisory committee mandated by Presidential directive or statute. (**Chapter 105**)

Non-Duty Hours
The period when the majority of personnel are not at work (1700-0800 hours, Monday through Friday, plus weekends and holidays). (**Chapter 531**)

nonexpendable personal property
Property such as furniture, office machines, information technology (IT) equipment, and communications equipment that (1) is complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with an anticipated useful life of over two years. (**Chapters 518**, **534**, **629**)

non-federal auditor
A Certified Public Accountant (CPA) (or equivalent) operating as a sole practitioner, or a CPA (or equivalent) firm. (**Chapter 591**)

non-financial assistance
In the context of microenterprise development, any effort undertaken to improve the performance of individual microenterprises or of microenterprises as a group other than through microfinance. Includes, but is not restricted to training of individual

microentrepreneurs; efforts to link microenterprises with suppliers or markets for their output; the development and extension of technologies for use by microentrepreneurs; and lobbying efforts for improvements in policies and/or institutions affecting microenterprises. (**Chapter 219**)

nonfinancial system
An information system that supports nonfinancial functions or components. Any financial data included in the system are insignificant to Agency financial management and/or not required for the preparation of financial statements. (OMB Circular A-127) (**Chapter 620**)

Non-Government Funded Calls
Personal calls that must be made during working hours. (**Chapter 549**)

Non-Governmental Organization (NGO)
Any non-governmental organization or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract. (**Chapter 206**)

non-monetary award
Non-monetary awards include medals, certificates, plaques, citations, badges, or other similar items that have an award or honor connotation. (**Chapter 491**)

non-profit organization
Any corporation, trust, association, cooperative or other organization that is operated primarily for service, charitable, scientific, educational or other similar purposes; is not organized for profit; and uses its net proceeds to maintain, improve, and/or expand its operations. (**Chapter 591**)

non-project assistance (NPA)
Non-project assistance is also known as program assistance. The distinguishing feature of program assistance is the manner in which USAID resources are provided. Under this mode, USAID provides a generalized resource transfer, in the form of foreign exchange or commodities, to the recipient government. This is in contrast to other types of assistance in which USAID finances specific inputs, such as technical assistance, training, equipment, vehicles, or capital construction. (This distinction parallels distinctions in law and previous USAID usage between project and non-project assistance.) (**Chapters 200-203**)

Non-Record Material
U.S. Government-owned informational materials excluded from legal definition of records; documentation/correspondence that does not document USAID's policies, procedures, practices or operations. Includes extra copies of documents kept only for convenience or reference, stocks of publications of processed documents, and library or museum materials intended solely for reference or exhibition. (**Chapter 502**)

non-reimbursable details
Temporary loan of an employee from one Agency or body to another when employee's salary or benefits are not paid by the borrowing entity. (**Chapter 432**)

non-returnee
Non-returnees are U.S. participants provided with a J-1 visa, who do not return to their home organizations by the established return for work date set in the Stakeholder Compact and Conditions of Training form (Form AID 1318-6). Green card holders and U.S. citizen's participants are not bound by legal requirements to return to a country outside the U.S. (**Chapter 253**)

Non-Returnee Report
The report required of sponsoring units, their contractors or grantee/cooperative agreement partners monitoring participants when a U.S.-trained participant on a J-1 visa is identified as a non-returnee. (**Chapter 253**)

non-sensitive information
Any information that need not be safeguarded against disclosure, but must be safeguarded against tampering, destruction, or loss due to record value, utility, replacement cost or susceptibility to fraud, waste, or abuse (source: DOD 5200.28 / NISTIR 4659). Examples of non-sensitive information are: Travel of the Administrator or Deputy Administrator and all other employees to or through a medium or low terrorist threat environment; and information, the disclosure of which, does not adversely affect the conduct of Federal programs or the privacy to which individuals are entitled (i.e., the information is so public it might appear in the newspaper). (**Chapter 545**)

Non-Sensitive Position
Any position in USAID that does not fall within the definition of a sensitive position (special-sensitive position, critical-sensitive position, or noncritical-sensitive position). (**Chapters 562**, **566**, **567**)

nonsovereign risk
Private sector risk not backed by the full faith and credit of a sovereign nation. A risk assessment model approved by the Credit Review Board must be used to calculate the credit subsidy cost estimate for a DCA activity when the borrower is a nonsovereign entity. (**Chapter 249**)

nonstatus applicant
An individual who does not possess competitive status as a result of permanent Federal employment or other qualifying service specified in the CFR or other authorities. Non-status applicants may submit an application for the position when the area of consideration is extended to include such applicants. Qualified applicants may be referred to the selecting official as a secondary source for the position announced in accordance with established procedures. (**Chapter 418**)

Non-Temporary Storage/Continuous Storage
Allowable expenses for continuous storage of household goods belonging to Agency employees. (**Chapters 523**, **524**, **525**)

No-Pay Voucher
No-pay vouchers are vouchers that do not require a payment to be made. A travel voucher where the payee's expenses are offset by a liquidating entry to the travel advance account is an example of a no-pay voucher. (**Chapter 630**)

No-Year Appropriation
An appropriation that is available for obligation for an indefinite period of time. A no-year appropriation is usually identified by appropriation language such as "to remain available until expended" or "without fiscal year limitation." (**Chapter 634**)

not sustained amount
The amount of a proposed management efficiency audit recommendation that is not agreeable to USAID. (**Chapter 595**)

noteholder
A "noteholder" may be the initial investor, or subsequent eligible investor(s), which purchase the promissory note(s) associated with a Housing Guaranty borrowing. Promissory notes are transferable to new eligible investors (noteholders) over the life of the Housing Guaranty loan. Any changes of ownership of promissory note(s) are reflected in a register maintained for that purpose by the designated Paying and Transfer Agent. (**Chapter 250**)

Notice Period
The initial period stipulated in the original notice issued to employees which tells the period of time that they will be carried on the rolls of the Agency prior to their separation or furlough. (**Chapter 453**)

Notification Letter
A letter from GAO that announces a new review. The letter normally includes a brief description of the review intent and scope, the Congressional origin, GAO contact information, the job code, and fieldwork destinations if known. (**Chapter 593**)

Notwithstanding Clause
The exclusionary clause in the IDA legislation which allows USAID to use IDA funds for disaster relief, rehabilitations and reconstruction not withstanding any other provision of law. This clause permits USAID to use expedited processes in the provision of assistance to disaster victims. (See Supplementary References, FAA, Chapter 9, Section 491). (**Chapter 251**)

- O -

objectivity
Involves two distinct elements, presentation and substance.

1. "Objectivity" includes whether disseminated information is being presented in an accurate, clear, complete, and unbiased manner. This involves whether the information is presented within a proper context. Sometimes, in disseminating certain types of information to the public, other information must also be disseminated in order to ensure an accurate, clear, complete, and unbiased presentation. Also, the agency needs to identify the sources of the disseminated information (to the extent possible, consistent with confidentiality protections) and, in a scientific or statistical context, the supporting data and models, so that the public can assess for itself whether there may be some reason to question the objectivity of the sources. Where appropriate, supporting data should have full, accurate, transparent documentation, and error sources affecting data quality should be identified and disclosed to users.

2. In addition, "objectivity" involves a focus on ensuring accurate, reliable, and unbiased information. In a scientific or statistical context, the original or supporting data must be generated, and the analytical results must be developed, using sound statistical and research methods.

> 1. If the results have been subject to formal, independent, external peer review, the information can generally be considered of acceptable objectivity.
>
> 2. In those situations involving influential scientific or statistical information, the results must be capable of being substantially reproduced, if the original or supporting data are independently analyzed using the same models. Reproducibility does not mean that the original or supporting data have to be capable of being replicated through new experiments, samples, or tests.
>
> 3. Making the data and models publicly available will assist in determining whether analytical results are capable of being substantially reproduced. However, these guidelines do not alter the otherwise applicable standards and procedures for determining when and how information is disclosed. Thus, the objectivity standard does not override other compelling interests, such as privacy, trade secret, and other confidentiality protections. (**Chapter 578**)

obligated balance
The amount of unliquidated obligations applying to an appropriation minus the amount collectible as repayments from other Federal agencies that will be credited to the appropriation or fund as offsetting collections rather than receipts. Amounts that will be credited to receipt amounts will be excluded. (**Chapter 621**)

Obligating Official
USAID officials with the delegated authority to sign obligating documents. This includes

the authority to negotiate, execute, amend, and administer agreements obligating USAID funds. The Obligating Official may be an Agreement Officer, Contracting/Agreement Officer, Executive Officer, Assistant Administrator, Deputy Assistant Administrator, or other official. (**Chapters 603**, **621**, **634**)

obligation
A term of appropriations law that means some action that creates a definite commitment, which creates a legal liability of the government for the payment of funds for specific goods or services ordered or received. It includes a range of transactions, e.g., contracts, grants, loans, guarantees, wages, and travel. (**Chapter 621**)

Obligation Manager
The individual responsible for managing a specific obligation. The Obligation Manager may be the Cognizant Technical Officer, Activity Manager, Strategic Objective Team Leader, Executive Officer, or other official. (**Chapters 202**, **303**, **603**, **621**, **631**)

observation tours
Scheduled visits to one or more facilities to learn a process, method, or system through observation and discussion. Observation training emphasizes the acquisition of development ideas, approaches, and values. Participant teams with homogeneous interests and levels of responsibility are often suited for observational training. (**Chapter 253**)

Occupant Emergency Plan (OEP)
A detailed evacuation program that identifies procedures to be used and identifies building participants to assist in the orderly evacuation of a building during an emergency. (**Chapter 529**)

Occupational Disease or Illness
A condition produced in the work environment over a period longer than one workday or shift by such factors as systemic infection; repeated stress or strain, or exposure to hazardous elements such as, but not limited to, toxins, poisons, fumes, noise, particulate or radiation, or other continuing conditions of the work environment. (**Chapter 442**)

office
An organization unit within a Bureau or Mission; a Level II (Bureau-level) or III (Mission-level) organization. An office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. (**Chapters 102**, **501**)

office heads
For the purposes of ADS Chapter 501, an office head is a Supervisor, Division Chief, Director, AA, or someone delegated by the Division Chief, Director, or AA to sign the USAID Directives System Issuance Request form (AID 3-252) and who has oversight authority for the ADS material. (**Chapter 501**)

Office of the USAID Representative
An overseas bilateral organization, previously included with the small Missions, that has two or fewer U.S. Direct-Hire employees. The principal officer at such an organization is called the USAID Representative. These organizations have all the characteristics of small Missions and rely on full and full support Missions for many essential services. (**Chapter 102**)

Official Development Assistance (ODA)
Grants or loans to countries and territories on Part I of the Development Assistance Committee (DAC) List of Aid Recipients (developing countries) that are undertaken by the official sector, with the promotion of economic development and welfare as the main objective, and at concessional financial terms (if a loan has a grant element of at least 25 percent). (**Chapter 221**)

Official Development Assistance (ODA) to Nongovernmental Organizations NGOs
Official funds paid over to national and international non-governmental organizations for use at the latter's discretion. Official funds made available to NGOs for use on behalf of the official sector, in connection with purposes designated by the official sector, or known to and approved by the official sector. (**Chapter 221)**

Official File Copy
The official file copy of an outgoing letter or memorandum is the Agency record copy that bears the name and signature or initials of the drafting, clearing, and signing officers. (**Chapter 503**)

official parking
Parking spaces reserved for government-owned or government-leased vehicles. (**Chapter 514**)

official position
The actual position/position description to which an employee is assigned in the Agency. (**Chapter 452**)

Official Records
Official records are documentary materials (files) regardless of their physical form or characteristics, that are made or received either in pursuance of Federal law or in connection with the transaction of public business. (**Chapter 502**)

Official Residence Expenses
See STR 400; 3 FAM 3250 (**Chapter 477**)

Official Residences (State Only)
Residences occupied by Ambassadors, Deputy Chiefs of Mission, Consuls General (when Principal Officers), and U.S. Representatives to U.N. Agencies abroad (when Principal Officers). (FAM06-0700) (**Chapter 535**)

Official Superior
An employee designated to carry out FECA responsibilities vested in the Agency. (**Chapter 442**)

Official Use
An executive agency employee use a motor vehicle owned or leased by the Government to perform the agency's missions, as authorized by agency head or designee. Official use excludes using such a vehicle for your personal purposes, comfort, or a benefit. (See FPMR 101-38.300. and Business Purposes above.) (**Chapter 536**)

on-the-job training
Instruction in a specific task or skill via mentoring by a practitioner, using explanations, demonstration, practice, and feedback. On-the-job training may be combined with academic or technical training to provide a practical experience component. (**Chapter 253**)

One-Time Report
A report prepared one time only by one or more respondents. (**Chapter 506**)

One-Year Appropriation
An appropriation that is available for obligation during a specific fiscal year. Funds not obligated during the fiscal year expire at the end of the year. (**Chapter 634**)

Open System
A system capable of communicating with other open systems by virtue of implementing common international standard protocols. An open system is not always accessible by all other open systems. This isolation is either provided by physical separation or by technical capabilities based upon computer and communications security. (**Chapter 544**)

Operating Expense Budget
The Agency's Congressional appropriated funds for administrative support expenditures for a specified fiscal year. (**Chapter 527**)

Operating Expenses (OE)
Costs related to personnel, other administration costs, rental, and depreciation of fixed assets. (**Chapters 200-203**)

operating materials and supplies
Operating materials and supplies consist of tangible personal property to be consumed in normal operations. Examples are computer paper and general office supplies for operating materials and supplies held for use and tents, blankets, cots, and contraceptive materials for operating materials held for future use. (Source: SFFAS 3) (**Chapter 629**)

Operating Unit
USAID field Mission or USAID/W office or higher level organizational unit which expends program funds to achieve a strategic objective, strategic support objective, or special objective, and which has a clearly defined set of responsibilities focused on the development and execution of a strategic plan. (**Chapters 201-204**, **623**)

operational costs
That portion of a program's costs that cover personnel and other administrative costs, depreciation of fixed assets, and loan losses. (**Chapter 219**)

operational efficiency
The extent to which an organization succeeds in minimizing its operational costs, given the target population with which it is working. Measured by the ratio of the organization's operational costs to the average value of its outstanding portfolio. (**Chapter 219**)

operational self-sufficiency
A situation in which an organization generates sufficient revenues from clients to cover all of its operational costs. (**Chapter 219**)

Operational Units
USAID missions and organizations at the office level or above that expend program funds to achieve strategic objectives. (**Chapter 216**)

Operational Year Budget
Financial plans for the current fiscal year. (**Chapter 634**)

operations policy
Program procedures, rules, and regulations affecting the management of USAID internal systems, including budget, financial management, personnel, procurement, and program operations. (**Chapters 200-203**)

opportunity costs
In general, the value of a given set of resources in their best alternative use. As applied to a microenterprise development program, refers to the market value of the resources used to carry out that program. In particular, calculating the opportunity costs of a program requires that any funds or other resources received in the form of grants or low-interest loans be evaluated according to what the institution would have had to pay for those funds had it raised them in private financial markets. (**Chapter 219**)

opportunity period (Civil Service)
The period during which an employee is given a reasonable time to demonstrate acceptable performance, where the performance had been determined to be unacceptable. (**Chapter 462**)

opportunity period
The period during which an employee is given a reasonable opportunity to demonstrate acceptable performance after having job performance in one or more critical elements appraised as unacceptable. Typically, the minimum opportunity period is 30 days. (See also ADS 462.4). (**Chapter 489**)

optical media
Devices that employ optical technology to record and store information in digital form such as compact disks (CDs). (**Chapter 545**)

optimal breastfeeding
Exclusive breastfeeding for the first six months of life, with continued breastfeeding and appropriate complementary feeding for two years or more. Breastfeeding should be initiated immediately postpartum. (Support of adequate maternal nutrition is an important part of breastfeeding support.) (**Chapter 212**)

Optional Form
A form developed by a Federal agency for use in two or more agencies and approved by the General Services Administration (GSA) for non-mandatory government-wide use. Carries an OF form number. (**Chapter 505**)

Oral Admonishment
The least severe disciplinary action, consisting of an oral warning advising the employee that personal conduct in a particular situation has failed to meet Agency standards. (**Chapter 487**)

Organization
An official, identifiable work unit within USAID that is recognized by a unique title, abbreviation, and code number. (**Chapter 102**)

organization change
Any action which in any way alters the scope, structure, title, and/or purpose of an existing organization. (**Chapter 102**)

organization unit
An official, identifiable work unit within USAID that is recognized by a unique title, abbreviation, and code number. (**Chapter 102)**

organization-wide audit
An audit of both the financial statement and federal awards most often performed by the organization's independent auditor. The financial statement audit is performed in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAS) and results in reports on the financial statements, compliance and internal control structure. The audit of federal awards incorporates GAAS and GAS and expands on certain testing and reporting requirements, such as

compliance with laws and regulations applicable to federal awards and on the internal control structure over federal awards. (**Chapter 591**)

Origin
The country where a commodity is mined, grown or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results that is significantly different in basic characteristics or in purpose or utility from its components. (**Chapters 310**, **312**)

original classification
An initial determination that information requires, in the interest of national security, protection against unauthorized disclosure. (**Chapters 562**, **568**)

original classification authority (OCA)
An individual authorized in writing, either by the President, or by agency heads or other officials designated by the President, to classify information in the first instance. (**Chapters 562**, **566**, **568**)

origination date
The origination date is the date that the requesting official signed the AID Form 3-252 for the original Automated Directives System (ADS) chapter or reference. The date will appear in the appropriate ADS chapter Effective and Certification file. This is not necessarily the first effective date for the chapter or reference. (**Chapter 501**)

Other Authorized Use
Transportation of U.S. Government employees, including those under personal services contracts, and their dependents, for other than business purposes when authorized because public transportation is unsafe or not available or because such use is advantageous to the U.S. Government. (6 FAM 228.2-2) (**Chapter 536**)

Outcome
A result sought by USAID. In ADS 200-203, the term “outcome” is equivalent to “result.” **(See “result”)** (**Chapters 200-203**)

outlays
Outlays are the payments that liquidate obligations (other than repayment of debt). (FASAB) and are the measure of government spending for budget purposes. (JFMIP) (**Chapter 631**)

outlays or expenditures
Charges made under a contract, other type of procurement arrangement, or work under a grant or cooperative agreement. Generally made on a cash basis, outlays are the sum of cash disbursements for direct charges for goods and services, the amount of indirect expense charged, the value of third party in-kind contributions applied and the amount of cash advances and payments made to sub-recipients. (**Chapter 636**)

output
A tangible, immediate, and intended product or consequence of an activity within USAID's control. Examples of outputs include people fed, personnel trained, better technologies developed, and new construction. Deliverables included in contracts will generally be considered outputs, as will tangible products and consequences of USAID grantees. (**Chapters 200-203**)

Outtake
Any shot removed from a motion picture film or video during editing. (**Chapter 502**)

Overall Plan
Comprehensive agency plan for conserving fuel and energy in all operations, to include both the Buildings Plan developed pursuant to subpart C of this part and the General Operations Plan. (**Chapter 528**)

Overview
The Overview is the first section of an Automated Directives System (ADS) chapter. It introduces the chapter and may include a brief purpose, overview, objective, and applicability. (**Chapter 501**)

Overview of the Reporting Entity
A narrative discussion and analysis of the financial condition and results of operation of the reporting entity, which presents information based on the results of an analysis of relevant financial and performance data of the organization's programs, activities and funds. (**Chapter 594**)

- P -

Paper Review Committee (PRC)
Technically competent decision-making group gathered from the Agency's ranks, somewhat of the same makeup as the TRC and the FSC. Members of the PRC must be of the same technical and positional background as the applicant. PRC members shall also be represented on the TRC. (**Chapter 468**)

parallel team
A team that exists concurrently with the existing organization structure. Examples include a Strategic Objective (SO) Team that exists alongside or within technical offices and a temporary team established for a special task with crosscutting membership drawn from existing offices. Team Leaders of parallel teams do not serve as formal supervisors over team members but do provide input to the formal supervisor for performance evaluations of team members. (See also aligned team and permanent team) (**Chapter 102**)

Parameter
A given framework or condition within which decision-making takes place, e.g., Agency

goals, earmarks, legislation, framework goals, staffing, funding levels, funding source, and time frame. (**Chapters 200-203**)

parameter setting (see planning parameters)

Parent
A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter. This term does not include parents "in law." (**Chapter 481**)

Paris Club
A process that debtor governments follow to reschedule or refinance official debt. (**Chapter 623**)

Parity
A comparison between current cost of production and price received for an agricultural commodity and a similar ratio of costs and prices from the reference years of 1910-1914. (**Chapter 312**)

parking space
The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (**Chapter 514**)

Partial Disability
An employee is unable to return to regular duty but is not totally disabled. (**Chapter 442**)

partial payment
Payment made for goods actually delivered or services actually rendered, when such goods or services represent complete performance of an identifiable part of the total fixed-price contract or other procurement arrangement. (**Chapter 636**)

participant
Host Country residents or national taking part under USAID sponsorship in a structured learning activity conducted within the U.S. a third country, or in-country. U.S. Citizens and legal U.S. permanent residents sponsored for training are not subject to restrictions or requirements that apply to those trained as "participants" in ADS 253. (**Chapter 253**)

Participating Agency
A Federal agency that enters into a Participating Agency Service Agreement (PASA), Resources Support Services Agreement (RSSA), or Participating Agency Program Agreement (PAPA) with USAID under the authority of FAA section 632(b). (**Chapter 306**)

