



ADS Chapters and Point of Contact List

A Mandatory Reference for ADS Chapter 501

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ADS Chapters and Points of Contact List

If you have a question about a specific ADS chapter, please contact the Bureau/Independent Office responsible for that chapter. Yellow highlight indicates that the chapter is new or that the author information or office location information has changed.

No.	Chapter Title	Responsible Office	Point of Contact
101	Agency Programs and Functions	HCTM/PPSM	Krista Hulburt hr-helpdesk@usaid.gov
102	Agency Organization	HCTM/PPSM	Krista Hulburt hr-helpdesk@usaid.gov
103	Delegations of Authority	GC/LP	Sarah Lavin slavin@usaid.gov
104	Performance of Commercial Activities within USAID	HCTM/PPIM	Olga Lagares hr-helpdesk@usaid.gov
105	Federal Advisory Committee Management	M/MPBP	Ann Lemau alemau@usaid.gov
108	USAID Policy in Response to Fallen Colleagues	ES	Erica Carr ecarr@usaid.gov Emily Davis edavis@usaid.gov
109	Ethics and Standards of Conduct	GC/EA	Treyer Mason-Gale tmasongale@usaid.gov
110	Equal Employment Opportunity Program	OCR	Liza Almo lalmo@usaid.gov
111	Procedures for Providing Reasonable Accommodation for Individuals with Disabilities	OCR	Mark McKay mmckay@usaid.gov
112	Standard Operating Procedures for Task Forces	M/MS	Olga Kalashnikova readiness@usaid.gov
113	Preventing and Addressing Sexual Misconduct	ES OCR HCTM	Keetah Salazar-Thompson ksalazar-thompson@usaid.gov
114	Anti-Harassment Program	OCR	Liza Almo lalmo@usaid.gov
115	Reserved	M/MPBP	
151	Reporting and Management of Litigation	GC/LE	Bill Buckhold wbuckhold@usaid.gov
152	Tort Claims	GC/LE	Bill Buckhold wbuckhold@usaid.gov

