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Vetting for Sexual Misconduct Prior to Certain Personnel Actions

A Mandatory Reference for ADS Chapter 113

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Per [ADS Chapter 113](#), Agency management will ensure appropriate vetting for sexual misconduct when considering Direct-Hire employees and PSCs for awards and long-term training, and additionally for Direct-Hire promotions, bonuses, Senior Leadership Group (SLG) assignments, and tenure. The table below provides detailed information on specific actions and timing for the various vetting processes. The Office of Human Capital and Talent Management (HCTM) and/or other responsible entity will appropriately document such actions, as necessary for Agency accountability and recordkeeping purposes.

Please see the “Additional References” section below for further guidance in the ADS 300 and ADS 400 series related to the Agency’s personnel processes and procedures.

| Responsible Entity | Action | Timing |
|--|--|--|
| HCTM's Center for Performance Excellence/ Performance Management (HCTM/CPE/PM) | Eligible Tenure Candidates | Prior to commencement of tenure board. |
| HCTM/CPE/PM | Prospective Tenure Board members | Prior to commencement of board. |
| HCTM/CPE/PM | Prospective Foreign Service Performance Board members | Prior to commencement of board. |
| HCTM/CPE/PM | Prospective Senior Foreign Service (SFS) Consolidated Promotion Board member(s) | Prior to commencement of board. |
| HCTM/CPE/PM | Prospective Performance Standards Board member(s) | Prior to commencement of board. |
| HCTM/CPE/PM | Foreign Service Officers (FSOs -- including Foreign Service Limited) recommended for promotion | Upon conclusion of line drawing after boards conclude. |
| HCTM/CPE/PM | SFS Officers recommended for promotion | Prior to sending package to Administrator for clearance in preparation for submission to the State Department. |

| Responsible Entity | Action | Timing |
|--|--|---|
| HCTM/CPE/PM | SFS Presidential Rank Award Nominations | Prior to recommendation to Administrator to submit names to the State Department. A second vetting occurs during the process. |
| HCTM/CPE/ Executive Resources (ER) | Senior Executive Service (SES), Senior Level (SL)/Scientific Technical (ST) Presidential Rank Award Nominations | Prior to recommendation to Administrator to submit names to Office of Personnel Management (OPM); OPM conducts investigation before sending nominations to President. |
| HCTM/CPE/ER | SES and SL/ST recruitment and selection of internal candidates | Prior to the hiring office making a selection recommendation to the Executive Resources Board (ERB). |
| HCTM/CPE/ER | Issuance of SES, SL/ST performance awards and performance-based pay adjustments | Upon completion of Performance Review Board (PRB) review and prior to advancing recommendations to the Administrator for approval. |
| HCTM/CPE/ Awards and Recognition (AR) | Agency Incentive Awards(excluding On-The-Spot and Special Acts awards) are reviewed and recommended for Administrator approval by the Special Awards Committee (SAC) | Prior to recommendation to the Administrator for final approval. |
| Personal Services Contractor (PSC) Supervisor, in consultation with cognizant Contracting Officer (CO) | PSC-authorized incentive awards other than Agency Awards processed by the SAC | Prior to recommendation for final approval. |
| Cognizant PSC CO | Former employees contracted as PSCs | As part of responsibility determination, may participate in pilot vetting program to |

| Responsible Entity | Action | Timing |
|---|--|---|
| | | determine if there were any prior issues or incidents that should be considered before awarding a personal services contract. |
| HCTM's Foreign Service Center (FSC) | SLG assignments | Vetted with the Office of the General Counsel (GC), Office of Employee and Labor Relations (ELR), Office of Civil Rights and Diversity (OCRD) and Office of the Inspector General (OIG) before they are assigned prior to recommendation to the Administrator for final approval. |
| HCTM/FSC | Long Term Training (LTT) for FSOs. See ADS 457 for additional guidance related to LTT at Department of Defense institutions and training facilities. | Vetted with GC, ELR, OCRD and OIG before they are assigned. |
| PSC Supervisor, in consultation with cognizant CO | Long Term Training (LTT) as defined in ADS 458 for PSCs | Vetted with GC, ELR, OCRD and OIG before they are assigned. |
| HCTM/FSC | FSO assignments to Counterintelligence (CI) countries | Vetted with SEC prior to assignment to countries on the list for Counterintelligence (list of countries varies from year to year and may be classified). |
| HCTM/FSC | Certain interagency assignments (Military Command (COM), Deputy Chief of Mission (DCM), other details) | Vetted with GC, ELR, OCRD and OIG before they are recommended for an interagency assignment |

Additional References:

- a. [ADS 309, Personal Services Contracts with Individuals](#)
- b. [ADS 422, Personnel Operations: Senior Foreign Service](#)

- c. [ADS 423, Personnel Operations: Senior Executive Service](#)
- d. [ADS 425, Senior Level and Scientific Technical Professional Positions Performance Management System](#)
- e. [ADS 432, Details - Civil and Foreign Service](#)
- f. [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#)
- g. [ADS 457, Long-Term Training \(LTT\) at Department of Defense \(DOD\) Institutions and Training Facilities](#)
- h. [ADS 459, USAID's Foreign Service Career Candidate Program](#)
- i. [ADS 461, Foreign Service and Senior Foreign Service Performance Management & Development Programs](#)
- j. [ADS 463, Foreign Service Promotion Boards and Consolidated Senior Foreign Service Performance Board: Promotion Eligibility Requirements and Procedures](#)
- k. [ADS 485, Disciplinary Action - Foreign Service](#)
- l. [ADS 487, Disciplinary and Adverse Actions Based Upon Employee Misconduct - Civil Service](#)
- m. [ADS 495, Foreign Service National Personnel Administration](#)

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