Participating Agency Program Agreement (PAPA)
A type of agreement between USAID and another Federal agency under the authority of FAA section 632(b). USAID uses the PAPA format when the other Federal agency is expected to implement a program with relatively little day-to-day oversight or direct supervision by USAID and the other agency's functions will be primarily performed at a place other than at USAID. USAID also uses the PAPA format if it expects the Participating Agency to contract out for a substantial portion of the services necessary to implement the program. In addition, USAID uses the PAPA format for programs to obtain technical assistance that will not be directly furnished to USAID or under USAID direction. (**Chapter 306**)

Participating Agency Service Agreement (PASA)
Agreement under FAA section 632(b) between USAID and other Federal agencies for specific services or support, where the services or support may be either (1) activity-specific services tied to a specific goal to be performed within a definite time or (2) continuing general professional support services that have a broad objective but no specific readily measurable tasks to be accomplished within a set time. Typically, the other Federal agency would provide the services or support with significant oversight or supervision by USAID, as, for example, when Participating Agency personnel provide services in USAID work space. (**Chapter 306**)

Participation
The active engagement of partners and customers in sharing ideas, committing time and resources, making decisions, and taking action to bring about a desired development objective. (**Chapter 101**)

Particularly Suitable
The proposed Participating Agency has a clear and substantial superiority to other sources, both private and public, in providing the required technical assistance. (**Chapter 306**)

partner
An organization or individual with which/whom the Agency collaborates to achieve mutually agreed upon objectives and to secure participation of ultimate customers. Partners include host country governments, private voluntary organizations, indigenous and international non-governmental organizations (NGOs), universities, other U.S. Government agencies, the United Nations and other multilateral organizations, professional and business associations, and private businesses and individuals. **(Chapters 101**, **102**, **200-203**, **253**)

partnership
An association between USAID, its partners and customers based on mutual respect, complementary strengths, and shared commitment to achieve mutually agreed upon objectives. (**Chapter 101**)

Part-time career employment
The employment of an individual serving under an excepted or competitive service appointment in tenure group I or II under a part-time work schedule of 16-32 hours per week. (**Chapter 413**)

Part-Time Employment
Employment of 16 to 32 hours per week where there has been established in advance a regular and specific tour of duty on two or more days of each administrative workweek. (**Chapter 499**)

Party
(See 3 FAM 4412) (**Chapter 486**)

PASA (FC) Personnel
PA employees who have been appointed as non-career foreign services officers and are "assigned" overseas under a PASA for a year or more. (**Chapter 306**)

Passenger Automobile
A sedan or station wagon for the purpose of transporting passengers. (**Chapter 536**)

Passenger Motor Vehicle
Any motor vehicle designed primarily to transport people. Included are sedans, station wagons, vans and utility vehicles with two or more rows of seat and buses. Not included are vehicles specifically designed for a purpose other than carrying passengers, such as cargo vans, pick-up trucks, and ambulances. (**Chapter 536**)

Patient
A person who is interviewed, examined, diagnosed, treated, or rehabilitated in connection with any alcohol or drug abuse prevention function. (**Chapter 408**)

Pay and Allowances
Basic pay (salary fixed by law or administrative action (SF-50)), special pay (regularly scheduled overtime, standby pay, post differential, danger pay), incentive pay (language pay, special incentive differential), basic allowances for quarters and subsistence, including if applicable, separate maintenance allowance, and post allowance for not more than ninety days. (**Chapter 478**)

paying and transfer agent
The functions of Paying and Transfer Agent, in connection with a Housing Guaranty borrowing, are performed by the corporate trust department of a commercial bank designated by USAID. Functions of the Paying and Transfer Agent include (1) disbursement of the initial proceeds of Housing Guaranty loans; (2) billing and collecting payments of Interest, Principal and fees , as scheduled in Housing Guaranty loan documents; (3) maintaining and updating a registry of noteholders; and (4) effecting transfers of promissory notes between eligible investors (including issuing

new replacement promissory note(s) for the new eligible investor (noteholder). (**Chapter 250**)

Payments During Evacuation/authorized Departure
See STR 600 (**Chapter 477**)

penalty
A punitive charge assessed for delinquent debts. The rate to be assessed is set by law at no more than six percent per year and is assessed on the portion of a debt remaining delinquent more than 90 days, although the charge will accrue and be assessed from the date of delinquency. Penalties and interest are separate and distinct charges. Both must be assessed, unless otherwise provided in legislation or a contractual agreement. (**Chapter 625**)

Per Diem Allowance
The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) Lodging. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) Incidental expenses
(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;
(2) Laundry, cleaning and pressing of clothing;
(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site and
(4)Mailing cost associated with vouchers and payment of Government sponsored charge card billings. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

performance audit
An objective and systematic examination of evidence for the purpose of providing an independent assessment of the performance of a government organization, program, activity, or function in order to provide information to improve public accountability and

facilitate decision-making by parties with responsibility to oversee or initiate corrective action. (**Chapters 590**, **592**)

Performance Awards
An award, ranging from 5 to 20 percent of basic salary, granted by an appointing authority to an SES career appointee who has at least a fully successful performance rating, commonly referred to as a "bonus". (**Chapter 423**)

Awards based on an employee's approved AEF for the rating cycle. (**Chapter 462**)

Cash payments based on an employee's Annual Evaluation Form for the current rating cycle. (Chapter 463)

performance based action
Action taken by the Agency either to place an employee in a lower-graded position or to remove an employee from the Agency's rolls. (**Chapter 489**)

performance baseline
The value of a performance indicator before the implementation of USAID-supported activities that contribute to the achievement of the relevant result. (**Chapter 200-203**)

Performance Evaluation File (PEF)
An evaluation file established for each foreign service officer as part of the employee's Official Personnel File. (**Chapter 422**)

Performance Improvement Plan (PIP)
A formal written plan provided to an employee whose performance in one or more critical elements is determined to be unacceptable. In addition to defining the length of the opportunity period, the PIP provides a structured means of identifying the areas of unacceptable performance and devising a plan for improving the employee's performance. (**Chapter 489**)

performance indicator
A particular characteristic or dimension used to measure intended changes defined by a Results Framework. Performance indicators are used to observe progress and to measure actual results compared to expected results. Performance indicators help answer how or if an Operating Unit or SO Team is progressing towards its objective, rather than why such progress is or is not being made. Performance indicators may measure performance at any level of a Results Framework (Strategic Objective level or Intermediate Results level). (**Chapters 200-203**, **250**)

performance management
Performance management is the systematic process of monitoring the results of activities; collecting and analyzing performance information to track progress toward planned results; using performance information to influence program decision making

and resource allocation; and communicating results achieved, or not attained, to advance organizational learning and tell the Agency's story. (**Chapters 200-203**)

Performance Management Plan
A tool used by an Operating Unit and SO Team to plan and manage the process of assessing and reporting progress towards achieving a Strategic Objective. Known as a "performance monitoring plan" until 2002. (**Chapters 201-203**)

performance measure
Statements of standards (qualitative or quantitative) that measure an employee's achievement of a given work objective. (**Chapters 450**, **462**)

Performance Measurement
A means of evaluating efficiency effectiveness, and results. A balanced performance measurement scorecard includes financial and nonfinancial measures focusing on quality, cycle time, and cost. Performance measurement should include program accomplishments in terms of outputs and outcomes. (**Chapter 594**)

Performance Monitoring Plan
(see Performance Management Plan)

Performance Plan
That part of a Civil Service employee's Annual Evaluation Form (AEF) which contains individual critical and noncritical elements (work objectives) and performance standards (performance measures). The AEF is used to record the performance plan and to appraise performance against the criteria in the plan. (See also **ADS 462.5.1** and **ADS 462.5.2**). (**Chapter 489**)

Performance Rating (Civil Service)
A written appraisal of performance compared to the performance measure(s) for each critical or non-critical element on which there has been an opportunity to perform for the minimum period. (**Chapter 462**)

Performance Ratings
The final (annual) rating of record given under an SES performance appraisal system as reviewed by the Agency Performance Review Board and approved by the Administrator. SES appointees who for any reason do not have an annual performance rating of record shall be assigned a presumptive rating of Fully Successful. (**Chapter 455**)

performance rating of record
The summary level performance rating prepared at the end of an appraisal period for performance of Agency-assigned duties over the entire rating period (i.e., Exceptional, Excellent). (**Chapter 452**)

Performance Review Board (PRB)
An Agency board that is responsible for making recommendations to the appointing authority on SES Performance ratings and bonuses. (**Chapter 423**)

Performance Standards Board
Board responsible for reviewing the files of all employees referred by the C/Board whose performance is ranked least competitive among their class and decide whether the employees meet the standards of their class, marginally meet the standards of their class, or should be selected out for relative performance. (**Chapter 422**)

performance target
Specific, planned level of result to be achieved within an explicit timeframe. (**Chapters 200-203**, **250**)

period of availability
The timeframe specified in the Appropriations Act during which new obligations may be incurred. **(Chapter 621)**

periodic advance by treasury check /ACH/EFT
An advance when payment is made to the recipient by issuance of a Treasury Check, through the Automated Clearing House (ACH), or by electronic fund transfer (EFTS). This method is used when an advance is justified but the conditions for a Letter of Credit (LOC) cannot be met. (**Chapter 636**)

Periodical
Refers to a document which has an established mailing list of "publics" and which is mailed at least twice a year and more commonly monthly or quarterly. (**Chapter 512**)

permanent position
See 5 CFR Sec. 531.403 (**Chapter 471**)

Permanent Rank
See 3 FAM 2430 (**Chapter 435**)

Permanent Records
Records which have been given the disposition of permanent by National Archives (NARA) in USAID Disposition Schedules (See USAID Disposition Schedule). Permanent AV records (tapes, motion picture reels, etc.) are transferred to NARA after a designated number of years. (**Chapter 502**)

permanent team
A team that exists within a formal organizational structure for the purpose of conducting complex, on-going, and long-term mission-related work of the Agency but that is not itself a formal organizational unit. A permanent team is headed by a team leader who is not a supervisor but who retains many, but not all, of the formal supervisory responsibilities. (**Chapter 102**)

person with disability
A person who

a. Has a physical or mental impairment that substantially limits one or more of his or her major life activities,

b. Has a record of such an impairment, or

c. Is regarded as having such an impairment.

Exclusions from the definition of "person with disability":

a. The term does not include an individual who is currently engaging in the illegal use of drugs, when the Agency acts on the basis of such use.

(1) The term "drug" means a controlled substance defined in schedules I through V of Section 202 of the Controlled Substance Act (2 U.S.C. 812).

(2) The term "illegal use of drugs" means the use of drugs, possession or distribution of which is unlawful under the Controlled Substance Act, but does not include use of a drug taken under supervision of a licensed health care professional or other uses authorized by the Act or other provisions of law.

b. The exclusion in a above does not exclude an individual with disabilities who

(1) Has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in such use;

(2) Is participating in a supervised rehabilitation program and is no longer engaging in such use; or

(3) Is erroneously regarded as engaging in such use.

c. USAID is not precluded from adopting or administering reasonable policies or procedures, including but not limited to drug testing, designed to ensure that an individual described in a above is no longer engaging in the illegal use of drugs. (Source: Rehabilitation Act of 1973, Section 501) (**Chapter 110**)

Personal Effects
(replaced by the term “household effects”) (**Chapters 521**, **523**, **524**, **525**)

personal property
Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures that are normally referred to as real property. (**Chapters 518**, **534**, **629**)

personal property management
The management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposal of such property. (**Chapter 518**, **527**)

Personal Rank
See 3 FAM 2430 (**Chapter 435**)

Personal Relief
A specific remedy directly benefitting the grievant(s) and may not include a request for disciplinary or other action affecting another employee. (**Chapter 490**)

Personal Service Contracts (PSCs)
PSCs are, by their nature severable, as the contract is for the services of the individual, not an end-product, and the organization would have received a benefit from the services provided even if the contract were to be terminated early. (**Chapter 603**)

personal use
Personal use means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Executive Branch employees are specifically prohibited from using government office equipment to maintain or support a personal private business. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service. (**Chapter 541**)

personnel security investigation
Inquiries designed to develop information pertaining to an individual for use in determining whether the employment, assignment to duties, or retention in employment of that individual is clearly consistent with the interests of national security and USAID goals and objectives. (**Chapters 566**, **567**)

Pesticide
Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms infesting humans or live animals), or intended for use as a plant regulator, defoliant or desiccant. (**Chapter 312**)

Pharmaceutical
Any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of diseases in humans or animals; any substances (other than food) intended to affect the structure or any function of the body of humans or animals; and, any substance intended for use as a component in the above. The term includes drugs, vitamins, oral rehydration salts, biologicals, and some in-vitro diagnostic reagents/test kits; but does not include devices or their components, parts, or accessories. (**Chapter 312)**

Physical Dependency
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

physical or mental impairment
a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or

b. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (**Chapter 110**)

Physician
Surgeons, osteopathic practitioners, podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited treatment) within the scope of their practice as defined by state law. (**Chapter 442**)

Pillar Bureaus
Pillar Bureaus provide leadership and innovation in their respective fields. The three Pillar Bureaus are Economic Growth, Agriculture and Trade (EGAT); Democracy, Conflict, and Humanitarian Assistance (DCHA); and Global Health (GH). The activities funded by the Pillar Bureaus are primarily intended to maximize program dollars available to Operating Units in the field. Pillar Bureaus concentrate on program activities that support Operating Units in the field. (**Chapters 200-203**)

Pillars
USAID's four Pillars are its new strategic orientation encompassing all USAID-managed programs regardless of account. The Pillars are the Global Development Alliance; Economic Growth, Agriculture and Trade; Global Health; and Democracy, Conflict, and Humanitarian Assistance.

pipeline
The amount of funds obligated but not expended; the difference between cumulative obligations and cumulative expenditures, including accruals. (**Chapter 602**)

placed in
The term "placed in", as used concerning marine insurance, refers to the place where the insurance is purchased. Thus, marine insurance must be "placed in" an eligible source country. To be placed in an eligible source country, two conditions must be met:1) payment of the premium must be made to an insurance company in an eligible source country, and 2) the policy must be issued by an insurance company located in an eligible source country. (**Chapter 322**)

plain language
As defined by the Plain English Network (PEN), plain language can be understood by your reader at first reading. It doesn't mean writing for a certain grade level -- it means organizing and writing for your reader. Writing in plain language saves time and money for writers and readers. Writing in plain language includes using common, everyday words, short sentences, active voice, and, when appropriate, addressing the reader directly by using the pronoun "you." (**Chapter 501**)

Plan
Actions which an agency envisions it must undertake to assure attainment of energy consumption and efficiency goals without an unacceptably adverse impact on primary missions. (**Chapter 528**)

planning parameters
The limits, constraints, and options within which decision-making and planning takes place, especially for the development of Strategic Plans. (**Chapters 200-203**)

policy
USAID policy includes both mandatory guidance (policy directives and Internal Mandatory References) as well as broader official statements of Agency goals, guiding principles, and views on development challenges and best practice in addressing those challenges. (**Chapter 501**)

policy directive
A clear and concise statement of mandatory guidance that the Agency has adopted to guide the conduct of its business. Contained in documents prepared according to ADS procedures. (**Chapter 501**)

Portfolio Review
A periodic review of all aspects of an Operating Unit or Strategic Objective (SO) Team's programs, often held in preparation for submission of the Annual Report. (**Chapters 200-203**)

Position
The work, consisting of the duties and responsibilities, assignable to one employee. (**Chapter 456**)

position change
A promotion, demotion, or reassignment made during an employee's continuous service (within the same Federal agency) that establishes the employee's eligibility for grade retention (5 U.S.C. 5362). A position change may also involve a change of official headquarters or post of duty within the Agency. (**Chapter 418**)

Position Classification
The system of grading FSN positions based upon the policies, procedures, and standards as outlined in 3 FAH 2, Chapter 4. (**Chapter 495**)

Position Description
A statement of the principal duties and responsibilities and supervisory relationships of a position with sufficient clarity to provide information necessary for its proper classification. (**Chapter 456**)

Positive Film
Film in which the dark portions of the original appear dark and light portions light. (**Chapter 502**)

Post
The station to which an employee is officially assigned. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

Post Allowance
See STR 220 (**Chapter 477**)

Post Classification and Payment Tables
See STR 900 (**Chapter 477**)

Post Differential
See STR 510; 3 FAM 3260 (**Chapter 477**)

post-modification liability
The present value of net cash outflows of loan guarantees estimated at the time of modification under the post-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter 623**)

post-modification value
The present value of net cash inflows of direct loans estimated at the time of modification under the post-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter 623)**

Post Probationer
A career appointee who has successfully completed the SES probationary period or did not have to serve one (e.g., an individual who converted to the SES as a career appointee upon its establishment in 1979). (**Chapter 423**)

poverty lending
A subset of microfinance program efforts, in which very small loans are targeted toward very poor clients, often with a focus on women. For operational and program reporting purposes, USAID defines poverty loans as loans with an average balance less than the local-currency equivalent of a maximum loan size stated in U.S. dollars. The maximum is typically set in consultation with Congress or through legislation. The Microenterprise for Self-Reliance Act of 2000 set different maximum loan sizes for USAID-assisted programs in different regions: $1,000 or less in Europe and Eurasia; $400 or less in Latin America and the Caribbean; and $300 in sub-Saharan Africa, Asia, and the Near East, all in U.S. dollars at 1995 prices. At February 2002 prices, the equivalent maxima were $1,166, $466, and $350. The applicable maxima for any given year can be obtained using the Inflation Calculator at the Consumer Price Index site of the U.S. Bureau of Labor Statistics, **www.bls.gov/cpi/home.htm.** (**Chapter 219)**

pre-award audit
An advisory audit conducted on pending awards to determine the reasonableness, allowability, and allocability of proposed costs. This audit is conducted in accordance with standards approved by the Comptroller General of the U.S. (**Chapter 591**)

pre-award survey
An evaluation of a prospective recipient's ability to perform under a Government sponsored agreement. Such surveys are normally limited to assessing the adequacy of the recipient's accounting system to accumulate cost information under an agreement and/or the financial capability to perform under a prospective award. Surveys may also encompass technical, production, and quality assurance considerations. This survey is not conducted in accordance with standards approved by the Comptroller General of the U.S. (**Chapter 591**)

***premia**
A risk of default rating for a country. (**Chapter 623**)

Premium Fare
Business class, first-class or equivalent. (Accommodations Airplane) (**Chapter 523**)

pre-modification liability
The present value of net cash outflows of loan guarantees estimated at the time of modification under the pre-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter 623**)

Pre-modification value
The present value of net cash inflows of direct loans estimated at the time of modification under pre-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter 623)**

present value (PV)
The value of future cash flows discounted to the present at a certain interest rate (such as the reporting entity's cost of capital), assuming compound interest. (SFFAS 2) (**Chapter 623)**

Presidential Determination
A report requested by Congress to the President concerning any finding or determination under any provision of the Foreign Assistance Act for each fiscal year. (**Chapter 556**)

Presidential Management Intern (PMI)
A U.S. citizen appointed in the excepted service in an executive agency or department who completed a graduate course of study at a qualified college or university, passed a U.S. Office of Personnel Management-administered screening process and been selected by a U.S. agency for a two-year Presidential Management internship. Presidential Management Interns are nominated by schools' deans or academic program director, chairpersons or directors, have a record of academic excellence, and possess leadership ability. (**Chapter 460**)

Presidential Management Intern Program
This is an excepted service appointment which includes developmental rotational assignments. After successfully completing the two year appointment, Presidential Management Interns (PMIs) are eligible for a career or career-conditional appointment. (**Chapter 469**)

Presidential Management Intern Program Office
An office within USOPM responsible for the overall coordination of the PMI Program with the various agencies of the Federal Government. (**Chapter 460**)

Press Guidance
Information or materials regarding USAID activities and programs provided to the Department of State, White House, or other federal agency for their use in news media contact. (**Chapter 560**)

Prevention, Mitigation and Preparedness (PMP)
Actions taken to reduce disaster risks to actual or potential victims. PMP activities include strengthening the physical environment, reducing chronic threats to agriculture, training in disaster management and other actions designed to eliminate or moderate the effects of disasters. (**Chapter 251**)

primary authors
Primary authors develop Automated Directives System (ADS) material in accordance with ADS 501; they update chapters, as necessary, to reflect changes in law, regulations, or policy. (**Chapter 501**)

primary or main entrance
A public access entrance designated for use by visitors, contractors, vendors and employees. (**Chapter 562**)

Primary Responsibilities
The Primary Responsibilities section of an Automated Directives System (ADS) chapter includes brief, broad statements about the offices/officials (titles, not names) with the key responsibilities for acting upon the policies and procedures in the chapter. This section does not include: (1) all Bureau/Offices that are affected by the chapter, (2) position descriptions, and (3) policies and procedures. (**Chapter 501**)

Primary Skill Code
All employees are assigned to a Primary Skill Code which identifies the skill area in which the employee is best qualified by USAID service, experience, education, and training. (**Chapter 454**)

Principal Financial Statements
Include the Statement of Financial Position, Statement of Operations, Changes in Net Position, Statement of Cash Flows, Statement of Budget and Actual Expenses and the related Notes to the Principal Statements. (**Chapter 594**)

Principal Officer
The most senior officer in a USAID operating unit who establishes Appraisal Committee(s) for that operating unit, e.g., Assistant Administrator, Independent USAID/W Office Director, Mission Director, or USAID Representative. (**Chapter 462**)

Principal Representative
The senior representative of an agency of the U.S. Government attached to a diplomatic mission overseas. (FAM06-0700)

Printing
The application or placing of ink on a sheet or web of material (commonly called a substrate, i.e. paper, foil, metal, plastic, etc.)