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153	Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense	GC/LE	Bill Buckhold wbuckhold@usaid.gov
154	Procurement of Legal Services	GC/LE	Bill Buckhold wbuckhold@usaid.gov
155	Privileges, Immunities, and Tax Exemptions	GC/LE	Matt Cohen mcohen@usaid.gov
156	Agency Rulemaking	M/MPBP/POL	Jenna Giandoni jgiandoni@usaid.gov
157	USAID Volunteer Activities Policy	GC/LP	Treyer Mason-Gale tmasongale@usaid.gov
158	Document Retention and Collection Orders	GC/LE	Megan Metcalf mmetcalf@usaid.gov
200	Development Policy	PPL	Irena Sargsyan isargsyan@usaid.gov
201	Program Cycle Operational Policy	PPL	Ilirjana Tahmazi itahmazi@usaid.gov
204	Environmental Procedures	DDI	Teresa Bernhard tbernhard@usaid.gov
205	Integrating Gender Equality and Female Empowerment in USAID's Program Cycle	PPL	Julia Hurley juhurley@usaid.gov
206	Prohibition of Assistance to Drug Traffickers	DCHA	Pending Archive
210	Tobacco Policy	GH/P3	Marita Eib meibl@usaid.gov
211	Biosafety Review Procedures for the Research, Testing, and Use of Genetically Engineered Organisms	RFS	Tracy Powell tpowell@usaid.gov
212	Breastfeeding and Infant and Young Child Nutrition Promotion, Protection, and Support	GH/SPBO/SPB	Kellie Stewart kestewart@usaid.gov
219	Microenterprise Development	DDI	Steven Shira sshira@usaid.gov
220	Strengthening the Capacity of Partner Governments through Government-to-Government (G2G) Assistance	M/CFO and PPL	Charleta Dixon cdixon@usaid.gov Grace Yang gyang@usaid.gov
221	USAID's Procedures for Implementing International Agreements for Tied and Untied Aid	GC/A&A	Greg Marchand gmarchand@usaid.gov
225	Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights"	DDI	Anastasia de Santos adesantos@usaid.gov
251	International Humanitarian Assistance	BHA	Mia Beers mbeers@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
252	Visa Compliance for Exchange Visitors	M/MPBP	Kristen Rancourt krancourt@usaid.gov
260	Benefiting Geographic Area Codes	M/CFO	Masahudu Osman mosman@usaid.gov
300	Agency Acquisition and Assistance (A&A) Planning	M/OAA	Wayne Cohee wcohee@usaid.gov
301	Responsibility for Procurement	M/OAA/P	Wayne Cohee wcohee@usaid.gov
302	USAID Direct Contracting	M/OAA/P	Tracy Sando tsando@usaid.gov
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
304	Selecting the Appropriate Acquisition and Assistance (A&A) Instrument	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
305	Host Country Contracts	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
306	Interagency Agreements	M/OAA/P	Wendy Fujka wfujka@usaid.gov
308	Agreements with Public International Organizations	GC/A&A and PPL/DC	Courtney Magill cmagill@usaid.gov
309	Personal Services Contracts with Individuals	M/OAA/P	Wayne Cohee wcohee@usaid.gov
310	Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID	GC/A&A	Greg Marchand gmarchand@usaid.gov
312	Eligibility of Commodities	GC/A&A and GH	Greg Marchand gmarchand@usaid.gov Jan Miller, jmiller@usaid.gov
313	Eligibility of Suppliers, Contractors, and Recipients	GC/G	Greg Marchand gmarchand@usaid.gov
314	Eligibility of Delivery Services	GC/A&A	Greg Marchand gmarchand@usaid.gov
315	Cargo Preference	M/OAA/P	Wayne Cohee wcohee@usaid.gov
316	Procurement Under Intermediate Credit Institutions	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
317	Procurement Under Fixed Amount Reimbursement Activities	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
318	Intellectual Property Rights	GC	Gayle Girod ggirod@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
319	Partner Vetting	M/MPBP	Eileen Simoes esimoes@usaid.gov
320	Branding and Marking	LPA	Justin Prudhomme jprudhomme@usaid.gov
321	Office of Small and Disadvantaged Business Utilization	OSDBU	John Watson johwatson@usaid.gov
322	Procurement of Insurance	M/OAA/P	Tracy Sando tsando@usaid.gov
323	Metric Specifications	M/OAA/P	Wayne Cohee wcohee@usaid.gov
330	Source and Nationality Rules for Administrative Procurement	M/OAA/P	Sharon M. Baker shbaker@usaid.gov
331	USAID Worldwide Purchase Card Program	M/OAA/P	Wendy Fujka wfujka@usaid.gov
349	International Agreements	GC	Joel Sandefur jsandefur@usaid.gov
350	Grants to Foreign Governments	GC/G	Matt Cohen mcohen@usaid.gov
351	Agreements with Bilateral Donors	GC/A&A	Greg Marchand gmarchand@usaid.gov
401	USAID's Human Capital Framework	HCTM/PPSM	TBD hr-helpdesk@usaid.gov
405	Telework	HCTM	Monika Rosier hr-helpdesk@usaid.gov
408	Alcohol and Drug Abuse Assistance Program	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
410	Drug Free Workplace Program	SEC	Gloria Williams glwilliams@usaid.gov
411	Employment Rights and Benefits of Employees Who Perform Active Military Duty	HCTM/PPSM	Monika Rosier hr-helpdesk@usaid.gov
412	Reemployment Rights	HCTM	Monika Rosier hr-helpdesk@usaid.gov
413	Civil Service Appointments and Employment	HCTM	Monika Rosier hr-helpdesk@usaid.gov
414	Foreign Service (FS) Appointments	HCTM/FSC	Edith Tuda-Torboh hr-helpdesk@usaid.gov
415	Civil Service-to-Foreign Service Appointment Program	HCTM/FSC	Edith Tuda-Torboh hr-helpdesk@usaid.gov
418	Merit Staffing Program for Civil Service (CS) Employees	HCTM/HCSC	Monika Rosier hr-helpdesk@usaid.gov
422	Personnel Operations: Senior Foreign Service	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
423	Senior Executive Service	HCTM	Monika Rosier hr-helpdesk@usaid.gov
425	Senior Level and Scientific Technical Professional Positions Performance Management System	HCTM/CPE	Monika Rosier hr-helpdesk@usaid.gov
432	Details - Civil and Foreign Service	HCTM/FSP	Monika Rosier hr-helpdesk@usaid.gov
434	Details and Transfers to International Organizations—Civil Service and Foreign Service	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
435	Commissions, Titles, and Rank	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov
436	Foreign Service Assignments Process and Tours of Duty	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov
437	Temporary Assignments under the Intergovernmental Personnel Act	HCTM/FSP	Monika Rosier hr-helpdesk@usaid.gov
438	Foreign Language Program	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov
440	Time-in-Class (TIC) Limitations and Limited Career Extensions (LCEs)	HCTM/PPIM	Audrey Armstrong hr-helpdesk@usaid.gov
442	The Workers' Compensation Program	HCTM/HCSC/ESB	James Walker hr-helpdesk@usaid.gov
443	Special Assistance to Employees/Beneficiaries	HCTM/ELR	James Walker hr-helpdesk@usaid.gov
446	Termination During Probation – Civil Service	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
450	Termination of Time-Limited Appointments - Foreign Service (FS)	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov
451	Separations and Exit Clearance	HCTM/PPSM/PA	Monika Rosier hr-helpdesk@usaid.gov
452	Reduction in Force - Civil Service	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
453	Furlough - Civil Service and Foreign Service	HCTM/PPSM/PA	Monika Rosier hr-helpdesk@usaid.gov
454	Reduction in Force - Foreign Service	HCTM/PPIM	Audrey Armstrong hr-helpdesk@usaid.gov
455	Reduction in Force in the Senior Executive Service	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
456	Personnel Operations: Position Classification	HCTM/HCSC/C	Monika Rosier hr-helpdesk@usaid.gov
457	Long-Term Training (LTT) at Department of Defense (DOD) Institutions and Training Facilities	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov

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458	Training and Career/ Professional Development	HCTM/TE	Monika Rosier hr-helpdesk@usaid.gov
459	USAID's Foreign Service Career Candidate Program	HCTM/FSP	Audrey Armstrong hr-helpdesk@usaid.gov
460	Pathways Programs	HCTM/XOSR	Deborah Melton hr-helpdesk@usaid.gov
461	Foreign Service and Senior Foreign Service Performance Management and Development Programs	HCTM/CPE	Monika Rosier hr-helpdesk@usaid.gov
462	Employee Evaluation Program, Civil Service	HCTM/CPE	Monika Rosier hr-helpdesk@usaid.gov
463	Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures	HCTM/CPE	Audrey Armstrong hr-helpdesk@usaid.gov
464	Foreign Service Performance-Based Actions	HCTM/CPE	Monika Rosier hr-helpdesk@usaid.gov
465	Title 38 - Physician and Dentist Pay (PDP)	HCTM/HCSC	Deborah Melton hr-helpdesk@usaid.gov
467	Federal Employees Pay Authorities and Flexibilities	HCTM	Monika Rosier hr-helpdesk@usaid.gov
468	Foreign Service (FS) Personnel Recruitment	HCTM/FSP	Audrey Armstrong hr-helpdesk@usaid.gov
469	Civil Service Personnel Recruitment	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
470	Pay Under the Foreign Service	HCTM/FSC	Audrey Armstrong hr-helpdesk@usaid.gov
471	Pay Under the General Schedule	HCTM/HCSC	Monika Rosier hr-helpdesk@usaid.gov
472	Premium Compensation	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
476	Benefits	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
477	Allowances and Differentials	HCTM/PPIM	Audrey Armstrong hr-helpdesk@usaid.gov
478	Payments to Missing Employees	HCTM/HCSC/ESB	Monika Rosier hr-helpdesk@usaid.gov
479	Hours of Duty	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
480	Leave	HCTM/PPSM	Monika Rosier hr-helpdesk@usaid.gov
481	Family and Medical Leave (FML)	HCTM/PPSM	Monika Rosier hr-helpdesk@usaid.gov

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482	Voluntary Leave Transfer Program	HCTM	Monika Rosier hr-helpdesk@usaid.gov
485	Disciplinary Action - Foreign Service	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
486	Grievances - Foreign Service	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
487	Disciplinary and Adverse Actions Based Upon Employee Misconduct – Civil Service	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
489	Performance Based Actions - Civil Service	HCTM	Monika Rosier hr-helpdesk@usaid.gov
490	Agency Administrative Grievance Procedure	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
491	USAID Incentive Awards Program	HCTM/CPE	Monika Rosier hr-helpdesk@usaid.gov
492	The USAID Employee Memorial Program	HCTM/SCC	Monika Rosier hr-helpdesk@usaid.gov
494	Civil Service Retirement	HCTM/ELR	Monika Rosier hr-helpdesk@usaid.gov
495	Foreign Service National Direct-Hire Personnel Administration	HCTM/OHCI	Edith Tudae-Torboh hr-helpdesk@usaid.gov
496	FSN Health and Accident Coverage (HAC)	HCTM/OHCI	Edith Tudae-Torboh hr-helpdesk@usaid.gov
499	Overseas Employment Program	HCTM/PPIM	Monika Rosier hr-helpdesk@usaid.gov
501	The Automated Directives System (ADS)	M/MPBP/POL	Ann Lemau alemau@usaid.gov
502	The USAID Records Management Program	M/MS/IRD	Taniesha Tolbert ttolbert@usaid.gov
503	Correspondence Management	AID/ES	Erica Carr ecarr@usaid.gov
504	Agency Notices	M/MPBP	Carissa Page cpage@usaid.gov
505	Forms Management Program	M/MS/IRD	Kelly Hamilton kehamilton@usaid.gov
506	Reports Management	M/MS/IRD	Taniesha Tolbert ttolbert@usaid.gov
507	Freedom of Information Act (FOIA)	M/MS/IRD	Alecia Sillah asillah@usaid.gov
508	Privacy Program	M/CIO/IA	William Morgan wmorgan@usaid.gov