Priority
Outgoing telegrams that contain essential information for operations and actions in progress. (**Chapter 549**)

priority consideration
A noncompetitive opportunity for selection to a new or vacant position granted to a qualified employee who failed to receive proper consideration for selection for an equivalent position under another vacancy announcement.
(**Chapter 418**)

Priority Work

Printing/Graphics or Duplicating work which is of an urgent nature, and is required for meetings, presentations or time sensitive mailings, or to meet deadlines.

private line
"Motorola" terminology for a sub-audible tone used for encoding or decoding a channel. (**Chapter 564**)

privilege
Privilege means, in the context of ADS 541, that the Executive Branch of the Federal Government is extending the opportunity to its employees to use government property for personal use in an effort to create a more supportive work environment. However, this policy does not create right to use government office equipment for non-government purposes. Nor does the privilege extend to modifying such equipment, including loading personal software or making configuration changes. (**Chapter 541**)

Probationary Appointee
A career member of the SES who is subject to, but who has not completed, a one-year probationary period. (**Chapter 455**)

Probationary period
A 1-year trial period for new career appointees to the SES. (**Chapter 423**)

One year from the date of the employee's initial appointment to the competitive service. The probationary period is a part of the examining process to determine an employee's eligibility and suitability for retention in the competitive service. In the case of supervisors, one year from the date of the employee's initial appointment to a supervisory or managerial position, regardless of when the employee was appointed to the competitive service. (**Chapter 446**)

Probationer
A career appointee who is serving during the SES probationary period. (**Chapter 423**)

An employee or supervisor who has not completed the probationary period. (**Chapter 446**)

Problem Drinker
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

procedural recommendation
A recommendation type that involves nonmonetary corrective actions. (**Chapters 591**, **595**)

procedure
A procedure is a mandatory course of action that must be followed in order to implement policy. (**Chapters 204**, **501**)

procurement action
This means the use of USAID direct contracts, USAID funded host country contracts, and contracts awarded by non-governmental organizations (NGOs) that receive grants from USAID (but not the grant awards themselves) to purchase goods and services above the threshold covered by the Recommendation. The procurement action, in this case, only covers the prime contractor. An activity covered by the Development Assistance Committee (DAC) Recommendation, such as a capital project, requires that each distinct procurement above the threshold be untied and notified. (**Chapter 221**)

Procurement Executive
The USAID official who is responsible for the management direction of USAID's assistance and acquisition ("A&A") system, as so delegated and more fully described in ADS 103.5.10f. (**Chapters 302**, **304**, and **305**)

Program
Organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an agency in order to carry out the responsibilities assigned to it. (**Chapter 528**)

program account
The budget account into which an appropriation to cover the subsidy cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to the financing account. Usually, a separate amount for administrative expenses is also appropriated to the program account. (OMB Circular No. A-11) (**Chapter 623)**

program assistance
Program assistance is also known as Non-project Assistance. The distinguishing feature of program assistance is the manner in which USAID resources are provided. Under this mode, USAID provides a generalized resource transfer, in the form of foreign exchange or commodities, to the recipient government. This is in contrast to other types of assistance in which USAID finances specific inputs, such as technical assistance, training, equipment, vehicles, or capital construction. (This distinction parallels distinctions in law and previous USAID usage between project and non-project assistance.) (**Chapters 200-203**)

Program Assistance Approval Document (PAAD)
An internal USAID document used before 1994 approving non-project assistance. Term no longer used. (**Chapter 204**)

Program Assistance Initial Proposal (PAIP)
An internal USAID document used before 1994 to initiate and identify proposed non-project assistance, including commodity import programs. It is analogous to the Project Identification Document (PID). Term no longer used. (**Chapters 200-203**)

Program Development & Learning (PD&L) Objectives
PD&L objectives are used by Bureaus to finance program development, program assessments, and learning efforts that do not fit within the scope of existing Strategic Objectives (SOs). They are intended to fund studies, analyses, and evaluative work for developing future SOs, for assessing completed SOs, or for disseminating lessons learned. (**Chapters 200-203**)

program-funded property (USAID)
Program-funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records shall indicate funding source. (**Chapter 534**)

Program Manager
Government official responsible and accountable for the conduct of a government program. A government program may be large (e.g., may provide U.S. assistance to other nations); it may also be a support activity such as the Agency's personnel or payroll program. (**Chapters 545**, **552**, **629**)

Program Support Objective (PSO)
A Program Support Objective contains activities being implemented exclusively to support achievement of other Strategic or Special Objectives in one or multiple Operating Units. The results of the activities under a PSO should be visible through and attributed to another Strategic or Special Objective. (**Chapters 200-203**)

programming agent
(See Training Provider) (**Chapter 253**)

progress payment
Payment made under a fixed price contract or other procurement arrangement on the basis of actual costs incurred, an actual percentage of completion accomplished, or an actual stage of completion reached. (**Chapter 636**)

Progress Review
Progress reviews are held periodically throughout the rating cycle during which the Rating Official provides feedback to the employee about performance and/or progress toward career development goals. Also see mid-cycle review. (**Chapter 462**)

Progressive Discipline
Progressive discipline means that the least serious penalty which will correct the problem must be imposed for the first offense. (**Chapter 487**)

project
A project should be considered one of several possible types of activities that contribute to a given result or set of results. It is a structured undertaking (often involving considerable money, personnel and equipment) of limited duration that is developed

through various administrative, analytical, and approval processes in order to achieve a tangible objective (such as school construction project, adult literacy project). (Chapters 200-203) Note: The current term is defined differently than before 1995.

Project Identification Document (PID)
An internal USAID document used before 1994 that initially identifies and describes a proposed project. Term no longer used. (**Chapters 200-204**)

Project Implementation Order/technical Services (PIO/T)
The document for transmitting the PASA/RSSA requirement from the technical office to M/OP or the Mission contracting office. (**Chapters 306**, **321**)

Project Paper (PP)
An internal USAID document used before 1995 that provides a description and appraisal of a project and the plan for implementation. The project paper was used to obtain formal approval. Term no longer used. (**Chapters 200-203**)

project radio
A radio procured either by the USAID or project contractor with other than O&E funds for two-way communications and specified as integral to the project. Project radios are not normally authorized to operate on the post Emergency and Evacuation (E&E) channel without post Emergency Action Committee (EAC) approval. (**Chapter 562**)

projects
According to OECD methodology projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output (for example, services from a fully functional water/sewage treatment facility). Thus, a “project” may cover many individual contracts and would normally include the following: technical assistance for the bidding process, architectural and engineering design studies, construction of the physical infrastructure, and operations and maintenance of the facility. (**Chapter 221**)

promotion
The change of an employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule. (**Chapter 418**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

promotion certificate
The form used to send the names of the best-qualified candidates being considered for promotion or subject to competitive selection procedures to the selecting official for consideration and to document his or her selection decisions. (**Chapter 418**)

promotion potential
The promotion potential of any position is the highest grade to which a person may be promoted without additional competition for the position. There are ordinarily two situations where positions have promotion potential. One is any position within an established career ladder below the full performance level. The other is any position filled below the established grade (not necessarily in a career ladder) for training or developmental purposes, e.g., trainee and understudy. (**Chapter 418**)

property administrator
The authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to government property. (Source: FAR 45.501) (**Chapter 629**)

Property Custodian
The official responsible for day-to-day oversight, control, and safeguarding of property (furniture and equipment) in USAID Bureaus/Offices. (**Chapter 518**)

The official responsible for day-to-day oversight, control, and safeguarding of IT property in USAID. (**Chapter 547**)

Property Disposal Officer (PDO)
The official designated in writing by the Property Management Officer. The Property Disposal Officer must NOT be the Accountable Property Officer (APO) in order to minimize the vulnerability of property to fraud or abuse. (**Chapters 518**, **547**)

Property Identification Number (Propid Formerly Bin)
The five-digit number assigned by the post to each real property unit. (See section FAM06-0792.4(2))(FAM06-0700) (**Chapter 535**)

Property Management Officer (PMO)
The overseas official (EXO or principal official), who is responsible for all Non-Expendable Personal Property (NXP) management functions. The official responsible for all personal property management functions including establishing internal policies and procedures for management and control of assigned personal property, ensuring implementation of such policies and procedures, and compliance with Agency and government wide authorities and guidelines. (**Chapter 547**)

property, plant, and equipment (PP&E)
PP&E consists of tangible assets, including land, land rights, capital leases, and property owned by USAID in the hands of others, that

a) Have an estimated useful life of two or more years,
b) Are not intended for sale in the ordinary course of business, and
c) Are intended to be used or available for use by USAID. (**Chapter 629**)

Property Survey Board
A standing or ad hoc committee, generally appointed by the Property Management Officer's immediate supervisor, typically consisting of three to five members serving a fixed term and charged with the investigation and adjudication of incidents involving loss, damage, or destruction of Federal expendable and nonexpendable personal property. The Board determines financial liability and authorizes payment and removal of items from official property records. (**Chapters 518**, **547**)

Proposing Official
(See 3 FAM 4310 {Old 3 FAM 761.2}) (**Chapter 485**)

Management official authorized to propose disciplinary and adverse actions as well as performance-based actions. (**Chapter 487**)

prudential financial regulation
The subset of financial regulations intended to contribute to the stable and efficient performance of financial institutions, including the protection of depositors' assets. (**Chapter 219**)

Psychological Dependency
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

Public
Refers to any designated grouping of people; can be professional or lay, employee or non-employee, stateside or overseas. (**Chapter 512**)

public access control (PAC) system
A barrier system provided for the screening of visitors and employees before entrance into official office areas behind the hardline. (**Chapter 562**)

public accounting firm
Independent non-Federal auditors that are generally Certified Public Accountants (CPAs). (**Chapter 590**)

Public International Organization (PIO)
An organization in which the U.S. participates composed principally of governments. (**Chapters 308**, **636**)

public-private alliance (PPA)
An agreement between two or more parties involving joint definition of a development problem and shared contributions to its solution. Alliances are characterized by a shared understanding of the development problem or issue; a shared belief that an alliance will be more effective than any approach taken by a single actor; a shared commitment of resources; significant use of limited resources; and perhaps most important, a willingness to share risks. (**Chapters 200-203**)

Public Reporting
Any reporting or record keeping required from ten or more non-Federal Government businesses, institutions, groups or individuals. (**Chapter 506**)

public trust risk designations
The designations of positions indicating the potential for action or inaction by the incumbent of the position to affect the integrity, efficiency, and effectiveness of Government operations. Public trust risk designations are used in conjunction with security clearance requirements to determine the investigative requirements for the position. Positions involving high degrees of public trust, e.g., those with broad policy making authority or fiduciary responsibilities, trigger a more thorough investigation than do positions requiring only the finding that an applicant or an incumbent has the requisite stability of character to hold Federal employment. The three public trust risk designation levels are high, moderate, and low.

a. High Risk: A position that has potential for exceptionally serious impact involving duties especially critical to the agency or a program mission of the agency with broad scope of policy or program authority such as:

(1) policy development and implementation;

(2) higher level management assignments;

(3) independent spokespersons or non-management positions with authority for independent action;

(4) significant involvement in life-critical or mission critical systems; or

(5) relatively high risk assignments associated with or directly involving the accounting, disbursement, or authorization of disbursement from systems of dollar amounts of $10 million per year or greater, or lesser amounts if the activities of the individual are not subject to technical review by higher authority to ensure the integrity of the system.

(6) positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; has a major responsibility for the direction and control of risk analysis and/or threat assessment, planning, and design of the computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with the relatively high risk for causing grave damage or realize a significant personal gain;

b. Moderate Risk: A position that has the potential for moderate to serious impact involving duties of considerable importance to the agency or a program mission of the agency with significant program responsibilities and delivery of customer services to the public such as:

(1) assistants to policy development and implementation;

(2) mid-level management assignments;

(3) non-management positions with authority for independent or semi-independent action;

(4) delivery of service positions that demand public confidence or trust; or

(5) positions with responsibility for the direction, planning, design, operation, or maintenance of a computer system and whose work is technically reviewed by a higher authority at the high risk level to ensure the integrity of the system. Such positions may include but are not limited to:

(a) access to and/or processing of proprietary data, Privacy Act of 1974, and Government-developed privileged information involving the award of contracts;

(b) accounting, disbursement, or authorization for disbursement from systems of dollar amounts of less than $10 million per year; or

(c) other positions as designated by the agency head that involve degree of access to a system that creates a significant potential for damage or personal gain less than that in high risk positions.

c. Low Risk: Positions that have the potential for impact involving duties of limited relation to the agency mission with program responsibilities which affect the efficiency of the service. It also refers to those positions that do not fall within the definition of a high or moderate risk position. (**Chapter 566**)

public-use form
A form that 10 or more members of the public fill out for USAID's use for information collections. Carries an OMB control symbol. (**Chapter 505**)

publications
a) A generic term used to describe printed media such as periodicals, magazines and journals, brochures, pamphlets, may include other printed media such as forms, wall charts and posters.

b) A form of communication to all Agency employees and the general public. Also is the issuance of printed or electronically maintained material offered for distribution or sale. (**Chapter 512**)

Purchase Order (PO)
The PO is the Agency's contractual agreement for small purchases of goods and services generated on the New Management System's (NMS) Acquisition and Assistance Module. (**Chapter 546**)

- Q -

qualification requirements
Education, experience, and other prerequisites to employment or placement in a position. The Office of Personnel Management's Operating Manual for Qualifications Standards for General Schedule Positions or modified Agency standards, is used to determine basic qualifications of applicants for a specific position. (**Chapter 418**)

Qualifications Evaluation Panel (QEP)
Panel appointed by the Board of Examiners to determine whether an applicant meets the statutory and other eligibility requirements, to assess the applicant's skills for the certification of need issued by the prospective employing agency, and to recommend whether the applicant should be examined for possible appointment as a Senior Career Candidate for the SFS Career Candidate Program. (**Chapter 422**)

Qualifications Review Board (QRB)
A board attached to OPM that certifies the executive qualifications of individuals for initial career appointment to the SES. A majority of QRB members must be career appointees. (**Chapter 423**)

qualified candidates
Qualified candidates are those being considered for any competitive placement action who meet all established minimum eligibility and qualification requirements for the position. (**Chapter 418**)

qualified person with a disability
A person who, with or without reasonable accommodation, can perform the essential functions of the position in question, and

a. Meets the experience and/or education requirements (which may include passing a written test) of the position in question; or

b. Meets the criteria for appointment under one of the special appointing authorities for disabled persons. (**Chapter 110**)

quality
An encompassing term comprising utility, objectivity, and integrity. Therefore, the OMB Guidelines sometimes refer to these four statutory terms, collectively, as "quality." (**Chapter 578**)

quality control review
A review of the working papers supporting an audit report prepared by non-Federal auditors to ensure that the work complies with auditing standards approved by the Comptroller General of the United States. (**Chapters 590**, **591**)

quality increase
See CFR Sec. 531.412 (**Chapter 471**)

quality ranking factors
Quality ranking factors are knowledge, skills, and abilities (KSAs), identified on the vacancy announcement for the positions to be filled, that could be expected to significantly enhance performance in a position, but unlike selective factors, are not essential for satisfactory performance. (For example, skill in public speaking might be used as a quality-ranking factor for a position in an organization where policy changes are communicated to the public in several ways and oral communication is one of the ways.) (**Chapter 418**)

quantitative unit of cargo
The total tonnage of a commodity or commodities included in one invitation for bids or other solicitation of offers from ocean carriers for the transportation of cargo which may move in full shipload lots. (**Chapter 315**)

Quarters Allowances
See STR 100; 3 FAM 3230 (**Chapter 477**)

questioned costs
Costs determined to be potentially unallowable. It includes *ineligible costs* (violation of a law, regulation, contract, grant, cooperative agreement, etc., or an unnecessary or unreasonable expenditure of funds) and *unsupported costs* (those not supported by adequate documentation at the time of the audit). (**Chapters 591**, **595**)

- R -

radio frequency
The number of complete alternating electrical currents. The unit of frequency measurement is the hertz (hz) and is one cycle per second. Radio frequencies fall between 3 Khz and 30 Ghz and the radio spectrum is divided into eight frequency bands:

Frequency	Classification	Designation
3 to 30 Khz	Very low frequency	VLF
30 to 300 Khz	Low Frequency	LF
300 to 3000 Khz	Medium frequency	MF
3 to 30 Mhz	High frequency	HF
30 to 300 Mhz	Very high frequency	VHF
300 to 3000 Mhz	Ultra high frequency	UHF
3 to 30 Ghz	Super high frequency	SHF
30 to 300 Ghz	Extremely high frequency	EHF

(Chapter 564)

radio system
Describes the total equipment required at a specific post to operate a two-way voice radio network, e.g., a base station, repeater, antennas, mobile and residential radios. (**Chapter 562**)

Rank Award
An award granted by the President to career SES members, following nomination by their agency and recommendation by the Director of OPM. Meritorious Executive rank is sustained accomplishment and carries a lump-sum payment of $10,000. Distinguished Executive rank is for sustained extraordinary accomplishment and carries a lump-sum payment of $20,000. (**Chapter 423**)

Rate of Basic Pay
For pay-setting purposes, the rate of basic pay means the rate of pay fixed by law or administrative action for the position held by an employee or, in the case of an employee who is entitled to grade or pay retention, the employee's retained rate of pay, before any deductions and exclusive of additional pay of any other kind, such as locality-based comparability payments under 5 USC 5304 or special pay adjustments for law enforcement officers under section 302 or 404 of the Federal Employees Pay Comparability Act of 1990. (**Chapter 423**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

See 5 CFR 536.102 (**Chapter 474**)

Rate of basic pay means, for any pay system, the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind such as night or environmental differentials in the case of a prevailing rate employee. (**Chapters 470** and **474**)

rate of basic pay [recruitment and relocation bonuses]
The rate of pay fixed by law or administrative action for the position to which the employee is being newly appointed, or to which the employee is being relocated, before deductions and exclusive of additional pay of any kind, such as locality payments under 5 U.S.C. 5304. (**Chapter 467**)

rate of basic pay [retention allowances]
The rate of pay fixed by law or administrative action for the position held by an employee, before deductions and exclusive of additional pay of any kind, such as locality pay. (**Chapter 467**)

Rate Schedule
See 5 CFR 536.102 (**Chapter 474**)

Rating Official
The employee's supervisor as designated by the Principal Officer. (**Chapter 462**)

Rating of Record (Civil Service)
The performance rating prepared at the end of the appraisal period for performance over the entire period and the assignment of a summary rating. (**Chapter 462**)

Real Estate Expenses
Allowable expenses for the sale of the residence (or expenses of settlement of an unexpired lease) at the old official station and for purchase of a home at the new official station for which reimbursement is received by the employee. (**Chapter 524**)

Real Estate Management Systems (REMS)
Automated and manual information systems designed to support:

(a) Local planning, operation, and control of Government-held real property overseas; and

(b) Management and reporting requirements of the Office of Foreign Buildings Operations. (FAM06-0700) (**Chapter 535**)

real property
A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities. (6 FAM 700) (**Chapters 518**, **535**, **629**)

real property acquisition
The act of acquiring real property either by lease or purchase. (**Chapters 518**, **527**)

reapportionment
A revision by OMB of a previous apportionment of budgetary resources for an appropriation or fund account. A reapportionment would ordinarily cover the same period, project, or activity covered in the original apportionment. (Source: JFMIP, OMB A-11) (**Chapter 635**)

reasonable accommodation
Any change in the work environment, or in the way things are customarily done, that enables a qualified applicant or employee with a disability to perform the essential functions of a job. Also, a modification or adjustment that enables an applicant or employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities. (**Chapter 110**)

reasonable cost or price
A cost or price is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. (**Chapter 305**)

reasonable suspicion
Reasonable grounds to suspect that a key individual, recipient entity or participant may be or may have been involved in drug trafficking or have been convicted of a narcotics offense. (**Chapter 206**)

reassignment
The change of an employee from one position to another without promotion or demotion. (**Chapter 418**)

The change of an employee from one position to another without promotion or demotion. Reassignment action is a management prerogative typically not requiring advance notice, right of reply, or written decision. (**Chapter 489**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

receivable
An amount owed to USAID by an individual, organization, public entity, or other entity to satisfy a debt or claim. If an individual or entity has been billed, and the debt is under appeal, the debt is considered a receivable. (**Chapter 625**)

Receiving Agent
The official appointed by the Accountable Property Officer who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. (**Chapter 518**)

recipient
An organization receiving direct financial assistance (a grant or cooperative agreement) to carry out an activity or program. (**Chapters 303**, **304**, **305**, **567**)

An organization receiving financial assistance directly from USAID to carry out a program under a grant or cooperative agreement. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private nonprofit organizations. The term may also apply to profit-making organizations that are performing work under a grant or cooperative agreement relationship with USAID. (**Chapters 591**, **636**)

Recipient Agency
A Federal agency to which another agency transfers allocates funds under the authority of section 632(a) of the Foreign Assistance Act of 1961, as amended. (**Chapter 306**)

recipient-contracted financial audit
A periodic audit of a nonprofit organization receiving USAID funding, in which the auditee hires non-Federal auditors to perform the audit and the Office of Inspector General is responsible for maintaining quality control over the resulting audit field work and report. U.S.-based organization audits follow the rules and procedures contained in OMB Circular A-133 (generally called “A-133 audits”), while foreign organization audits

follow the rules and procedures contained in the USAID-produced “Guidelines for Financial Audits Contracted by Foreign Recipients” dated July 1998 (generally called “recipient-contracted audits”). (**Chapter 591**)

Recissions
Enacted legislation canceling budget authority previously provided by law, prior to the time when the authority would otherwise expire. (JFMIP) (**Chapter 634**)

recognize
Recognize means to record an amount in entity accounts and to report a dollar amount on the face of the Statement of Net Costs or the Balance Sheet either individually or so that the amounts are aggregated with related amounts. (SFFAS 6) (**Chapter 629**)

recommendation
The auditors' suggested action necessary for management to take to correct a deficiency set forth in an audit finding. (**Chapter 590**)

recommendation memorandum
A memorandum summarizing M/OP/PS/CAM's review of audit reports of U.S. contractors and grantees. Also, a memorandum summarizing OIG's or an overseas mission's review of audit reports of non-U.S. grantees. Recommendations identified in this memorandum are entered into the Agency's Consolidated Audit Tracking System. (**Chapter 591**)

reconciliation
Action taken to rectify discrepancies between the physical inventory and accountable property records. (**Chapter 534**)

Reconstitute
An early and critical emergency function to fill key vacancies with qualified officers, to repopulate selected positions of the Agency. In the event of a significant decrement to personnel, action would be taken to generate appropriate employees to repopulate any or all offices of the Agency as needed. (**Chapter 531**)

record
Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, the individual's education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual; such as a finger or voice print or a photograph. (**Chapters 508**, **509**)

Records
Definition is located in 3 FAM 695 3-3. (**Chapter 408**)

According to 44 U.S.C. 3301, "includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or

characteristics, made or received by an agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (**Chapter 502**)

recoupment
A special method for adjusting debts arising under the same transaction or occurrence. For example, obligations arising under the same contract generally are subject to recoupment. (Source: 31 CFR Chapter IX) (**Chapter 625**)

recourse
The rights of a holder in due course of a financial instrument (such as a loan) to force the endorser on the instrument to meet his or her legal obligations for making good the payment of the instrument if dishonored by the maker or acceptor. The holder in due course must have met the legal requirements of presentation and delivery of the instrument to the maker of a note or acceptor of a draft and must have found that this legal entity has refused to pay for or defaulted in payment of the instrument. (SFFAS 2) (**Chapter 623**)

Recovered Alcoholic
A person who has undergone treatment for the disease of alcoholism and who has demonstrated a reasonable period of abstinence. (**Chapter 408**)

Recovery
To restore USAID programs/activities from a contingency state to their usual state under normal operating conditions (the rebuilding phase). (Chapter 502)

recovery procedures
Procedures which enable the restoration of system applications to an operational status after the occurrence of a system failure, file loss or destruction, or disaster. These procedures may include provisions for the use of backup or prior generations of data files/programs to restore automated portions of an application. (**Chapter 562**)

Recruitment Applicant Tracking System (RATS)
A system designed to track FS applicants from inception of application to the interview stage. (Chapter 468)

recruitment bonus
The dollar amount paid only to newly appointed employees as an inducement to accept an offer of employment from the Agency. (**Chapter 467**)

Recruitment Interviewing for Foreign Service (RIFFS)
A system designed to track FS candidates after the interview process. (Chapter 468)

Recurrence
A disability that occurs after the employee returns to work following absence due to an work-related disease, condition or injury. The disability is the result of a spontaneous return of the symptoms of the previous injury, disease or illness without intervening cause, or the need for medical treatment, other than a usual office call, for residuals of the previous condition. (Chapter 442)

Recurring Reports
A report required by the Foreign Assistance Act and related legislation for which the Agency must gather, maintain, and submit information at established intervals or upon the occurrence of a specified event. (Chapters 506, 556)

Recurring Service Payment
A payment for recurring services, such as rents, which are performed under agency-vendor agreements for payments of definite amounts at fixed periodic intervals. Such payments may be made without the submission of a vendor invoice. (Chapter 630)

red
Denotes data, text, equipment, processes, systems or installations associated with information in forms that require emissions security protection. For example, wiring that carries unencrypted classified information either exclusively or mixed with unclassified is termed "red" wiring. Antonym Black. (**Chapter 562**)

red/black separation
Denotes the requirement for physical spacing between red and black processing systems and their components, including signal and power lines. (**Chapter 562**)

Redeposit
A sum of money paid into the Retirement Fund by an employee or survivor to cover a period of service during which deductions were withheld but later refunded. (**Chapter 494**)

Reduced Leave Schedule
A work schedule under which the usual number of hours of regularly scheduled work per workday or workweek of an employee is reduced. The number of hours by which the daily or weekly work schedule is reduced are counted as leave against the 12-week entitlement. (**Chapter 481**)

reduction in force
The release of a career or probationary appointee from a position in the Senior Executive Service (SES) because the appointee has been displaced by a career or probationary appointee in a surplus position who has a higher retention standing, or the release of a career or probationary appointee from a surplus position in the SES when such appointee has the lowest retention standing of those occupying SES positions for which the appointee is qualified. (**Chapters 423**, **455**)

An action taken by the Agency when it has been determined that there is a surplus of employees at a particular location in a particular line of work due to lack of work, shortage of funds, insufficient personnel ceiling, reorganization, the exercise of reemployment or restoration rights, or reclassification of an employee's position due to erosion of duties which will take place after the Agency has formally announced a RIF. The result of this action is furlough for more than 30 days, separation, demotion, or reassignment requiring displacement of employees. (**Chapter 452**)

A Personnel action that releases a competing SFS or FS employee from their Competitive Level by separation. (**Chapter 454**)

Reemployment
The agreement between the Agency (either by statute or administratively granted) and a career SES employee to return them to the Agency upon completion of an assignment outside of the SES and their Agency. To be eligible, the employee must have held a career SES appointment prior to the assignment and must have completed the SES probationary period. (**Chapter 423**)

The non-competitive reemployment of former Agency employees granted reemployment rights under Office of Personnel Management (USOPM) regulations and Agency policy. (**Chapter 418**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

reemployment rights
Rehire rights granted to a former Agency employee(s) when hired by another executive agency without a break in service of a full workday by transfer, reinstatement, or by excepted appointment, in a position which the agency is currently authorized to fill with reemployment rights. (**Chapters 412**, **418**)

Rights of an employee to return to an agency after detail, transfer, or appointment to another Executive agency during an emergency; an international organization; or other statutorily covered employment, e.g., time-limited FS appointment in USAID, the Peace Corps. (**Chapters 413**, **415**)

reestimate
Refers to estimates of the subsidy costs performed subsequent to their initial estimates made at the time of a loan's disbursement. (SFFAS 2) (**Chapter 623**)

Reference Line
Use a Reference Line to refer to a previous telegram or LINE related communication. Although there is no limit to the number of references or lines, the Department's automatic retrieval system recognizes telegram references on only one line. References placed on succeeding lines will remain part of the telegram but cannot be used in automatic retrieval. (**Chapter 549**)

referral for litigation
Referral of debts to the Department of Justice for appropriate legal proceedings; or, where the organization unit has statutory authority to handle its own litigation, referral to the office within the organization unit that is responsible for litigation. (**Chapter 625**)

Refund
The withdrawal by the employee from the Retirement Fund of deductions made from the employee's salary during periods of employment. (**Chapter 494**)

Regeneration
A part of the recovery process after the initial crisis response and restoration of critical function, regeneration consists of the actions to restore part or all of the Agency's capability to function. Regenerations includes reestablishing working space, equipment, supplies and personnel to allow resumption of normal function. (**Chapter 531**)

Regular Employees
FS employees who accept all the obligations of worldwide service are appointed to USAID posts, including USAID/W, in accordance with the needs of the Agency. (**Chapter 499**)

regular member of a vanpool/carpool
An employee who travels on a daily two-way basis (leave and TDY excepted) in a vanpool/carpool for a minimum distance of one mile each way. (**Chapter 514**)

Regularly Scheduled Administrative Workweek
For a full-time employee, the period within an administrative workweek established in accordance with Mandatory Reference, 5 CFR 610.111, within which the employee is regularly scheduled to work. For a part-time employee, the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work. (**Chapter 479**)

Regularly Scheduled Work
Work that is scheduled in advance of the seven-day administrative workweek, including regular overtime and night work. (**Chapter 479**)

Rehabilitation
Services and/or training provided to an injured employee who suffers from a vocational handicap due to a occupational injury or illness and who cannot resume usual employment. (**Chapter 442**)

reimbursable details
Temporary loan of an employee from one Agency or body to another when the employee’s salary and benefits are paid by the borrowing entity. (**Chapter 432**)

reimbursable development program
The sale of services and commodities to friendly countries, international organizations, and certain voluntary organizations on a reimbursable basis under the authority of Section 607 of the Foreign Assistance Act. (**Chapter 628**)

Reimbursable program
A reimbursable program is an activity under which USAID provides goods and services to or on behalf of other Federal agencies, foreign governments, international organizations and private voluntary organizations and that other entity reimburses (in effect, "pays") USAID for the goods and services provided. (**Chapter 306**)

Reinstatement
The noncompetitive reappointment of a career employee in the SES who, under a previous career appointment successfully completed the SES probationary period. (**Chapter 423**)

Noncompetitive reemployment in the competitive service based on previous service under a career or career-conditional appointment. (**Chapter 413**)

The non-competitive employment of a career or career conditional employee, or a person formerly employed in the competitive service who held competitive status or who was serving probation when separated from that service. (**Chapter 418**)

reinstatement eligibility
Eligibility of a person who previously was employed under a career or career-conditional appointment to be reappointed to a competitive service position. (**Chapters 413** and **418**)

Release Print
The final version of a motion picture film that has been distributed for public viewing. (**Chapter 502**)

Relocation
The movement of a deployed team from one Emergency Relocation Site to another Emergency Relocation Site, or back to the original headquarters facility. Movement can be planned or unplanned. Relocation is generally to predetermined ERSs, however, new sites will be selected if pre-surveyed sites are unavailable. (**Chapter 531**)

relocation bonus
The dollar amount paid only to current Federal employees as an inducement to relocate from a different agency in a different commuting area to USAID (without a break in service). (**Chapter 467**)

Removal
Involuntary separation of an employee from the Agency for such cause as will promote the efficiency of the Federal service. (**Chapter 487**)

Renewable Energy Sources
Sunlight, wind, geothermal, biomass, solid wastes, or other such sources of energy. (**Chapter 528**)

reobligation
The obligation of an amount that has been obligated and deobligated in prior transactions. (**Chapter 621**)

reorganization
See 5 CFR 536.102. The planned elimination, addition, or redistribution of functions or duties in an organization. (**Chapters 452**, **474**)

repayment agreement
Establishes the terms and conditions governing the recovery of a debt by USAID from the borrower when a debt is rescheduled. Repayment agreements must be reduced to writing as soon as possible after such agreements are reached. (**Chapter 625**)

replacement feeding (RF)
Breastmilk substitutes that provide all the nutrients the child needs. This would not include breastmilk substitutes such as powdered milks or animal milks. (**Chapter 212**)

replacement property
Replacement property is any personal property for which there is a continuing need on a worldwide basis by the parent agency, such as office furniture and equipment; household furniture, furnishings, and equipment; motor vehicles and automotive spare parts; tires and any other property having a continued general use. The proceeds of sale of replacement property are used to purchase similar property. Replacement property is not declared excess by the post except as noted in 6 FAM 227.1-2. (**Chapters 534**, **536**, **629**)

replacement value
See 6 FAM 311.3. (**Chapter 521**)

Report
A report is data or information transmitted for use in determining policy; planning, controlling, and evaluating operations and performance, and in making administrative determinations or preparing other reports. (**Chapter 506**)

Reportable Vehicles
A sedan, station wagon, bus, ambulance, van, utility vehicle, truck and truck tractors that operate on petroleum-based or other alternative fuels. Included are gasoline, diesel fuel, methanol, ethanol, natural or propane gas, or electricity. Excluded are fire trucks; motorcycles; military-design motor vehicles; semi-trailers, trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches and bogies;

and trucks with permanently mounted equipment ;such as generators and air compressors. (**Chapter 536**)

Representation Allowance
See STR 300; 3 FAM 3240 (**Chapter 477**)

representation letter
A letter prepared by the auditee's management to the auditor confirming in writing essential oral statements made by the auditee to the auditor. (**Chapter 590**)

representative rate
The fourth step of the grade for a position subject to the General Schedule; the prevailing rate for a position under the wage-board system; and for all other positions, the rate designated by the Agency as representative of the position. (**Chapter 452**)

Reprimand
See 3 FAM 4310 (Old 3 FAM 761.2) (**Chapter 485**)
An official written rebuke, censure, or disapproval of a specific action or actions by an employee. (**Chapter 487**)

Requesting Official
A person within the applicable office who has oversight authority for the ADS material. A Requesting Official could be a Supervisor, Division Chief, Director, AA or someone delegated by the Division Chief, Director or AA to sign the USAID Issuance Request Form (AID 3-252). (**Chapter 501**)

Requests for Applications
Invite interested parties to submit applications for USAID assistance and explain what the application should contain, how it should be written, and the evaluation criteria to be used. (**Chapter 303**)

Requiring Office
A USAID office initiating a reporting requirement or sponsoring a requirement imposed by an organization external to USAID. (**Chapter 506**)

Research and Reference Services (R&RS)
Research services that target, identify, analyze, and synthesize USAID experience, other donor development experience, and state-of-the-art technical knowledge. Information provided by research services enhances decision making, policy formulation, strategic planning, project and program design, implementation, management, evaluation, and application of technical expertise. (**Chapter 540**)

Resident Hire Employees
USAID Foreign Service (FS) employees who are unable to accept all the obligations of a long-term, worldwide career service, or who reside in the country of assignment primarily for reasons other than employment in the Foreign Service, who are (a) A

dependent of a U.S. citizen employed overseas who is at least 18 years of age and who is expected to remain at a post only for the duration of the employee's assignment or a vacation period, (b) U.S. citizen who resides in a country primarily for reasons other than employment with a U.S. Government agency, (c) An employee who, for personal reasons, is unwilling to transfer to another post. (**Chapters 480**, **499**)

Residential Radio
A portable two-way voice radio located in overseas residences for emergency or administrative communications. It is normally a security radio, channeled to operate on the post E&E net. (**Chapter 562**)

residual funds
The funds remaining in an obligation after the purpose of the obligation has been fully met. (**Chapter 621**)

resolution
The point at which the management official and the OIG agree on the action to be taken on a reported finding and recommendation. In the event of disagreement, audit resolution occurs when the Agency Follow-Up Official or the MCRC determines the recommendation to be resolved. (**Chapter 592**)

For monetary findings, the point at which the contract/grant officer issues a final decision on the allowability of questioned costs. For procedural findings from OIG reports, the point at which the contract/grant officer and the OIG agree on a final course of action to implement the recommendation. For pre-award contract audits, the point at which agreement is reached, a contract price negotiated, or proposed award canceled, whichever occurs first. For pre-award surveys, the point at which the contract/grant officer issues a final decision on the course of action to be taken regarding a recipient's pre-award accounting system deficiencies. (**Chapter 591**)

Resources Support Services Agreement (RSSA)
An agreement formerly used between USAID and other Federal agencies to obtain continuing general support assistance that had a broad objective but no specific readily measurable tasks to be accomplished within set time frames. Such an agreement is now entered into in the form of a Participating Agency Service Agreement (PASA). (**Chapter 306**)

Respondent
A USAID office, individual, or other agency required to respond to a reporting requirement. (**Chapter 506**)

response to audit report
Written comments by Agency officials indicating agreement or disagreement on reported findings and recommendations. (**Chapter 591**)

Responsible Official

An employee's supervisor or any appropriate official who holds immediate jurisdiction over the matter being grieved. (**Chapter 490**)

restatement (of direct loans or loan guarantees)
Refers to establishing a new book value of a direct loan or the liability of a loan guarantee. (SFFAS 2) (**Chapter 623**)

Restoration
The return of an SES employee who leaves the Agency to serve on active duty, including training, in the Armed Forces or who has recovered from a compensable injury. (**Chapter 423**)

Restored Annual Leave
Leave that was forfeited but is approved for restoration and placed in a separate leave account. (**Chapter 480**)

restrictive trade practices and boycotts
These are defined in 14 CFR Parts 369.2 and 369.3. (**Chapter 313**)

result
A significant, intended, and measurable change in the condition of a customer, or a change in the host country, institutions, or other entities that will affect the customer directly or indirectly. Results are typically broader than USAID-funded outputs and require support from other donors and partners not within USAID's control. (**Chapters 200-203**)

results framework
In the context of defining a program objective, it is necessary to identify the critical results (or interrelated changes) which are necessary to accomplish that objective. This analysis will produce a results framework which must provide enough information so that it adequately illustrates the development hypothesis (or cause and effect linkages) represented in the strategy and thereby assists in communicating the basic premise of the strategy. The results framework must also be useful as a management tool and therefore focuses on the key results which must be monitored to indicate progress. (**Chapter 250**)

A planning, communications, and management tool, which conveys the development hypothesis implicit in the strategy and the cause-and-effect linkages between the Intermediate Results (IR) and the Strategic Objective (SO). A Results Framework includes the SO and the IRs necessary to achieve the SO, whether funded by USAID or its partners. It includes any critical assumptions that must hold for the development hypothesis to lead to achieving the relevant objective. Typically, it is laid out in graphic form supplemented by narrative. (**Chapters 200-203**, **204**, **250**, **305**)

results package
A results package is a shorthand designation for items that contribute to achieving a

particular result. Some Operating Units have used the term as a name for documentation used to obtain approval for a set of activities and to define SO sub-teams that concentrate on a particular new set of activities. The term is no longer "officially" used. Documentation to approve activities is called Activity Approval Documentation. (**Chapters 200-204**, **250**, **305**)

results package team
A group of people who manage a results package. The results package team is established by a parent strategic objective team. (**Chapter 250**)

Results Review and Resource Request (R4)
The document, which is reviewed internally and submitted to USAID/W by the operating unit on an annual basis. The R4 contains two components: the results review and the resource request. Judgement of progress will be based on a combination of data and analysis and will be used to inform budget decision making. (**Chapters 103**, **201**, **202, 203**, **204**, **250**)

retention register
A listing prepared by the Agency for a specific competitive level which will be reached by RIF, listing all competing employees by tenure group, veteran preference, length of service, and performance in descending order. (**Chapter 452**)

A list of employees in a single Competitive Level which is prepared by the Office of Human Resources. Employees on a Retention Register are grouped first by tenure into two groups; career and career candidate appointments, within a Competitive Level. Within each group, FS employees will be ranked in order of retention based on factors which include performance and service with the U.S. Government. (**Chapter 454**)

Retention Standing
An individual employee's placement on the retention register at the time of release from a competitive level. (**Chapter 452**)

retreat
Occurs when a released employee displaces another employee with lower retention standing within the same tenure group and subgroup who occupies a position that is not more than three grades or grade-intervals below the position from which that employee is released. The released employee is said to "retreat" to that lower level position. (**Chapter 452**)

Retrofit
Installation of a building energy system or building water system alternative in an existing Federal building. (**Chapter 528**)

revision date
(replaces the term "last revised date")
The date that Automated Directives System (ADS) chapters, Internal Mandatory References, or Additional Help documents are finalized for distribution. This is not an effective date. The date appears in the upper right corner of each page in an ADS chapter. A revision date will appear at the top of the first page in an Internal Mandatory Reference or Additional Help document. (**Chapter 501**)

Rights and Interest Records
(Also referred to as Legal Rights and Interest Records)
Records essential to the preservation of the legal rights and interests of individual citizens and the Federal Government. Examples are legal proceedings, payroll, and retirement records. (**Chapter 502**)

risk
A combination of the likelihood that a threat will occur, the likelihood that a threat occurrence will result in an adverse impact, and the severity of the resulting impact. {Source: NSTISSI No. 1000} (**Chapter 545**)

risk analysis
An evaluation of the physical, electronic, and software security of a computer system and its vulnerabilities to establish an expected loss from certain events based on estimated probabilities of occurrence, and to identify potential safeguards. (**Chapter 562**)

risk assessment
The process of analyzing threats to and vulnerabilities of an IS [information system] and the potential impact the loss of information or capabilities of a system would have on national security. The resulting analysis is used as a basis for identifying appropriate and cost-effective countermeasures. {Source: NSTISSI No. 1000} (**Chapter 545**)

risk category
Subdivisions of a cohort of direct loans or loan guarantees into groups of loans that are relatively homogeneous in cost, given the facts known at the time of obligation or commitment. Risk categories will group all loans obligated or committed for a program during the fiscal year that share characteristics predictive of defaults and other costs. (OMB Circular No. A-11) (**Chapter 623**)

risk management
The process concerned with the identification, measurement, control, and minimization of security risks in information systems to a level commensurate with the value of the assets protected. {Source: NSTISSI No. 1000} (**Chapter 545**)

Round of Competition
The different stages of competing for retention. In first round competition, employees compete to stay in their competitive level. In the second, employees compete for assignment to positions in different competitive levels. (**Chapter 452**)

Routine
Outgoing telegrams with the lowest order of precedence - assigned to communications which justify DOS transmission but are of insufficient urgency to require a higher precedence. (**Chapter 549**)

Routine Maintenance And Repair (M&R)
The preservation of real property in a sound state. Routine M&R includes painting, day-to-day plumbing and electrical work, etc. (See Special M&R.) (FAM06-0700) (**Chapter 535**)

routine use
With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected (**Chapter 508**)

The disclosure of a record without written consent to another person or agency for a purpose which is compatible with and related to the purpose for which it was collected. (**Chapter 509**)

- S -

Sabbatical
An absence from duty, with pay, that an agency may grant to an SES career appointee for up to 11 months to engage in study or uncompensated work experience for developmental purposes. (**Chapter 423**)

sabotage
An act or acts with the intent to injure, interfere with, or obstruct the national defense or foreign policy of a country by willfully injuring, destroying, or attempting to destroy national defense or war material, premises, or utilities, to include human or natural resources. (**Chapter 562**)

Safehaven
An approved site where vital records are stored for cases of emergency and/or disaster. This site has to be a site separate from where the files where originated. Off-site. (**Chapter 502**)

sanitize
To degauss or overwrite information on magnetic or other data storage media. (**Chapter 562**)