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509	Management and Oversight of Agency Information Technology Resources	M/CIO	Zecharia Kahn zkahn@usaid.gov
510	Mandatory Declassification Review	M/MS/IRD	TBD
511	Essential Records Program	M/MS/IRD	Kenneth Matthews kmatthews@usaid.gov
512	Agency Printing and Graphics Services	M/MS/HMD	Charles Reborn creborn@usaid.gov
513	Mail Management	M/MS/HMD	Charles Reborn creborn@usaid.gov
514	Parking Program Administration	M/MS	Nicole Parker niparker@usaid.gov
515	Transit Benefits (SmartBenefits®) Program	M/MS/OD	Wanda McKenzie wmckenzie@usaid.gov
516	Federal Register Notices	M/MS/IRD	TBD
517	Washington Real Property Acquisition and Management	M/MS/HMD	Catherine Reberds, croberds@usaid.gov
518	Personal Property Management (Domestic)	M/MS/HMD	Gregory Jackson grjackson@usaid.gov
519	Building Support Services in USAID/Washington	M/MS/HMD	Gregory Jackson grjackson@usaid.gov
520	International Cooperative Administrative Support Services (ICASS)	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
521	Claims for Loss of Private Personal Property	M/MS/TTD	Michele Williams micwilliams@usaid.gov
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/MS/TTD	Michele Williams micwilliams@usaid.gov
523	Foreign Service Assignment Travel	M/MS/TTD	Michele Williams micwilliams@usaid.gov
524	Emergency Management	M/MS/HMD	Steven Lowery stlowery@usaid.gov
526	USAID Guest House Services	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
527	Functions of the Mission Executive Officer	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
528	Energy Management and Planning Program for USAID Buildings	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
529	Occupational Safety and Health Program for USAID Washington Facilities	M/MS/HMD	Chris Orbits corbits@usaid.gov
530	Emergency Planning Overseas	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
531	Continuity of Operations (COOP) Program	M/MS/HMD	Emory Fristoe efristoe@usaid.gov
532	Employee Operated Services and Facilities	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov

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533	Purchasing for USAID's Overseas Activities	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
534	Personal Property Management Overseas	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
535	Real Property Management Overseas	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
536	Use and Control of Official Vehicles	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
537	Professional Liability Insurance, Membership Fees, and Certification Expenses	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
539	Overseas Schools Program	M/MS/OMD	Annmarie McGillicuddy amcgillicuddy@usaid.gov
540	USAID Development Experience Information	M/CIO/ITSD/KM	Brandon Pustejovsky bpustejovsky@usaid.gov
541	Information Management	M/CIO/CE	TBD
542	Identity, Credential, and Access Management (ICAM)	M/CIO/IPM	Sankar Das sadas@usaid.gov
545	Information Systems Security	M/CIO/IA	Laura Samotshozo LSamotshozo@usaid.gov
547	Property Management of Information Technology (IT)	M/CIO/ITO	Zecharia (Zack) Kahn zkahn@usaid.gov
549	Telecommunications Management	M/CIO/ITO	Brian Herson bherson@usaid.gov
551	Section 508 and Accessibility	M/CIO/IA	William Morgan wmorgan@usaid.gov
552	Cyber Security for National Security Information (NSI) Systems	M/CIO/IA	Angel Cruz ancruz@usaid.gov
553	Congressional Inquiries and Congressional Correspondence	LPA/CL	Lee Walter lwalter@usaid.gov
554	Congressional Witnesses	LPA/CL	Sonali Korde skorde@usaid.gov
555	Congressional Delegations	LPA/LEG	Sonali Korde skorde@usaid.gov
556	Reports to Congress	LPA/LEG	Lee Walter lwalter@usaid.gov
557	Website Management and Public Information	LPAWM	Gregory Your gyour@usaid.gov
558	Use of Social Media for Public Engagement	LPA	Gregory Your gyour@usaid.gov
559	Public Activity	LPA/PE	Ashlei Walker aswalker@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
560	News Releases and Services	LPA/AA	Rebecca Chalif rchalif@usaid.gov
561	Security Responsibilities	SEC/ISP	Leo Ruth lruth@usaid.gov
562	Physical Security Programs (Overseas)	SEC/ISP	Richard Polley rpolley@usaid.gov
563	Personal Protective Equipment (PPE) & Armored Vehicle (AV) Program	SEC/ISP	Jerome Burns jburns@usaid.gov
564	Security Communications	SEC/ISP	Kay Fisher kafisher@usaid.gov
565	Domestic Security Programs	SEC/OD	Patrick (PJ) Butler pbutler@usaid.gov
566	Personnel Security Investigations and Clearances	SEC/PS	Tara Debnam tdebnam@usaid.gov
567	Classified Contracts Under USAID's National Industrial Security Program	SEC/CTIS	Diane Sloan dsloan@usaid.gov
568	National Security Information Program	SEC/CTIS	Diane Sloan dsloan@usaid.gov
569	Counterintelligence and Insider Threat Program	SEC/OD	Philip Czajkowski pczajkowski@usaid.gov
572	Personnel Recovery Program	SEC	Richard Polley rpolley@usaid.gov
573	Partner Liaison Security Offices	SEC	Nancy Aposporos naposporos@usaid.gov
578	Information Quality Guidelines	M/CIO	Brandon Pustejovsky bpustejovsky@usaid.gov
579	USAID Development Data	M/CIO	Brandon Pustejovsky bpustejovsky@usaid.gov
580	Conference Planning and Attendance	M/MS	Milton Hilliard mhilliard@usaid.gov
590	USAID as the Audited Entity	M/CFO	Gary Jacobs gjacobson@usaid.gov ; Lena Johnson lejohnson@usaid.gov
591	Financial Audits of USAID Contractors, Recipients, and Host Government Entities	M/CFO	Francisco Ramos Hilerio framoshilerio@usaid.gov
596	Management's Responsibility for Enterprise Risk Management and Internal Control	M/CFO/FPS	Lydia Nylander lnylander@usaid.gov ; Charleta Dixon cdixon@usaid.gov
597	Operations Performance Policy	M/MPBP	Margaret Strong mastrong@usaid.gov

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601	Funding Source Policy	M/MPBP/BUD	Diana Fernandez difernandez@usaid.gov
602	Forward Funding, Program Funds	FA and BRM	Chris VandenAssem vandenassemcw@state.gov Lillian Wasvary lwavary@usaid.gov
603	Forward Funding, Non-Program Funds	M/MPBP	Diana Fernandez difernandez@usaid.gov
610	Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment	GC	Youshea Berry yberry@usaid.gov
620	Financial Management Principles and Standards	M/CFO/FPS	Francisco Ramos Hilerio framoshilerio@usaid.gov
621	Obligations	M/CFO/FPS	Charleta Dixon cdixon@usaid.gov
623	Financial Management of Loan Guarantee Programs	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
624	Host Country-Owned Foreign Currency	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
625	Accounts Receivable and Debt Collection	M/CFO/FPS	Francisco Ramos Hilerio framoshilerio@usaid.gov
626	Payroll and Time and Attendance Transactions	M/CFO/FPS	Francisco Ramos Hilerio framoshilerio@usaid.gov
627	Local Currency Trust Fund Management	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
628	Gifts and Donations and Dollar Trust Fund Management	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
629	Accounting for USAID-Owned Property and Internal Use Software	M/CFO/FPS	Charleta Dixon cdixon@usaid.gov
630	Payables Management	M/CFO/FPS	Francisco Ramos Hilerio framoshilerio@usaid.gov
631	Accruals	M/CFO/FPS	Charleta Dixon cdixon@usaid.gov
633	Financial Management Aspects of Temporary Duty (TDY) Travel	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
634	Administrative Control of Funds	M/CFO/FPS	Charleta Dixon cdixon@usaid.gov
635	Working Capital Fund	M/CFO/FPS	Osman Masahudu mosman@usaid.gov
636	Program Funded Advances	M/CFO/FPS	Charleta Dixon cdixon@usaid.gov

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637	U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	M/CFO/FPS	Osman Masahudu mosman@usaid.gov

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