Saved Pay
The SES rated pay that the individual receives by accepting a lower graded position after leaving the SES as the result of reduction-in-force or removal during probationary period. (See Mandatory Reference, 5 USC 3594(c)(1)(2) for definitions and limitations of SES pay.) (**Chapter 423**)

scan
A feature on radios that allows the operator to monitor different channel at one time. (**Chapter 564**)

Schedule Change
A modification or adjustment in the established work schedule of an employee of a permanent or temporary nature which may be initiated by either the supervisor or employee. (**Chapter 479**)

Schedule A Position
Positions other than those of a confidential or policy-determining character for which it is impracticable to examine. (**Chapter 413**)

Schedule Awards
Compensation is provided for specified periods of time for the permanent loss, or loss of use, of each of certain body members, organs and functions. (**Chapter 442**)

Schedule B Position
Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination. (**Chapter 413**)

Schedule C Position
Positions of a confidential or policy-determining character. (**Chapter 413**)

Schedules A, B, and C
Categories of positions excepted from the competitive service by regulation. (**Chapter 413**)

schedule tour of duty
See 5 CFR Sec. 531.403 (**Chapter 471**)

Scheduled Annual Leave
Leave requested and approved in advance in writing on an Application for Leave (SF-71). (**Chapter 480**)

Scope Of Work
The document that describes the specifications of an audit contracted out to a public accounting firm, including the background, audit objectives, steps and procedures, reporting requirements, and terms of performance. (**Chapter 590**)

Script
Written specifications for an aspect of a video or motion picture production, such as settings, action, camera coverage, dialogue, narration, music, and sound effects. (**Chapter 502**)

SECRET
A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security (source: Executive Order 12958). An example of SECRET information is: Exact key length required by machine crypto system, excluding verification bits and redundancy (source: NTISSI 4002). (**Chapters 545**, **552**)

Section 511
A section of the FY 2002 Foreign Operation, Export Financing and Related Program Appropriations Act which provides that funds appropriated for the purposes identified in Section 511 remain available for an additional four years from the date on which the availability of such funds would otherwise have expired, if such funds are initially obligated before the expiration of their respective periods of availability. (**Chapters 621**, **634**)

sector program assistance
Contributions to carry out wide-ranging development plans in a defined sector such as agriculture, education, transportation, etc. Assistance is made available “in cash” or “in kind,” with or without restrictions on the specific use of the funds, but on the condition that the recipient executes a development plan in favor of the sector concerned. (**Chapter 221**)

secure room
Any room with floor-to-ceiling, slab-to-slab construction of some substantial material, i.e., concrete, brick, cinder block, plywood, or plaster board. Any window areas or penetrations of wall areas over six inches must be covered with either grilling or substantial type material. Entrance door must be constructed of solid wood, metal;, etc., and be capable of holding a DS-approved, three-way combination lock with interior extension. (**Chapter 562**)

security classification guide
A document prepared for the sole or principal purpose of providing instructions about the derivative classification of information about a particular program, project, or subject. (**Chapters 562**, **567**, **568**)

security clearance
A certification that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under USAID standards (authority #16) and may be permitted access to classified information at the specified level. (**Chapters 562**, **566**)

security eligibility
A security status based on favorable adjudication of a required personnel security investigation; it indicates that an individual is deemed trustworthy for employment in a sensitive position, and may be granted a clearance for access to classified information up to the level of eligibility if required in the performance of official duties. (**Chapters 562**, **566**, **567**)

security incident
An event that results in the failure to safeguard classified materials in accordance with Executive Order 12958, "Classified National Security Information", 12 FAM 500, and ADS 566. The consequence of a security incident is either a security infraction or a security violation. (**Chapter 568**)

security infraction
A failure to properly safeguard classified material that does not result in the actual or probable compromise of the material e.g., improperly stored classified material within a controlled access area. (**Chapter 568**)

security inspection
A formal inquiry to assess compliance with security standards, policies, and procedures. (**Chapter 562**)

Security property
Property provided for the protection/security of personnel, facilities, or national security information. (**Chapters 518**, **534**)

security radio
An USAID O&E-funded radio authorized and procured to operate on the post E&E net. (**Chapter 562**)

Security and Safety
Is the protection and well being of USAID employees, facilities, and classified or sensitive information. (**Chapters 527**, **529**)

Security Survey
An analysis of a facility to determine physical and technical resistance to unauthorized access, espionage, vandalism and other criminal acts. Surveys recommend security improvements and/or corrective actions to protect employees from crime and national security information from unauthorized disclosure. (**Chapter 562**)

Security Test and Evaluation (ST&E)
The examination and analysis of the safeguards required to protect an IS [information system], as they have been applied in an operational environment, to determine the security posture of that system. {Source: NSTISSI No. 1000} (**Chapter 545**)

security violation
A failure to properly safeguard confidential or secret classified material that results in the actual or probable compromise of the material, or any security incident involving the mishandling of Top Secret, Special Access Program, and Special Compartmented Information, regardless of location or probability of compromise. (Most security violations occur outside a controlled access area.) (**Chapter 568**)

selecting official
The individual responsible for making a careful analysis of the qualifications of each candidate certified for a vacancy and judging which candidate could perform best in the job to be filled. (**Chapter 418**)

selective calling (SELCAL)
Mode of radio operation similar to paging (beeper) systems found in the United States. Within the Department of State and USAID programs, the General Electric format, also known as "T-99" is most commonly found. This method is a sequential burst of analog signals which are modulated on the carrier, or frequency assigned. Through the development of micro-miniature technology and digital formatting, a variety of other paging systems have evolved. For new systems being installed at overseas missions, digital formats such as MDC-1200 and/or ZVEI may be incorporated to display specific user data on the radio such as "MAN DOWN", or "USER ID" at a control station. (**Chapter 562**)

Selective Factors
Specific knowledge, skills, and abilities essential for satisfactory performance on the job and which represent an addition to the basic qualification standards for a position. (**Chapter 418**)

Self-Certification
Completion of the USAID Self-Certification form (USAID Self-Certification Safety Checklist for Home-based Telecommuters AID 400-7 (12/97)) by the Telecommuter in advance of the onset of the Telecommuting arrangement, indicating that the alternative workplace meets such safety requirements as to ensure coverage of the telecommuter under the Worker's Compensation Program if injured while working under a telecommuting arrangement. (**Chapter 405**)

senior agency official
The official designated by the agency head under section 5.6(c) of EO 12958 to direct and administer the agency's program under which information is classified, safeguarded, and declassified. (**Chapter 562**)

senior employees
All direct-hire officers and employees who are (1) Appointed by the President, by and with the advice and consent of the Senate, or otherwise appointed to a position for which the rate of pay is fixed according to Executive Levels I through V, under sub-chapter II of Chapter 53 of Title 5 USC; or (2) Employed in a position for which the

basic rate of pay is equal to or greater than the rate of basic pay for Level V of the Executive Schedule. (**Chapters 562**, **566**)

Senior Executive
A member of the Senior Executive Service. (**Chapter 423**)

Senior Executive Service (SES)
A separate personnel system for persons who set policy and administer programs at the top levels of the Government (equivalent to GS-16 through Executive Level IV). (**Chapter 413**)

Senior Foreign Service
Definitions for terms in this chapter are located in 3 FAM 2430. (**Chapter 435**)

Senior Foreign Service Career Candidate Program
Appointment to the Senior Foreign Service for a limited period not to exceed five years as a career candidate. A career candidate who does not qualify during the trial period to become a career member of the Senior Foreign Service is separated from the Career Candidate Program no later than the expiration date of the candidate's time-limited appointment. (**Chapter 422**)

Senior Foreign Service Classes
The Senior Foreign Service consists of three ranks or classes Counselor, Minister Counselor, and the senior most level, Career Minister. (**Chapter 422**)

Senior Foreign Service Consolidated Selection Board (C/BOARD)
Board convened annually by the Director, Office of Human Resources and the Inspector General for Backstop 08 personnel to evaluate the performance, competence, and potential of Senior Foreign Service employees. The Board makes recommendations for promotions, Presidential and Agency Awards, salary level adjustments, recertification determinations, separation considerations, limited career extensions, and withholding of scheduled salary step increases. (**Chapter 422**)

Senior Foreign Service Non-career Appointment
Limited Senior Foreign Service appointment used primarily to fill special needs overseas for skill categories not required on a long term basis. Appointments are made by the Administrator and are not to exceed five years. (**Chapter 422**)

Senior Management Review Board
Advisory panel to the Administrator which is responsible for recommending Senior Foreign Service employees for Presidential Awards, adjudicating denial of Foreign Service and Senior Foreign Service Agency performance pay award cases referred by the Director of Human Resources, and for advising the Deputy Administrator on Limited Career Extensions. (**Chapter 422**)

Senior Threshold Board
Board which reviews Foreign Service officers who have applied for promotion into the Senior Foreign Service. (**Chapter 422**)

Sensitive But Unclassified information (SBU)
A category of unclassified official information and material that is not national security information, and therefore is not classifiable, but nevertheless requires protection due to the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the data. The term includes data whose improper use or disclosure could adversely affect the ability of the Agency to accomplish its mission, proprietary data, records requiring protection under the Privacy Act, and data not releasable under Sections 552 and 552a of Title 5 of the Freedom of Information Act.

SBU information includes, but is not limited to, information received through privileged sources and certain personnel, medical, personnel, commercial, and financial records, investigatory, visa, law enforcement, or other information which, if released, could result in harm or unfair treatment to any individual or group, or could have a negative impact upon individual privacy, Federal programs, or foreign relations. (source: 12 FAM 540)

Examples of SBU include travel of agency employees to or through a high or critical terrorist threat environment; investigatory records compiled by an agency conducting lawful national security intelligence investigation (source: FOIA); and candid assessments of situations in a host country which could cause embarrassment if made public. Material of this type, which requires protection and limited dissemination, shall be designated by any official having signing authority for the material. (**Chapters 545**, **552**, **562**, **566**, **567**)

sensitive positions
Any position in USAID the occupant of which could bring about, because of the nature of the position, a material adverse effect on the national security. There are three types of sensitive positions each of which requires access to classified information:

a. Critical-Sensitive Position: Any position in USAID, the duties of which include, but are not limited to: positions with public trust risk designations of high with access to any level classified information: positions with a requirement for access to Top Secret information: positions having investigative or security functions, or service on personnel security boards.

b. Noncritical-Sensitive Position: Any other sensitive position in USAID that does not fall within the definition of a critical-sensitive position. The duties of a noncritical-sensitive position include, but are not limited to access to national security information and material up to, and including, Secret.

c. Special-Sensitive Position: Any position in USAID, the duties of which are determined to be at a level higher than "critical sensitive" because of the greater degree

of damage that an individual by virtue of occupancy of the position could effect to the national security, or because the duties may entail access to sensitive compartmented information. (**Chapters 562**, **566**, **567**)

Separate Maintenance Allowance (SMA)
See STR 260; 3 FAM 3232; 3 FAH-1 H-3230 (**Chapter 477**)

Separation for Cause
(See 3 FAM 4310 (Old 3 FAM 761.2) (**Chapter 485**)

Separation from the Service for such cause as will promote the efficiency of the Service under Section 610 of the Act. (**Chapter 450**)

Serious Health Condition
Includes
(1) An illness, injury, impairment, or physical or mental condition that involves-
(i)Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or(ii) Continuing treatment by a health care provider that includes (but is not limited to) examinations to determine if there is a serious health condition and evaluations of such conditions if the examinations or evaluations determine that a serious health condition exists. Continuing treatment by a health care provider may include one or more of the following

(A) A period of incapacity of more than 3 consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves

(1) Treatment two or more times by a health care provider, by a health care provider under the direct supervision of the affected individual's health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or

(2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (e.g., a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition.)

(B) Any period of incapacity due to pregnancy, or for prenatal care, even if the affected individual does not receive active treatment from a health care provider during the period of incapacity or the period of incapacity does not last more than 3 consecutive calendar days.

(C) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition that

(1) Requires periodic visits for treatment by a health care provider under the direct supervision of the affected individual's health care provider,

(2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). The condition is covered even if the affected individual does not receive active treatment from a health care provider during the period of incapacity or the period of incapacity does not last more than 3 consecutive calendar days.

(D) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The affected individual must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, severe stroke, or terminal stages of a disease).

(E) Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity or more than 3 consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy/radiation for cancer, physical therapy for severe arthritis, dialysis for kidney disease.)

(2) (Serious health condition does not include routine physical, eye, or dental examinations; a regimen of continuing treatment that includes the taking of over-the-counter medications, bed-rest, exercise, and other similar activities that can be initiated without a visit to the health care provider; a condition for which cosmetic treatments are administered, unless inpatient hospital care is required or unless complications develop; or an absence because of an employee's use of an illegal substance, unless the employee is receiving treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions. Allergies, restorative dental or plastic surgery after an injury, removal of cancerous growth, or mental illness resulting from stress may be serious health conditions only if such conditions require inpatient care or continuing treatment by a health care provider.) (Chapter 481)

serious incidents
Those which affect the operational status of the USAID. Such incidents may include: 1) The USAID office building has been attacked or sustained damage due to bombing, mob violence or terrorist assault; 2) USAID personnel have been taken hostage, injured or killed in other than accidental circumstances; and 3) USAID facilities, residences or personnel are under imminent threat of attack. (**Chapter 562**)

Service
See 3 FAM 4310 (Old 3 FAM 761.2) and 3 FAM 4412 (**Chapters 485**, **486**)

service agreement [recruitment and relocation bonuses]
In conjunction with a recruitment bonus means a written agreement between USAID and a newly appointed employee under which the employee agrees to complete a one-year period of employment with the Agency in return for payment of a recruitment bonus.

In conjunction with a relocation bonus means a written agreement between USAID and an employee under which the employee agrees to complete a one-year period of employment with the Agency at the new duty station to which relocated in return for payment of a relocation bonus. (**Chapter 467**)

service agreement [Travel Expenses for Candidates' Pre-Employment Interviews and New Appointees]
A written agreement initiated by USAID and signed by a newly appointed employee under which the employee agrees to remain employed with the Federal Government for twelve months in return for payment of travel and transportation expenses.
(**Chapter 467**)

Services
The performance of identifiable tasks, rather that the delivery of an end item of supply.
(**Chapter 310**)

Provision of administrative assistance or something of benefit to the public.
(**Chapter 528**)

Servicing Agency
The Federal agency that provides goods or services to another agency under the authority of the Economy Act or similar legislation. (**Chapter 306**)

SES Career Appointee
An individual in an SES position whose appointment to the position, or previous appointment to another SES position, was based on a competitive SES merit staffing process and whose executive qualifications for the SES were certified by a Qualifications Review Board, or an individual who converted to the SES with a career appointment. (**Chapter 423**)

SES Limited Emergency Appointee
An individual who was appointed non-competitively, under a non-renewable appointment not to exceed 18 months, to an SES General position to meet a bona fide, unanticipated, urgent need. (**Chapter 423**)

SES Limited Term Appointee
An individual who was appointed non-competitively, under a non-renewable appointment not to exceed three years, to an SES General position, the duties of which shall expire at the end of such term. (**Chapter 423**)

SES Non-Career Appointee
An individual, other than one serving under a career or limited appointment, who was appointed non-competitively to an SES General position. (**Chapter 423**)

SES Position
A position that is classified above GS-15, or is in level IV or V of the Executive Schedule, or an equivalent position, which is not required to be filled by President appointment with Senate confirmation, and in which the incumbent:

1) Directs the work of an organizational unit;
2) Is held accountable for the success of one or more specific programs or projects;
3) Monitors progress toward organizational goals, and periodically evaluates and makes appropriate adjustments to such goals;
4) Supervises the work of employees other than personal assistants; or
5) Otherwise exercises important policy-making, policy-determining, or other executive functions. (**Chapter 423**)

settle
See 6 FAM 311.3. (Chapter 521)

Severable/non-severable
A contract that, if terminated, still provides a benefit from the amounts paid/obligated is considered to be severable. For example, an organization has a service contract to wash 1,000 windows during the next 6 months. If the contract is terminated after only 10 windows are washed, the organization has the benefit of 10 clean windows (and presumably would not have to pay for the windows that were not washed). This contract would be considered to be severable. If the contract is for a study, however, terminating the contract before the study is completed leaves nothing – so the contract would be considered to be non-severable.

Some contracts may be severable in part. For example, if you sign a contract with a company which covers the purchase of 20 LAN servers and maintenance of the servers for 18 months, the portion of the contract relating to the purchase would be considered to be non-severable while the portion relating to maintenance would be severable. (**Chapter 603**)

SFFAC
Statements of Federal Financial Accounting Concepts are documents that describe the concepts used by the Federal Accounting Standards Advisory Board in recommending standards. Concept statements are not authoritative, but may be useful in

understanding specific Statements of Federal Financial Accounting Standards. (**Chapter 620**)

SFFAS
Statements of Federal Financial Accounting Standards are accounting standards for the Federal Government recommended by the Federal Accounting Standards Advisory Board and approved by the Director of OMB, the Secretary of Treasury, and the Comptroller General. (**Chapter 620**)

Shared (or Transferred) Leave Status
The administrative status of an employee while the employee is using transferred leave. (**Chapter 482**)

Short-term Lease (STL)
A real property lease for less than ten years. The number of renewals does not affect the classification of a lease as short-term; a short-term lease may be renewed for an unlimited number of times and is still considered a short-term lease, as long as each lease period is less than ten years. (FAM06-0700) (**Chapter 535**)

A single lease of less than 180 days, or repetitive or intermittent leases under a single activity or program within a one-year period totaling less than 180 days. (**Chapter 536**)

Shot List
A list of shots in a completed motion picture film often used for classification purposes. (**Chapter 502**)

Significant Effect
With respect to effects on the environment outside the United States, a proposed action has a significant effect on the environment if it does significant harm to the environment. (**Chapter 204**)

Simplified Acquisition Procedures (SAP)
A term, formerly known as Small Purchasing Procedures, which identifies the methods used for making simplified acquisitions such as imprest, Agency bank card purchases, purchase orders, and Blanket Purchase Agreements (as prescribed in the Federal Acquisition Regulation [48 CFR 1] Part 13) to streamline the process of purchasing. (**Chapter 331**)

Simplified Acquisition Threshold (SAT)
$100,000, except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation (as defined in 10 U.S.C. 101(a)(13)) or a (U.S. military) humanitarian or peacekeeping operation (as defined in 10 U.S.C. 2302(7) and 41 U.S.C. 259(d)), the term means $200,000. Limited to $50,000 after December 31, 1999, unless the agency has certified full FACNET capability in accordance with FAR 4.505-2. This limitation does not apply to acquisitions of commercial items conducted using FAR Subpart 13.6. (**Chapter 331**)

single integrated financial management system

A unified set of financial systems and the financial portion of mixed systems encompassing the software, hardware, personnel, processes (manual and automated), procedures, controls, and data necessary to carry out financial management functions, manage the financial operations of the Agency, and report on the Agency's financial status to central agencies, Congress, and the public. Unified means that the systems are planned for and managed together, operated in an integrated fashion, and linked together electronically in an efficient and effective manner to provide the Agency-wide financial system support necessary to carry out the Agency's mission and support the Agency's financial management needs. (OMB Circular A-127) (**Chapter 620**)

Single Real Property Manager (SRPM)
M/OBO (the State Department's Office of Management, Bureau of Overseas Buildings Operations) is the designated SRPM worldwide. This responsibility is delegated through the Chief of Mission to the administrative counselor or officer at each embassy. This person is responsible for acquisition and management of all officially leased and U.S. Government-owned real property in the country, except for certain USAID property. (6 FAM 718) (**Chapter 535**)

Skills Matrix
A matrix of skills composed of 28 subskills for which performance standards have been established. (**Chapter 463**)

small business
A business, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under FAR 19.102. (**Chapter 321**)

Small Disadvantaged Business
A small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals (as defined in this section) and that has its management and daily business controlled by one or more such individuals. (**Chapter 321**)

small Mission
Small Missions manage start-up, ongoing, or terminating programs that are limited in size and breadth to one or two strategic goal areas. Typically, these Missions are staffed by a senior manager and one or more technical/program managers, with three to four U.S. Direct-Hire employees. Small Missions engage directly with host governments in planning and overseeing U.S. assistance programs and rely on USAID/W, full Missions, or regional hubs for technical, program, and administrative support services. (**Chapter 102)**

solicitation
This is the term used by the U.S. Government to refer to the assorted means by which offers or proposals are sought for government requirements and programs. Requests for Proposals (RFPs), Invitations for Bids (IFBs), Tenders, Requests for Applications (RFAs), Annual Program Statements (APSs), and Requests for Quotes (RFQs) are all examples of types of government solicitations. (**Chapter 221**)

Son or Daughter
A biological, adopted, or foster child; a step child; a legal ward; or a child of a person standing in loco parentis who is:

(1) Under 18 years of age; or
(2) 18 years of age or older and incapable of self-care because of a mental or physical disability. A son or daughter incapable of self-care requires active assistance or supervision to provide daily self-care in three or more of the "activities of daily living" or "instrumental activities of daily living." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using the telephones and directories, using a post office, etc. A "physical or mental disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual as defined in 29 CFR 1630.2(h), (i), and (j). (**Chapter 481**)

Sound Track
The portion of the length of film reserved for the sound record or any length of film bearing sound only. (**Chapter 502**)

Source
The country from which a commodity is shipped to the cooperating country (or the cooperating country itself if the commodity is located therein at the time of the purchase). In the case of a commodity shipped from a free port or bonded warehouse in the same form it was received therein, "source" is the country from which the commodity was shipped to the free port or bonded warehouse. (**Chapter 310**)

sovereign debt
Debt owed by the government of one country to the government of another. Collection of sovereign debt is normally through diplomatic means. Sovereign debt is normally retained as inactive debt after write-off. (**Chapter 625**)

sovereign risk

Risk undertaken by a sovereign government or a sovereign entity that is backed by the full faith and credit of a sovereign government. (**Chapter 249**)

special act or service
A contribution or accomplishment in the public interest that is

- A non-recurring contribution either within or outside of job responsibilities;
- A scientific achievement; or
- An act of heroism. (**Chapter 491**)

Special Drawing Rights (SDRs)
An artificial currency unit of the International Monetary Fund (IMF) defined as a basket of national currencies (Euro, Japanese yen, Pound sterling, and the U.S. dollar). The value of the SDR is posted on the IMF's web site (www.imf.org/external/np/tre/sdr/basket.htm). (**Chapter 221**)

Special Letter of Credit
A Special Letter of Credit (SLC) is an alternative to financing commodities and commodity related services under a Letter of Commitment. The SLC becomes a foreign exchange asset for the host country with an immediate impact on foreign exchange reserves as well as the rapid generation of local currency. When the SLC is used as a means for financing local costs, the Bureau Assistant Administrator must approve the justification for its use. (**Chapter 630**)

Special Maintenance And Repair (M&R)
The restoration to original condition, or to a sound state, of real property or a portion thereof that has deteriorated or been damaged. (See Routine M&R.) (FAM06-0700) (**Chapter 535**)

Special Objective (SpO)
A Special Objective (SpO) is an objective that is difficult to define and measure or is not directly linked to a goal in the Agency Strategic Plan. Special Objectives are expected to be small in scope, relative to the total portfolio of any Bureau. Special Objectives should meet at least one of the following criteria:

- Represents a response to a legislated earmark or special foreign policy interest beyond what is described in the Agency Strategic Plan or that does not contribute directly to an Operating Unit's Strategic Objectives.
- Is exploratory or experimental in nature, such as development of a new program area.
- Is research and contributes to the achievement of an Agency goal.

Responds to an emergency or short-term post-crisis stabilization effort, such as when an interim Strategic Plan is indicated. (**Chapters 200-203**, **204**)

Special, One-Time Report
A report prepared one time as requested by a Member of Congress and/or Congressional Committee staff as assigned by ES or GC/LP. (**Chapter 556**)

special selection priority certificate
A certificate used to refer candidates qualified under the Interagency Career Transition Assistance Plan to selecting officials.

Special Types of Records
Records which, because of their size or physical characteristics, must be kept in a separate group. They include films, disks, and tape records which require special equipment and handling, cartographic materials and drawings, cards (manual and machine type), and computer printouts. (**Chapter 502**)

Specific Functional Category
Federal agency activities which consume energy, or which are directly linked to energy consuming activities and which fall into one of the following groups: Services, General Transportation, Industrial or Production, Operational Training and Readiness, and Others. (**Chapter 528**)

Specific RIF Notice
A written communication from an Agency official to an individual employee providing notice that the employee will be reached for a RIF separation action. (**Chapter 454**)

Split Funding
The term "Split Funding" refers to the practice of using more than one funding source in a single contract or other financing instrument. (**Chapter 601**)

sponsoring unit
A generic term for a unit of any Agency Mission, Bureau, or grantee that applies USAID funds, via an activity, to training design, implementation, or evaluation activities. (**Chapter 253**)

Spouse
An individual who is a husband or wife pursuant to a marriage that is a legal union between one man and one woman, including common law marriage between one man and one woman in States where it is recognized. (**Chapter 481**)

staff
An organization unit within a Bureau or Independent Office; a Level II organization. A staff is responsible for carrying out functions or activities that are supportive to the effective functioning of a line organization. (**Chapter 102)**

stakeholder compact
Also known as a Training Agreement. A written statement among participant and other stakeholders specifying agreed-to performance change targets within the organizational setting of the participants selected. (**Chapter 253**)

stakeholders
Those individuals and/or groups who exercise some type of authority over USAID resources such as Congress, OMB, Department of State, and those who influence the political process, e.g., interest groups and taxpayers. (**Chapters 102**, 201, 203)

Individuals and/or groups who have an interest in USAID training activities, programs, and objectives. Examples are USAID sponsoring units, participants, their supervisors or work unit managers, training contractors, and training providers. (**Chapter 253**)

Those who are affected by a development outcome or have an interest in a development outcome. Stakeholders include customers (including internal, intermediate, and ultimate customers) but can include more broadly all those who might be affected adversely, or indirectly, by a USAID activity who might not be identified as a "customer." (**Chapters 200-203**, **253**)

Standard
An energy conservation measure determined by DOE to be applicable to a particular agency or agencies. Once established as a standard, any variance or decision not to adopt the measure requires a waiver. (**Chapter 528**)

Standard Agency Applications
Software that has been installed on Agency hardware that is generally available to Agency users of automation equipment. (**Chapter 550**)

standard cost
Predetermined expected unit costs, which are acceptable for financial reporting purposes if adjusted periodically to reflect actual results. (SFFAS 3) (**Chapter 629**)

Standard Form
A form prescribed by a Federal agency, pursuant to its authority, and approved by the General Services Administration (GSA) for mandatory government-wide use. Carries an SF form number. (**Chapter 505**)

standardization
Standardization is the selection of a specific brand of technical equipment to the exclusion of other brands when it can be established that such action is necessary in the public interest. (**Chapter 534**)

Standardized Regulations (Government Civilians in Foreign Areas)
A publication of the Department of State's Allowances section, covering the various support allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to PASA/RSSA and contract employees as provided for by the agreement or the contract provisions. (**Chapters 306**, **526**)

standardized security equipment
IG/SEC-approved security equipment and locking hardware required to safeguard the vital interests of the agency and comply with local, state and federal regulations. (**Chapter 562**)

Standards of the Class
The determination that an employee is meeting the skills standards of the class established in the Skills Matrix and has met the work objectives established in the current Annual Evaluation Form. (**Chapter 463**)

Statement of Expenditure
The accounting of expenditures which must accompany each US participant's income tax return, detailing the training-related expenditures paid from US sources on behalf of the participant. (**Chapter 253**)

Statistical Record
A record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13. (**Chapter 508**)

status quo employee
An employee who failed to acquire competitive status when the position in which serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule, which permitted the employee's retention without the acquisition of status. (**Chapter 418**)

Statutory Violations
Any transactions that result in creating an obligation or making an expenditure in excess of or before receipt of any appropriation, apportionment, reapportionment, or allotment. (**Chapter 634**)

Stock Footage
Unedited motion picture film or video tape of scenery and action that is retained for future use. (**Chapter 502**)

strategic budgeting
USAID's programming policy, which closely links resource allocation with strategic priorities and performance. It is a core element of results-based management. (**Chapters 200-203**)

Strategic Objective (SO)
The most ambitious result that a USAID Operating Unit, along with its partners, can materially affect, and for which it is willing to be held accountable. SOs can be designed for an Operating Unit to provide analytic, technical, logistical, or other types of support to the SOs of other Operating Units (whether bilateral, multi-country, or global in nature). (**Chapters 200-203**, **204**, **534**)

Strategic Objective Agreement (SOAG)
A formal agreement that obligates funds between USAID and the host government or other parties, such as, in certain cases, regional organizations created by governments. It sets forth a mutually agreed upon understanding of the time frame, results expected to be achieved, means of measuring those results, resources, responsibilities, and contributions of participating entities for achieving a clearly defined Strategic Objective. (**Chapters 200-203**)

The SOAG is the principal bilateral grant agreement used by USAID.A SOAG is composed of the Principal Text; Annex 1, Amplified Description; and Annex 2, Standard Provisions. (**Chapter 350**)

Strategic Objective (SO) Team
A group of people with complementary skills who are empowered to achieve a specific USAID development objective for which they are willing to be held accountable. The primary responsibility of SO Teams is to make decisions and implement activities related to accomplishing the objective. Another essential function is to ensure open communication and collaboration across organizational boundaries at all phases of the development process. SO Teams may decide to organize sub-teams if they wish to manage complex SOs more efficiently. SO Teams are composed of USAID employees and those partners and customers considered to be essential for achieving the SO. (**Chapters 200-203**, **204**)

In general, a team is a group of people committed to a common performance goal for which they hold themselves individually and collectively accountable. Teams can include USAID employees exclusively or USAID, partner, stakeholder and customer representatives. An SO team is a group of people who are committed to achieving a specific strategic objective and are willing to be held accountable for the results necessary to achieve that objective. The SO team can establish subsidiary teams for a subset of results or to manage a results package. (**Chapter 204**)

A group of people who are committed to achieving a specific objective and are willing to be held accountable for the results necessary to achieve that objective. This team may establish subsidiary teams for a subset of results or to manage a results package. (**Chapters 304**, **305**, **307**)

strategic plan
A document used to describe and obtain approval for one or more Strategic Objectives or Special Objectives to be implemented by an Operating Unit. Approved Operating Unit Strategic Plans represent an Agency-wide commitment to a set of objectives and Intermediate Results (IRs) to be accomplished by an Operating Unit. (**Chapters 200-203**, **204**)

strategic plan timeframe
The time period in which USAID plans to make funds available for a given set of Strategic, Special, or Program Support Objectives. The strategic plan sets the overall vision and strategic directions for this timeframe. (**Chapters 200-203**)

Strategic Support Objective
Term no longer used. **(See "Strategic Objective (SO)")**

structural adjustment support
Any sector program aid that is financed in association with or related to the structural adjustment programs of the World Bank and the International Monetary Fund (IMF). (**Chapter 221**)

STU-III
Secure Telephone Units (**Chapter 545**)

Student
An individual enrolled not less than halftime in an accredited high school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution. (**Chapter 413**)

Student Career Experience Program
This is a salaried program for full time high school, college undergraduates and graduate students. It combines classroom learning directly related to practical on-the-job experience. (**Chapter 469**)

Student Temporary Employment Program
This program enables high school, college undergraduate and graduate students to earn a salary while continuing their studies. Job assignments are clerical/administrative support. (**Chapter 469**)

Sub-allowance
The distribution of funds to the strategic objective or other levels below the allowance level.

Sub-Borrower
The individual or group that is the recipient of a loan from an ICI. (**Chapter 316**)

Sub-Group Standing
An employee's relative standing on a retention register based on tenure group and veteran preference subgroup. Employees are ranked within each subgroup by years of service which includes performance credit. (**Chapter 452**)

Subject Files
Relate to standard categories, functions and interests, and consist of general file materials of incoming originals and outgoing copies of letters, memoranda,

cables/telegrams, e-mails, faxes, reports and documents involving a wide variety of topics. (**Chapter 502**)

Subject Filing
The process of arranging and filing records according to their general informational content. The purpose is to bring together all papers on the same topic to make it easier to retrieve information when it is needed. (**Chapter 502**)

subject invention
Subject invention means any invention of the funding recipient conceived or first actually reduced to practice in the performance of work under USAID agreements. (**Chapter 318**)

Subject Line
The Subject line, assigned by the originator, highlights message content; identifies reader interest; and helps to automatically retrieve the telegram. Assign a subject that is concise, but gives clear clues. (**Chapter 549**)

Subject Matter Expert (SME)
An individual selected to evaluate candidates and establish the candidate's relative merit for promotion to the targeted position. He or she must be competent in the technical areas of the position. (**Chapter 418**)

Sub-Loan
A loan from an Intermediate Credit Institution (ICI) to an individual or group. (**Chapter 316**)

subrecipient
Any person or government department, agency, establishment, or nonprofit organization that receives financial assistance to carry out a program through a primary recipient or other subrecipient. (**Chapter 591**)

subsidized credit
The provision of loans on the basis of interest rates and fees that fail to cover the full long-run costs of providing those loans. (**Chapter 219**)

subsidy cost
The cost of a grant of financial aid, usually by a governmental body, to some person or institution for particular purposes. Credit subsidy cost is the estimated long-term cost to the government of direct loans or loan guarantees calculated on a net present value basis, excluding administrative costs. Direct loan subsidy cost is the estimated long-term cost to the government of direct loans calculated on a present value basis, excluding administrative costs. The cost is the present value of estimated net cash outflows at the time the direct loans are disbursed. The discount rate used for the calculation is the average interest rate (yield) on marketable Treasury securities of similar maturity to the loan, applicable to the time when the loans are disbursed. Loan

guarantee subsidy cost is the estimated long-term cost to the government of loan guarantees calculated on a present value basis, excluding administrative costs. The cost is the present value of estimated net cash outflows at the time the guaranteed loans are disbursed by the lender. The discount rate used for the calculation is the average interest rate (yield) on marketable Treasury securities of similar maturity to the loan guarantees, applicable to the time when the guaranteed loans are disbursed. (OMB Circular No. A-11) (**Chapters 249**, **623**)

subsovereign risk

Risk undertaken by municipalities or parastatal organizations that is not backed by the full faith and credit of a sovereign nation. (**Chapter 249**)

substantive changes
Substantive changes are those that alter the meaning of a document. (**Chapter 501**)

suitability
Suitability refers to the basic standard (in EO 10450) requiring that an individual's appointment to or retention in the Federal Service must promote the efficiency of the Service. Suitability is only applicable to direct-hire employees. (**Chapters 562**, **566**, **567**)

suitably marked
Marking with the USAID red, white and blue emblem, and for shipping containers, marking with the emblem in addition to the USAID financing document number. (**Chapter 320**)

Summary Plan Description
This is the legal document that specifies the requirements and features of the 401(k) pension plan. (**Chapter 637**)

Summary Rating (Civil Service)
An adjectival rating (Exceptional, Excellent, Effective, Needs Improvement, or Unacceptable). (**Chapter 462**)

Summer Employment Program
Salaried Summer internships for high school and college undergraduates and graduate students who will continue their education upon completion of the internship. Job assignments are clerical/administrative support for high school students, directly related to field of study above that level. (**Chapter 469**)

superior qualifications appointments
See 5 CFR Sec. 531.203(b) (**Chapter 471**)

supervisor
An employee that is responsible for the "direction" of subordinates within his/her organization unit and whose supervisory responsibilities meet at least the minimum

requirements for coverage under the General Schedule Supervisory Guide. Those directed may be subordinate Federal civil service employees; assigned military employees; non-Federal workers; unpaid volunteers; student trainees; or others. Supervisors serve as coaches that empower staff to accomplish work. Traditional supervisory duties include evaluating employee performance; selecting or participating with considerable weight in the selection of subordinate employees; reviewing and approving leave requests; hearing and resolving complaints and grievances; and effecting disciplinary measures. (**Chapters 102**, **413**)

Supplemental Financial and Management Information
Additional information which supports the "Overview of the Reporting Entity" or which enhances an understanding of the financial condition and operations of the Agency. (**Chapter 594**)

Supplementary Evaluation Form (SEF)
A form prepared in addition to the AEF for promotion, tenuring and IDI graduation nominations. (**Chapter 459**)

Supplies
Means all property except land or interest in land. It includes (but is not limited to) public works, buildings, and facilities; ships, floating equipment, and vessels of every character, type, and description, together with parts and accessories; aircraft and aircraft parts, accessories, and equipment; machine tools; and the alteration or installation of any of the foregoing. (**Chapter 331**)

Supreme Audit Institution (SAI)
A foreign country's principal government audit agency, often referred to as its "Supreme Audit Institution" (SAI). (**Chapters 590**, **591**)

Survivor Annuitant
A person who is entitled to an annuity based on the service of a deceased employee or annuitant, and who has filed claim. (**Chapter 494**)

Survivor Annuity
The annual sum payable to a survivor annuitant. (**Chapter 494**)

suspend collection action
The temporary cessation of collection activity of a debt for a specified period of time. The debtor is still required to pay the debt. Suspension of collection action is most appropriate in those cases where a billing office has reason to believe that the debtor will have future ability to repay the debt and that active collection of the debt at the present time would not be productive. (**Chapter 625**)

Suspension
An action taken by a suspending official to disqualify a contractor temporarily from Government contracting and Government-approved subcontracting; a contractor so disqualified is "suspended". (**Chapter 313**)

An Agency action which places an employee in a temporary status without duties and pay. (**Chapters 485**, **487**)

Sustainable development
Continued economic and social progress that rests on four key principles: improved quality of life for both current and future generations; responsible stewardship of the natural resource base; broad-based participation in political and economic life; and effective institutions which are transparent, accountable, responsive and capable of managing change without relying on continued external support. The ultimate measure of success of sustainable development programs is to reach a point where improvements in the quality of life and environment are such that external assistance is no longer necessary and can be replaced with new forms of diplomacy, cooperation and commerce. (**Chapter 101**)

sustained amount
The amount of a proposed management efficiency audit recommendation that is agreeable to USAID. (**Chapter 595**)

system
The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. (Chapter 509)

An assembly of hardware and software configured for the purpose of processing, transmitting and receiving, storing and retrieving data; a system may include microcomputers, facsimiles, private branch exchanges, gateways and firewall equipment of any sort. (**Chapter 545**)

System Manager
The person officially assigned the responsibility for overseeing the creation and use of records in an information system. (**Chapter 509**)

system owner
An individual or office responsible for the creation, update, maintenance, and disposition of an electronic data system, data base, or automated program. Systems currently in use are listed in the Mandatory Reference section of ADS 502 under Electronic Records Disposition Schedule. (**Chapter 502**)

System of Records
A group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. (**Chapters 508**, **509**)

System of Records Notices
Information posted in the Federal Register that accurately describes the type systems of records that an agency maintains. It is updated every two years. (**Chapter 509**)

System Security Authorization Agreement (SSAA)
The SSAA is a formal agreement among the DSAA(s), certifier, IS user representative, and the program manager. It is used throughout the C&A process to guide actions, and to document decisions, security requirements, certification tailoring and level-of-effort, certification results, certifier's recommendation, and the approval to operate. {Source: NSTISSI No. 1000} Note: C&A is the acronym for Certification and Accreditation; DSAA is the acronym for Designated Security Accreditation Authority; and IS is the acronym for information system(s), all these terms are listed elsewhere in this glossary. (**Chapter 545**)

- T -

Tandem Couple
A married couple with both individuals assigned by orders to positions at an overseas post. (**Chapter 535**)(FAM06-0700)

tangible benefits
Benefits or savings to the Government that can be measured in terms of dollars. (**Chapter 491**)

target
(See "performance target")

tax refund offset
The reduction of a debtor's tax overpayments by the amount of legally enforceable debt owed to a Federal agency. A tax refund offset is a type of administrative offset. (Source: 31 CFR 285) (**Chapter 625**)

Taxpayer Identification Number (TIN)
The Social Security Number (SSN) for individuals or the Employee Identification Number (EIN) for business organizations or nonprofit entities. (**Chapter 625**)

team
A group of individuals coming together through consensus to achieve agreed upon objectives or results. Teams may be comprised of employees of USAID and/or other Federal agencies, partners, customers, and contractors. A team may or may not exist as an official organization unit. When serving as an organization unit, it functions within a Bureau, Independent Office, or Mission, as a Level II or below organization. (**Chapter 102)**

Team Leader
Team Leaders of parallel teams ensure that the work of their team is carried out by performing a range of coordinating and supportive duties and responsibilities. To be effective, Team Leaders must use a variety of skills in facilitation, communication, coordination, negotiation, consensus building, problem solving, and other areas of interpersonal behavior. Team Leaders of aligned teams serve as supervisors of these organization units and are usually titled as supervisory. Team Leaders of permanent teams possess many, but not all, of the supervisory responsibilities usually residing with formal supervisors as well as many of the features of parallel team leaders. (**Chapter 102)**

Team Leaders are "player coaches" who work with a group of team members to achieve specific tasks, produce analytical work products and services, meet long/short term program goals, and are also responsible for individual team tasks. (**Chapters 202**, **203**, **204**, **251**, **305**, **462**)

teamwork
The process whereby a group of people work together (often by dividing tasks among members based on relative skills) to reach a common goal, to solve a particular problem, or to achieve a specified set of results. (**Chapter 102**)

TEC
Total Estimated Cost. (**Chapter 631**)

Technical Architecture for Information Technology (IT)
The conceptual model of USAID's information technology equipment/hardware, computer software, telecommunications and procedures which go together to build a fully functional information system. The Technical Architecture identifies the need for a resource, such as a computer, communications device, or a problem isolation procedure and also identifies feasible products that meet the need. (**Chapter 544**)

Technical Assistance
The provision of goods or services to developing countries and other USAID recipients in direct support of a development objective-as opposed to the internal management of the foreign assistance program.
(**Chapter 306**)

technical/default reestimate
A reestimate of the subsidy cost of direct loans or loan guarantees based the latest projections on defaults, delinquencies, recoveries, and prepayments, and other cash flow components. (SFFAS 18) (**Chapter 623)**

Technical Documentation
Records required to plan, develop, operate, maintain, and use electronic records and software. Included are systems specification, file specification, code books, records layout, user guides, and output specifications. (**Chapter 502**)

Technical Reference Files
Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Sometimes called technical reference materials or reference publications. The technical reference file group consists of printed or processed material that has no record value but has a direct relationship to the work of the office. They include such material as technical reports, manuals and other directives, pamphlets, periodicals, and guides. They are collected for use as working tools. (**Chapter 502**)

Technical Review Committee (TRC)
A Committee convened by the Chief, M/HR/POD, to review technical qualifications, make assessments, and recommend appointments of CS applicants to the Foreign Service. The Committee comprises an Foreign Service (FS) Chairperson holding the rank of at least FS-01, two officers, normally FS, who are experts in the technical specialty of the position to be filled and no lower than Class FS-02, a representative (voting) from M/HR/POD with knowledge of the position, and a non-voting representative of the Office of Equal Opportunity Programs (EOP). (**Chapters 415**, **459**, **468**)

telecommunications center
A facility that processes and stores multi-level classified, sensitive and unclassified information in support of agency programs and objectives. (**Chapter 562**)

Telecommunications Equipment
This includes telephones, pagers (beepers), facsimile machines, and computer equipment attached to the network. (**Chapter 549**)

Telecommunications Network
This includes e-mail, development and dissemination of directory management procedures, network design and features, coordination of installation of local area networks (LANs), and utilization monitoring and performance management. (**Chapter 549**)

Telecommuter
A USAID employee assigned to USAID/W working at an alternative workplace under the provisions of a telecommuting agreement. (**Chapter 405**)

Telecommuting Agreement
Completion of the USAID Telecommuting Agreement form (USAID Telecommuting Agreement, AID 400-8 (12/97)) including at minimum the name and signatures of the Telecommuter and approving supervisor or management official, the alternative workplace to be utilized, the dates and hours to be worked, and some description of the work to be performed. (**Chapter 405**)

Telecommuting Center
A workplace subsidized by the General Services Administration (GSA) and made available to Federal Agency's on a reimbursable basis - currently not utilized by USAID. (**Chapter 405**)

Telegram (CABLE)
An official message originating in the Agency relating pertinent information dealing with policy, program activities and personnel for the operation of the U.S. Government. (**Chapter 503**)

Telegram Captions and Attention Indicators
A four-letter computer address assigned by the Communications Center to an Agency office which designates the Action office. (**Chapter 549**)

Telegram Communication
(commonly know as the Cable System) includes all activities involving the coordination of telegram regulations with other government agencies, preparation and distribution of all Agency telegrams, and maintaining hardware and software to support the operation of the telegram system. (**Chapter 549**)

Telegram Precedence Indicators
Prescribe the relative urgency for handling and transmitting telegrams. (**Chapter 549**)

TEMPEST
The investigation, study, and control of compromising electromagnetic emanations from telecommunications and IS equipment. Sometimes refers to system components that use approved emanation suppression/containment systems for the processing and storage of classified national security information. (**Chapters 545**, **552**, **562**)

temporary detail
Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences. (**Chapter 432**)

Temporary Duty (TDY) Assignment
An assignment whereby an employee provides assistance on a short-term basis at a place other than the employee's post of assignment. (**Chapters 306**, **522**, and **526**)

Temporary duty at a place other than the employee's post of assignment
(6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

Temporary Duty Employees
Employees who provide assistance on a short-term basis at a place other than their post of assignment. Employees on TDY normally are concerned with overall activity direction or provide advice on specific problems, rather than broad assistance over an extended period of time. (**Chapters 306**, **522**, and **526**)

Temporary Employment Authorization
A determination based on partial investigative action that an individual is eligible to occupy a non-sensitive position. The individual may have access to Sensitive But Unclassified (at the discretion of the holder of the SBU material) and have access to USAID sensitive information technology systems (at the discretion of the appropriate system administrator). The temporary employment authorization may be withdrawn at any time. If withdrawn, the individual will be advised of the issue requiring resolution, however the individual has no right to appeal the decision. The employment authorization will remain temporary until the personnel security investigation is completed and favorably adjudicated at which time the temporary designation is withdrawn. (**Chapter 567**)

Temporary Lodging Allowance
See STR 120 (**Chapter 477**)

Temporary Promotion
See 5 CFR 536.102 (**Chapter 474**)

The Agency makes time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of not more than five years. Longer periods may be authorized by Office of Personnel Management. (**Chapter 418**)

Temporary Quarters
Subsistence expenses of the employee and immediate family during occupancy of temporary quarters. (**Chapter 524**)

Quarters allowed under the authority of 5 U.S.C. 5993 and Section STR 120 or STR 130 of the Standardized Regulations. (**Chapter 526**)

Temporary Quarters Allowance (TQA)
A subsistence allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members during a specific period of time. (**Chapter 526**)

Temporary Reassignment
See 5 CFR 536.102 (**Chapter 474**)

temporary security clearance
A certification based on partial investigative action that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under USAID standards (authority #16) and may be permitted access to classified information at the specified level. The temporary clearance may be withdrawn at any time. If withdrawn, the individual will be advised of the issue requiring resolution, however the individual has no right to appeal the decision. The clearance will remain temporary until

the personnel security investigation is completed and favorably adjudicated at which time the temporary designation is withdrawn. (**Chapter 566**)

Tenure
Definitions for terms in this chapter are located in 3 FAM 2430 (**Chapter 435**)

A process that changes a career candidate from limited or conditional to career status. (**Chapter 463**)

Tenure Board
A Board established by the Foreign Service Act of 1980 to review all career candidates who meet eligibility for conversion to career status. (**Chapter 468**)

tenure groups
(Civil Service) One of three groups in which an employee is ranked on a retention register according to the type of appointment under which they serve (i.e., career, career-conditional, or temporary appointments). (**Chapter 452**)

(Foreign Service) The group to which employees in the same Competitive Level are assigned, based on type of appointment, for the purpose of determining retention standing. There are two tenure groups, Group I (for career employees) and Group II (for career candidates). (**Chapter 454**)

terminate collection action
To cease active efforts to enforce recovery of a debt. Termination is a legal procedure, which is separate and distinct from the accounting procedure of write-off. (**Chapter 625**)

termination claims
Claims for compensation of costs incurred when a contract is terminated for default or the convenience of the Government. (**Chapter 591**)

terrorism
The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. (**Chapters 562**, **563**)

Text Documents
Narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format. (**Chapter 502**)

third country
Any country which is neither the US nor the country where the USAID sponsoring unit is operating. (**Chapter 253**)

third country national
A legal permanent resident, but not a citizen, of the non-US country in which the sponsoring unit is operating. (**Chapter 253**)

Third Country National (TCN) Employee
An individual who is 1) neither a U.S. citizen nor a permanent legal resident alien of the United States nor a host-country citizen, and 2) eligible for return travel to the home country or country of recruitment at U.S. Government expense. (**Chapter 495**)

threat level
DOS (Department of State) has developed four threat categories for use in defining the nature of threats at overseas posts:1) Terrorism, War and Civil Disturbance; 2) Human Intelligence; 3) Technical security; and 4) Crime. Within these four categories there are four threat levels indicating the frequency of threats directed against the U.S. official community:1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DOS Composite Threat List, issued semi-annually by DS/DSS/ITA. (**Chapters 562**, **563**)

Threshold Decision
A formal Agency decision which determines, based on an Initial Environmental Examination, whether a proposed Agency action is a major action significantly affecting the environment. (**Chapter 204**)

tied aid
Refers to procurement actions that, as an operational matter, have been assigned a source/origin code of 000, 899, or 941 and are loans or grants which are either in effect tied to procurement of goods and services from the donor country or are subject to procurement modalities implying limited geographic procurement eligibility. (**Chapter 221**)

Time-In-Class
Limitations on the maximum time which may be spent in the Foreign Service or in any one class of the Senior Foreign Service (See Chapter 440). (**Chapter 422**)

time-off award
Time off from duty, without loss of pay or charge to leave, to encourage and reward superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations. (**Chapter 491**)

TMC
A Travel Management Center is a commercial travel agent under joint contract with the General Services Administration (GSA) and federal agencies or departments. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

TOP SECRET
A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security (source: Executive Order 12958). An example of TOP SECRET information is information or evaluations which reveal vulnerabilities of a weapons system, communication security subsystems and associated storage media to attack (source: NTISSI 4002). (**Chapters 545**, **552**)

Total Disability
The inability of an employee to work in any capacity as a result of a work-related injury or occupational disease or illness. (**Chapter 442**)

Trade-In
The act or business of exchanging commodities by barter, or by buying and selling for money; commerce; traffic; barter. (**Chapter 536**)

trade-related activities
Capital goods, capital equipment, and capital-related commodity procurements and services inherent in the operation of a capital project. All such trade-related activities collectively are referred to as "capital projects." (**Chapter 221**)

trainee position
A position involving a well-defined training program established for a career or career conditional employee of a definite duration. The training may be on-the-job or formal training. Assigned tasked are performed on a rotating or non-rotating basis and under close guidance and instruction, with promotion scheduled upon satisfactory completion of the training period. A trainee who does not satisfactorily complete the training period will be reassigned to a different position. (**Chapter 418**)

TraiNet
USAID's corporate database system enabling the planning and reporting of information on all USAID training activities, including in-country training. Data collected by USAID and/or its partners via TraiNet includes measures of results and performance monitoring, training participant and program identification, and costs and cost-sharing. The TraiNet software is a self-contained distributable application that helps Missions, contractors, and contractor systems at various locations to collaborate in training for results. TraiNet replaces former databases such as the participant Training Information System (PTIS), and the Participant Training Management System (PTMS). (**Chapter 253**)

Training
A planned intervention by organizational or independent professionals to solve identified performance gaps through the acquisition and application of new skills, knowledge, or attitudes (SKAs). These are acquired either via structured learning and follow-up activities, or via less structured means. Training can consist of long-term academic degree programs, short- or long-term non-degree technical courses in academic

settings, non-academic seminars, workshops, on-the-job learning experiences, or observational study tours. (**Chapter 253**)

training agreement
(See stakeholder compact) (**Chapter 253**)

training impact
Improvements in individual job or organizational performance attributable to new skills, knowledge, and attitudes (SKAs) acquired during training and applied at work settings, designed to contribute to institutional, sectoral, and host-country development objectives. (**Chapter 253**)

training, in-country
A learning activity taking place in a classroom or workshop with formally designated instructor(s), learning objectives, and outcomes, conducted full-time or intermittently within the host country. (**Chapter 253**)

training, informal
Learning activities taking place outside the classroom or other such formal structuring during a period of Agency-sponsored training. Includes study and observational tours, or on-the-job practical learning activities not connected to formal classroom instruction. (**Chapter 253**)

training provider
Any institution, organization, or individual, whether public, private, non-profit, or for-profit, which furnishes instruction directly to a participant under full or partial USAID funding. Distinct from training contractors, who arrange for such training and are also known as Programming Agents. (**Chapter 253**)

training, technical
Formally structured learning activities, generally in a classroom, which do not lead to an academic degree. Can include technical courses at community colleges, technical institutes or universities, on-the-job activities tied to technical-area classroom work, or any combination of such formally structured, non-degree producing instructional activity. (**Chapter 253**)

training, third-country
Any training activity conducted in a country which is not the host country or the United States. (**Chapter 253**)

transfer
The change of an individual from an SES position in one agency to an SES position in another agency without a break in service of one full workday. (Chapter 423)

A change of assignment. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

The employment of a career or career-conditional employee, when the employee moves from one agency to another (with or without promotion) without a break in service of one full workday. (**Chapter 418**)

See 5 CFR Sec. 531.202 (**Chapter 471**)

transfer of function
The transfer of the performance of a continuing function from one competitive area to another competitive area where it had not previously been performed. It also includes the movement of the competitive area in which the function was performed to another commuting area. (**Chapter 452**)

Transition Initiative
A set of actions intended to facilitate stability and strengthen democratic institutions in nations that have suffered political, economic or social upheaval. These actions are not conducted by OFDA. (**Chapter 251**)

Transitory Correspondence
Includes transmittal letters or forms, routine requests for information, publications or communications, acknowledgments, and other similar types of papers of short term interest which have no documentary or evident value and normally need not be kept more than 90 days. (**Chapter 502**)

Transitory Files
Contain correspondence that ordinarily would be filed in subject files except they pertain to matters of short-term interest. They constitute a separate record series because of the disposal date. (**Chapter 502**)

Transmission and Receipt Data
1) Transmission and receipt data: Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and the time messages were sent.

2) Receipt data: Information in electronic mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s). (**Chapter 502**)

Traumatic Injury
A wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and affected body member or function, and which occurs within a single day or work-shift. Traumatic injury includes prosthetic devices or applications, such as eyeglasses and hearing aids, damaged or destroyed incidental to a work-related personal injury requiring medical services. (**Chapter 442**)

Travel
For the purposes of this chapter, 'Travel' means the official travel and transportation of employees, their dependents and effects. It also includes the administration of allowances and benefits to employees assigned to overseas posts. (**Chapter 527**)

Travel Authorization/Order
The Travel Authorization/Order (TA) is used to obligate funds for the purchase of goods and services associated with temporary duty (TDY) travel, post assignment travel, retirement travel, Personal Services Contract (PSC) travel, and donated travel. (**Chapter 621**)

Travel Per Diem Allowance
See STR 925, 6 FAM 140; ADS 522-524 (**Chapter 477**)

Treasury Schedule 9
The Treasury Report on Receivables Due from the Public is the Federal government's primary means for Federal agencies to provide comprehensive information on the non-tax debt portfolio. (**Chapter 625)**

type of service
Identifies whether the position of the employee is in the competitive or excepted service. (**Chapter 452**)

- U -

ultimate customer
(See "customer")

Unacceptable Performance
Performance that fails to significantly meet minimum performance standards for one or more critical elements of an employee's performance plan (AEF). For Civil Service employees, the minimum standard is 'Needs Improvement'. (**Chapter 489**)

Performance that fails to significantly meet the performance measure established for a work objective. (**Chapter 462**)

UNCLASSIFIED
Information that has not been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and that is not designated as classified. (source: NTISSI 4009). A category of information that includes both Sensitive But Unclassified (SBU) and non-sensitive information and materials which at a minimum must be safeguarded against tampering, destruction, or loss. SBU information and materials must also be afforded additional protections commensurate with the sensitivity level of the data involved. (**Chapters 545**, **552**)

unclassified automated information system
An information system that has not been engineered and/or physically located in such a way as to suppress compromising emanations. Such systems are not approved for the general processing of classified national security information. (**Chapter 562**)

unconditional gifts
Gifts made with no conditions on their use. (**Chapter 628**)

understudy
An employee selected under merit staffing procedures for the purpose of being trained to assume the duties of a position scheduled to be vacated in a definite period of time, normally one year or less. (**Chapter 418**)

undue hardship
An action requiring significant difficulty or expense when considered in light of factors such as the nature and cost of the accommodation requested; the mission of the organization the accommodation would impact; the structure and composition of the organization; any pertinent legal or Agency precedents; and the function, with or without accommodation, of the employee/applicant requesting the accommodation. (**Chapter 110**)

undue interruption
The degree of interruption that would prevent the completion of required work by the employee 90 days after placement into a different position under RIF procedures. (**Chapter 452**)

Uniquely Suitable
A condition in which the proposed Participating Agency is the only source available to provide the required technical assistance. (**Chapter 306**)

United States
The several states, the District of Columbia, and any area or jurisdiction over which the United States exercises sovereignty. (**Chapters 522**, **523**, **524**, **525**)

unliquidated obligation balance
An amount that has been obligated but not disbursed/expensed and remains as uninvoiced and/or unpaid. (**Chapters 621**, **631**)

unobligated balance
The portion of budget authority that has not yet been obligated. The unobligated balance for unexpired accounts is still available for new obligations. The unobligated balance for expired accounts is not available for new obligations. However, valid obligations may be adjusted, unrecorded obligations may be added, and payments may be made from expired accounts. (**Chapters 621**, **635**)

Unscheduled Records
Records (including AV records) for which a disposition has not been assigned, because the records don't fit any of the existing categories, or because they represent a new AV medium. (**Chapter 502**)

unsupported costs
Costs questioned by the auditor because, at the time of the audit, the auditor found that such costs were not supported by adequate documentation. (**Chapters 591**, **592**)

untied aid
Refers to procurement actions that, as an operational matter, have been assigned a source/origin code of 935 and are loans or grants that are freely and fully available to finance procurement from substantially all developing countries and from the Organization for Economic Cooperation and Development (OECD) countries. (**Chapter 221**)

unusual hours
Work hours that are frequently required to be varied and do not coincide with any regular work schedule. (**Chapter 514**)

upward adjustment
To increase the amount of a previously recorded obligation when the actual amount is determined and it is larger than the estimated amount. An upward adjustment may require an amendment to the original obligating document. (**Chapter 621**)

U.S. citizen resident appointment
A U.S. citizen living abroad who is not an American Family Member. (**Chapters 450**, **470**)

U.S. Flag Air Carrier
One of a class of air carriers holding a certificate under Section 401 of the Federal Aviation Act of 1958 (49 U.S.C. 1371) authorizing operations between the U.S. or its territories and one or more foreign countries. (**Chapter 314**)

U.S. General Accounting Office Standards "Yellow Book"
The standards, issued by the Comptroller General of the United States, for audit of Government organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other non-governmental organizations. (see also Generally Accepted Government Auditing Standards and Government Auditing Standards) (**Chapter 592**)

U.S. Standard General Ledger
The U.S. Standard General Ledger provides a uniform chart of accounts and technical guidance to be used in standardizing Federal agency accounting. (**Chapter 620**)

USAID
For purposes of this Directive, USAID is the term used to describe any overseas USAID organization including an USAID Mission (USAID), Office of the USAID Representative (USAID/REP), Regional Economic Development Service Office (REDSO), Regional Housing and Urban Development Office (RHUDO), Office of the Regional Inspector General (RIG) and Field Office (FO). (**Chapter 562**)

USAIDAC
This term is used when the subject of the outgoing telegram has to do with USAID programs or projects, or other substantive matters that are of interest to other U.S. Government Agencies. (**Chapter 549**)

USAID Acquisition Regulation (AIDAR)
USAID's supplement to the FAR, issued as Chapter 7 of Title 48, CFR. (**Chapters 302**, **330**)

USAID Form
A form initiated by USAID. (**Chapter 505**)

USAID Geographic Code
A three digit code in the USAID Geographic Code Book which designates a country, a group of countries, or an otherwise defined area.

a) Code 000 - The United States: The United States of America, any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories and possessions.

b) Code 899 - Free World: Any area or country, except the cooperating country itself and the following countries: Afghanistan, Libya, Vietnam, Cuba, Cambodia, Laos, Iraq, Iran, North Korea, Syria and the People's Republic of China.

c) Code 935 - Special Free World: Any area or country in the Free World, including the cooperating country.

d) Code 941 - Selected Free World: The United States and any independent country in the Free World, except the cooperating country itself and the following: Albania, Andorra, Angola, Armenia, Austria, Australia, Azerbaijan, Bahamas, Bahrain, Belgium, Bosnia and Herzegovina, Bulgaria, Belarus, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Gabon, Georgia, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Kazakhstan, Kuwait, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Mongolia, Montenegro, Netherlands, New Zealand, Norway, Poland, Portugal, Qatar, Romania, Russia, San Marino, Saudi Arabia, Serbia, Singapore, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Taiwan, Tajikistan, Turkmenistan, Ukraine, United Arab Emirates, United Kingdom, Uzbekistan, and Vatican City. Has the status of a "Geopolitical Entity", rather than an independent country. (**Chapter 310**)

USAID Library
A USAID/W resource collection, staffed by professionals who manage and provide a wide range of (DIC): development information books, journals, and other resources to USAID staff and contractors and the public who need ready access to information sources on international development. (**Chapter 540**)

USAID Network (USAIDNET)
This includes: a) electronic mail (e-mail), the development and dissemination of directory management procedures; b) network design and features; c) coordination of installation of local area networks (LANs); and d) utilization monitoring and performance management. (**Chapters 549**, **550**)

USAID system
A system funded by the Agency and operated by or for the Agency and located in space owned or directly leased by the Agency or another agency of the U.S. Government. (**Chapter 545**)

USAID Tenure Languages
See list of languages and definition in ADS 458. (**Chapter 459**)

Use Agreement
An interagency agreement covering the use by one or more agencies of all or part of a property under short-term lease to another agency. Normally, United States Government agencies do not sublease real property to one another. Instead, their understandings on use of the property, including funding and other responsibilities, are stated in a use agreement signed at post by all involved agencies. The use agreement is administered in the manner of a short-term lease. (FAM06-0700) (**Chapter 535**)

useful life
Useful life is the normal operating life of the asset in terms of utility to the owner. (Source: SFFAS 10) (**Chapter 629**)

User's Guide
A package of descriptive and technical documentation prepared for use with a data file.

Users
Anyone responsible for complying with operating procedures or technical documentation in utilizing a system throughout its life cycle.

Usually Traveled Route
One or more routes which are essentially the same in travel time and cost to the Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of section 134 and 135 restricting use of foreign carriers. (6 FAM-111.3) (**Chapters 522**, **523**, **524**, and **525**)

utility
Refers to the usefulness of the information to its intended users, including the public. In assessing the usefulness of information that the agency disseminates to the public, the agency needs to consider the uses of the information not only from the perspective of the agency but also from the perspective of the public. As a result, when reproducibility and transparency of information are relevant for assessing the information's usefulness from the public's perspective, the agency must take care to ensure that reproducibility and transparency have been addressed in its review of the information. (**Chapter 578**)

utility/service door
An area secured by a locked door to preclude unauthorized access to non-public areas such as water closets, telephone closets, electrical areas, and ventilation systems. (**Chapter 562**)

Utilization
The identification, processing, reporting and transfer of excess personal property among federal agencies. (**Chapter 536**)

- V -

Validation
The process of applying specialized security test and evaluation procedures, tools, and equipment needed to establish acceptance for joint usage of an IS [information system] by one or more departments or agencies and their contractors. {Source: NSTISSI No. 1000} (**Chapter 545**)

Value-Added Telecommunication Services
This includes activities such as video conferencing, database sharing, and bulletin board access. (**Chapter 549**)

vanpool
A group of eight to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. (**Chapter 514**)

vault
An area meeting Department of State standards as a vault. Defined by DS/PSP/PSD (Physical Security Division) in State 090433 of March 23, 1988 (confidential cable). Also includes Mosler and Hamilton Modular Vaults with approved Mosler vault door. (**Chapter 562**)

verification
The process of comparing two levels of an IS [information system] specification for proper correspondence, e.g., security policy model with top-level specification, top-level

specification with source code, or source code with object code. {Source: NSTISSI No. 1000} (**Chapter 545**)

Very Important Person (VIP)
Very Important Person/Official (**Chapters 555** and **559**)

Veterans' Preference
A retention preference for employees so entitled under 5 USC 2108, and 5 USC 3501(a)(3). (**Chapter 454**)

violations
a. security violation: Any failure to comply with the requirements and regulations regarding the security of classified information and material as stipulated in this Directive and 12 FAM 1000.

b. deliberate security violation: An intentional failure or conscious effort to circumvent or disregard the requirements and regulations regarding the security of classified information and material as stipulated in this Directive and 12 FAM 1000.

c. security infraction: Any failure to comply with the requirements and regulations regarding the security of sensitive information as stipulated in this Directive and 12 FAM 1000. (**Chapter 562**)

virus
A computer program or a portion of a computer program that is self-replicating when executed. The self-replicating capability permits the virus to spread throughout a computer system or network without detection. A virus is generally used to perform an unauthorized, visible, and sometimes destructive function such as displaying a message on computer terminals or erasing disk files. (**Chapter 562**)

Vital Records
Essential Agency records that are needed to meet operational responsibilities under national security emergency or disaster conditions or to protect the legal and financial rights of the Government and those affected by Government activities. (**Chapter 502**)

Voice Communication
This includes telephones, pagers, long-distance calling, facsimile machines, and voice mail for USAID/W sites. (**Chapter 549**)

Volunteer Intern Program
An intern program of ten weeks to six months in duration for college undergraduate and graduate students who will continue their education upon completion of the internship. Their work upon completion of assignment are related to their field of study. (**Chapter 469**)

Volunteer service
Service performed without compensation by a full or half-time student, including graduate student, with the written permission of the institution at which the student is enrolled. (**Chapter 413**)

vulnerability
A weakness (or weaknesses) in an IS [information system], system security procedures, internal controls, or implementation that could be exploited. {Source: NSTISSI No. 1000} (**Chapter 545**)

vulnerability assessment
A systematic examination of an IS [information system] or product to determine the adequacy of security measures, identify security deficiencies, provide data from which to predict the effectiveness of proposed security measures, and confirm the adequacy of such measures after implementation. {Source: NSTISSI No. 1000} (**Chapter 545**)

- W – X – Y – Z -

waiting period
See 5 CFR Sec. 531.403 (**Chapter 471**)

waiver
The cancellation, remission, forgiveness, or non-recovery of a debt allegedly owed by an employee to an agency as permitted or required by 5 U.S.C. 5584. (**Chapter 625**)

Warrant
A Certificate of Appointment (SF-1402) used to re-delegate purchasing authority (see also, 331.4, Certificate of Appointment). All warrants issued shall be available for examination by the public or USAID personnel. (**Chapter 331**)

Washington customer
(See "customer")

weighted-average
A periodic inventory costing method where ending inventory and cost of goods sold are priced at the weighted-average cost of all items available for sale. (Source: SFFAS 3) (**Chapter 629**)

Within Class Increase
A periodic increase in an employee's rate of basic pay from one step of the class of his or her position to the next higher step of that class. (**Chapter 463**)

Within Grade Increase
A periodic increase in an employee's rate of basic pay from one step of the grade of his/her position to the next higher step of that grade. (**Chapter 462**)

within-in grade increase
See 5 CFR Sec. 403 (**Chapter 471**)

witholding order
Any order for withholding or garnishment of pay issued by USAID or a judicial or administrative body. For the purposes of ADS 625 and 22 CFR 213, wage garnishment order and garnishment order have the same meaning as withholding order. (**Chapter 625**)

woman owned bank
A bank that is owned at least 50 percent by women. (**Chapter 636**)

Work Objectives
Expectations for an employee established by management for a particular rating period. (**Chapters 450**, **462**, and **463**)

workout
Workouts are actions undertaken to maximize the repayments to USAID under existing direct loans or to minimize claim payments that USAID would make under loan guarantees. (SFFAS 2) (**Chapter 623)**

work schedule
The regularly established tour of duty for an employee to work in a week (i.e., full-time or part-time). (**Chapter 452**)

Work Unit
An office, staff, or other unit below the Bureau or independent office. (**Chapter 480**)

Workday
Those hours which comprise in sequence the employee's regularly scheduled tour of duty within any 24-hour period, whether falling entirely within one calendar day or not. (**Chapter 479**)

working capital fund
A revolving fund that operates as an accounting entity. In these funds, the assets are capitalized and all income is in the form of offsetting collections derived from the funds' operations and available in their entirety to finance the funds' continuing cycle operations without fiscal limitation. A working capital fund is a type of intragovernmental revolving fund. (Source: GAO Glossary of Budget Terms) (**Chapters 629**, **635**)

working papers
These set forth the principal support for the auditors' audit report and provide the documentation allowing others to review the quality of the audit work. (**Chapter 590**)

Worldwide Maintenance Program
A contract that USAID awarded in which missions have computer hardware repaired. (**Chapter 547**)

write-off
A disallowed cost determined by Agency management to be uncollectible. (**Chapter 591**)

An action to remove an amount from USAID's assets. A write-off of a loan occurs when an agency official determines, after all appropriate collection tools have been used, that a debt is uncollectible. Active collection on an account ceases, and the account is removed from USAID's receivables. (SFFAS 18) (**Chapter 623**)

write-off of administrative receivables
Removal of the debt from the agency's accounting records based on a determination by the CFO or the Treasury Department that a debt or a portion of a debt is uncollectible. If a debt is compromised, the amount no longer due must be reported as written off. All write-offs must be made through the allowance account. Generally, write-off is mandatory for delinquent debt older than two years unless documented and justified to OMB in consultation with Treasury. Once the debt is written-off, the agency must either classify the debt as currently not collectible (CNC) or close out the debt. (**Chapter 625**)

Series 200 Abbreviations and Acronyms

Acronym	Term
A&A	Acquisition and Assistance
AA	Assistant Administrator
AAPD	Acquisition and Assistance Policy Directive
AA/M	Assistant Administrator/Bureau for Management
AAD	Activity Approval Document
ADS	Automated Directives System
AIDAR	Agency for International Development Acquisition Regulations
AIS	Activity Information Sheet
ANE	Bureau for Asia and the Near East
AO	Agreement Officer
APP	Annual Performance Plan
APR	Annual Performance Report (see PAR)
ASP	Agency Strategic Plan
BHR	Former Bureau for Humanitarian Response
BPBS	Bureau Program and Budget Submission
CBJ	Congressional Budget Justification
CDIE	Center for Development Information and Evaluation (see DEI)
CE	Categorical Exclusion
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIB	Contract Information Bulletin (see AAPD)
CO	Contracting Officer
CP	Conditions Precedent
CP	Congressional Presentation (see Congressional Budget Justification)
CTO	Cognizant Technical Officer
DAA	Deputy Assistant Administrator
DAP	Development Assistance Proposal
DCAA	Defense Contract Audit Agency
DCHA	Bureau for Democracy, Conflict and Humanitarian Assistance
DEC	Development Experience Clearinghouse
DEI	Office of Development Evaluation and Information
DHHS	Department of Health and Human Services
DHS	Demographic and Health Surveys
DOA	Delegation of Authority
E&E	Bureau for Europe and Eurasia
EA	Environmental Assessment
EGAT	Bureau for Economic Growth, Agriculture and Trade
EXO	Executive Officer
FAA	Foreign Assistance Act
FAR	Federal Acquisition Regulation
FAR	Fixed Amount Reimbursement

* An asterisk indicates that the adjacent material is new or substantively revised.

Acronym	Term
FAS	Freight Along Side
FMFIA	Federal Managers Financial Integrity Act
FOB	Freight-on-Board
FOG	Field Operations Guide
FSA	Freedom Support Act
FSN	Foreign Service National
FSNDH	Foreign Service National Direct Hire
FSNPSC	Foreign Service National Personal Services Contract or Contractor
G	Former Bureau for Global Programs, Field Support, and Research (see Pillar Bureaus)
GAO	General Accounting Office
GC	Office of General Counsel
GDA	Global Development Alliance
GH	Bureau for Global Health
GPRA	Government Performance and Results Act
IAA	Interagency Agreement
IASP	International Affairs Strategic Plan
ICASS	International Cooperative Administrative Support Services
IEE	Initial Environmental Examination
IG	Inspector General
IMF	International Monetary Fund
IR	Intermediate Result
LAC	Bureau for Latin America and the Caribbean
LOC	Letter of Credit
LPA	Bureau for Legislative and Public Affairs
M	Bureau for Management
M/FM	Bureau for Management, Office of Financial Management
M/HR	Bureau for Management, Office of Human Resources
M/IRM	Bureau for Management, Office of Information Resources Management
M/OP	Bureau for Management, Office of Procurement
MAARD	Modified Acquisition and Assistance Request Document
MCH	Maternal and Child Health Services
MFR	Managing for Results
MOU	Memorandum of Understanding
MPP	Mission Performance Plan
NGO	Non-Governmental Organization
NOA	New Obligating Authority
NPA	Non-Project Assistance
NSS	National Security Strategy
OCI	Organizational Conflict of Interest
OE	Operating Expense
OMB	Office of Management and Budget
OpU or OU	Operating Unit

Acronym	Term
OYB	Operating Year Budget
PAAD	Program Assistance Approval Document
PAIP	Program Assistance Initial Proposal
PAR	Performance and Accountability Report
PASA	Participating Agency Service Agreement
PD	Policy Directive
PD&L	Program Development & Learning
P.L. 480	Public Law 480 (food aid)
PMP	Performance Management Plan
PPA	Public-Private Alliance
PPC	Bureau for Policy and Program Coordination
PSC	Personal Services Contract or Contractor
PSO	Program Support Objective
PVO	Private Voluntary Organization
R4	Results Review and Resource Request (see Annual Report)
RCO	Regional Contracting Officer
REFTEL	Referenced Cable
RFA	Request for Application
RFP	Request for Proposal
RLA	Regional Legal Advisor
RSSA	Resources Support Services Agreement
SEED	Support for Eastern European Democracy
SLC	Special Letter of Credit
SO	Strategic Objective
SOAg	Strategic Objective Agreement
SOW	Scope of Work, Statement of Work
SpO	Special Objective
SpOAg	Special Objective Agreement
TAACS	Technical Advisors in AIDS and Child Survival
TCN	Third Country National
TCNPSC	Third Country National Personal Services Contract or Contractor
UEC	Urban and Environmental Credit Program
UN	United Nations
USAID/W	USAID, Washington
USDH	United States Direct Hire
USG	United States Government
USPSC	United States Personal Service Contract or Contractor

Other Agency Abbreviations and Acronyms

ABA	American Banking Association
ACDA	Arms Control and Disarmament Agency
ACH	Automated Clearing House
AD	Acquisitions Division of A/OBO
AD	Administratively Determined
ADM	Administrative section
ADM USAID	USAID administrative messages
ADP	Automated Data Processing
ADPE	Automatic Data Processing Equipment
ADS	Automated Directives System
ADS CD	Automated Directives System Compact Disk
A&E	Architectural and Engineering Annual Evaluation Form
AGATT	Agricultural Attache
AGR	Agricultural Attache or section (USDA/FAS)
AIDAR	USAID Acquisition Regulation
AIS	Automated Information
AIRA	Air Attache
ALUSNA	Naval Air Attache
AM	Area Management Division of A/OBO
AMB	Ambassador

A/OPE	Office of the Government Executive Coordinator
AP	Acquisitions and Planning Office of A/OBO
APO	Army Post Office
ARC	Aids-Related Complex
ARMA	Army Attache
ATMs	Automatic Teller Machines
ATO	Area Telegraphic Office or Agricultural Trade Office
AV	Audio-Visual
AWACS	AID World-wide Accounting and Control System
BCAO	Branch Cultural Affairs Officer (USIA)
BDE	Building Design and Engineering Division of A/OBO
BHR	Bureau for Humanitarian Response
BO	Branch Office
BOE	Building Operating Expenses
BPAO	Branch Public Affairs Officer (USIA)
CAO	Cultural Affairs Officer (USIA)
CASE	Computer Assisted Systems Engineering
CATS	Candidate Applicant Tracking System
CATS	Consolidated Audit Tracking System
C/BOARD	Senior Foreign Service Consolidated Selection Board
CCN	Cooperating Country National
CDG	Career Development Groups

CD-DIS	Development Information System on CD-ROM
CDO	Career Development Officer
CEO	Cultural Exchange Officer (USIA)
CFE	Conventional Forces in Europe
CFO	Chief Financial Officer
CG	Consul General, Consulate General
CGR	Consul General's residence
CHG	Charge d'Affaires
Chrons	Chronological files
CICA	Competition in Contracting Act
CIP	Commodity Import Program
CLO	Community Liaison Officer
CM	Construction Management Division of A/OBO
CMC	Community center
CMP	Compound
COB	Consulate office building
CODEL	Congressional delegation
COM	Chief of Mission
COMPUSEC	Computer Security
COMSEC	Communications Security
CONS	Consul, Consulate, Consular section
COOP	Continuity of Operations Plan
COP	Continuation of Pay

COUNS	Counselor
CPO	Communications Program Officer
CPA	Certified Public Accountant
CPU	Central processing units
CRB	Credit Review Board
CS	Civil Service
CUST	Customs (Treasury)
CWIP	Construction work in progress
DAC	Development Assistance Committee
DAC	Discretionary Access Control
DAO	Defense Attache Office
DATT	Defense Attache
DCFO	Deputy Chief Financial Officer
DCM	Deputy Chief of Mission
DCR	Deputy Chief of Mission residence
DEV	Development (usually of architectural and Engineering plans or construction projects)
DEXS	Development Experience System
DIA	Defense Intelligence Agency
DIR	Director
DOS	Department of State
DOSAR	Department of State Acquisition Regulations
DPAO	Deputy Public Affairs Officer (USIA)

* An asterisk indicates that the adjacent material is new or substantively revised.

DPO	Deputy Public Officer
DS	Bureau of Diplomatic Security
EAC	Emergency Action Committee
EBBS	Electronic Bulletin Board System
ECON	Economic section
ECON/COMM	Economic/commercial section
E&E NET	Emergency & Evacuation Network
EFT	Electronic Funds Transfer
E-MAIL	Electronic Mail
ESDB	Economic and Social Data Base
ESDS	Economic and Social Data Service
EMB	Embassy
EMR	Ambassador's residence
EO	Executive Order
EOP	Equal Opportunity Programs
ERS	Emergency Relocation Site
ESO	Engineering Services Officer
EXC	Senior level residence
FAC	Facilities and Maintenance Division of A/OBO
FAH	Foreign Affairs Handbook
FAM	Foreign Affairs Manual
FAS	Foreign Agricultural Service
FAAS	Foreign Affairs Administrative Support

FASAB	Federal Accounting Standards Advisory Board
FAV	Fully Armored Vehicles
FBIS	Foreign Broadcast Information Service
FCS	Foreign Commercial Service (See US&FCS)
FECA	Federal Employees' Compensation Act
FF&E	Furniture, Furnishings and Equipment
FFA&E	Furniture, furnishings, appliances and Equipment for residences
FIRMR	Federal Information Resources Management Regulations
FMS	Financial Management System
FO	Field Office
FPO	Fleet Post Office
FR	Financing Request
FS	Foreign Service
FSC	Final Selection Committee
FSH	Fire Safety and Hazard Control Division of A/OBO
FTP	File Transfer Protocol
FY	Fiscal Year
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAR	Garage

GAS	Government Auditing Standards
G/HCD	Bureau for Global Programs, Field Support, and Research, Human Capacity Development Center
GO	Government-owned
GRS	General Records Schedules
GSA	General Services Administration
GSO	General Services Officer
HCA	Head of the Contracting Activity
HAC	Health and Accident Coverage
HF SSB	High Frequency Single Sideband
HHE	Household Effects
HHS	Department of Health and Human Services
HIV	Human Immunodeficiency Virus
HSTA	Home Service Transfer Allowance
IAHB	Interagency Housing Board
IAP66A	Information Agency Program 66A
ICI	Intermediate Credit Institution
IDA	International Disaster Assistance
IDF	Interior Design and Furnishings Division of A/OBO
IDI	International Development Intern
IDP	Individual Development Plan
IDS	Intrusion Detection System

IIP	Intern Investment Program
IM	Office of Information Management
I.M.P.A.C.	International Merchant Purchase Agreement Card
INS	Immigration and Naturalization Service
IO	Information Officer (USIA)
IOB	Independent Office Building
IRA	individual retirement account
IRM	Information Resources Management
IRS	Internal Revenue Service
IS	Information Systems
IT	Information Technology
ITIN	Individual Taxpayer Identification Number
JAO	Joint Administrative Office/Officer
LAB	Labor Officer/section
LAN	Local Area Network
LAV	Light Armored Vehicle
LCP	Local Compensation Plan
LLDCs	Least Developed Countries
LO	Liaison Officer/section
LQA	Living quarters allowance
LSGA	Limited Scope Grant Agreement
LTL	Long-term lease
M&IE	Meals and Incidental Expenses

MAAG	Military Assistance Advisory Group
MACS	Mission Accounting and Control System
M/AS	Bureau for Management, Office of Administrative Services (M/AS)
M/AS/IRD	Bureau of Management, Office of Administrative Services, Information Records Division
MCRC	Management Control Review Committee
MFI	Microfinance Institution
MFO	Microfinance Organization
MI	Minor improvements
MILGP	Military group
MLO	Military Liaison Officer
MOR	Middle level officer residence
M&R	Maintenance and Repair
MRN	Message Reference Number
MSQ	Marine Security Guard quarters
MSR	Monthly Status Report
NARA	National Archives and Records Administration
NMS	New Management System
NOB	New Office Building
NPR	National Partnership for Reinventing Government
NXP	Non-Expendable Personal Property

OBC	Office Building – Chancery
OBO	State Department Bureau of Overseas Buildings Operations
OBX	Office Building - Annex
OECD	Organization for Economic Cooperation and Development
OEP	Occupant Emergency Plan
OFF	Office property
OIC	Officer In Charge
OIG	Office of the Inspector General
OJT	Overseas on-the-job training
OMC	Office of Military Cooperation
OPM	Office of Personnel Management
OPS	Operations and Post Support Office of A/OBO
ORE	Official residence expenses
OWCP	Office of Workers Compensation Program
PA	Participating Agency
PAC	Public Access Control
PAO	Public Affairs Officer (USIA)
PASA	Participating Agency Service Agreements
PASA	Participating Agency Staff
PCC	Post Communications Center
PD	Project Director for A/OBO construction Projects

PDO	Property Disposal Officer
PE	Program Execution Office of A/OBO
PEF	Performance Evaluation File
PIO/T	Project Implementation Order/ Technical Services
PM	Program Management Division of A/OBO
PMI	Presidential Management Intern
PMO	Program Management Office (Chapter 629)
PMO	Property Management Officer
PMP	Prevention, Mitigation and Preparedness
PO	Principal Officer
PO	Purchase Order
POL	Political Officer/section
POL/LAB	Political/Labor section
POR	Principal Officer residence
POV	Privately-owned vehicle
PPD	Planning and Programming Division of A/OBO
PRC	Paper Review Committee
PROPID	Property Identification Number
PSO	Post Security Officer
QEP	Qualifications Evaluation Panel
RATS	Recruitment Applicant Tracking System
RE	Real Estate Division of A/OBO

REDSO	Regional Economic Development Service Office
REHAB	Rehabilitation of buildings and facilities
RELOC	Relocation,(e.g., to a new site)
REMS	Real Estate Management Systems
RENOV	Renovation of existing buildings and Facilities
RHUDO	Regional Housing and Urban Development Office
RIF	Reduction in Force
RIFFS	Recruitment Interviewing for Foreign Service
RIG	Office of the Regional Inspector General
R&IR	Receiving & Inspection Report
RMO	Resource Management Office of A/OBO, Regional Medical Officer, Regional Marine Office
ROC	Regional Office of Communications
ROCAP	Regional Officer for Central American Programs
RP	Results Package
RRB	Ronald Reagan Building
R&RS	Research and Reference Services
RSO	Regional Security Officer
SAI	Supreme Audit Institution
SAP	Simplified Acquisition Procedures

SAT	Simplified Acquisition Threshold
SBU	Sensitive but Unclassified Information
SCI	Scientific Attache/section
SDA	Staff apartments
S&E	Salaries and Expenses allotment
SEF	Supplementary Evaluation Form
SELCAL	Selective Calling
SEO	Security Engineering Officer
SES	Senior Executive Service
SF	Standardized Form
SFS	Senior Foreign Service
SI	International System of Units
SKAs	Skills, Knowledge, and Attitudes
SLA	Site Lot Acreage (improved property with occupied or unoccupied buildings)
SMA	Separate Maintenance Allowance
SOAG	Strategic Objective Grant Agreement
SPD	Summary Plan Description
SRPM	Single Real Property Manager
STAFFDEL	Congressional staff delegation
STD	Standard Residential Unit
STL	Short-term lease
STU-III	Secure Telephone Units
TA	Travel Authorization

TDY	Temporary Duty
TEC	Total Estimated Cost
TMC	Travel Management Center
TRC	Technical Review Committee
UAB	Unaccompanied Air Baggage
UNCTAD	U.N. Conference on Trade and Development
USAID	United States Agency for International Development (means the Agency as a whole)
USAIDNET	USAID Network
USAID/REP	Office of the USAID Representative
USC	United States Code
US&FCS	U.S. and Foreign Commercial Service
USINT	U.S. Interests Section
USLO	U.S. Liaison Office
VAC	Unimproved property with no buildings
VIP	Very Important Person
WAE	When Actually Employed
WAN	Wide Area Network
WCF	Working Capital Fund
WHE	Warehouse

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