



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapters and Point of Contact List

## A Mandatory Reference for ADS Chapter 501

Partial Revision Date: 12/02/2016  
Responsible Office: M/MPBP/POL  
File Name: 501maa\_120216

### ADS Chapters and Points of Contact List

If you have a question about a specific ADS chapter, please contact the office responsible for that chapter. If you would like to create ADS material for one of the subjects listed below, you must contact the point of contact listed with that subject and Kristen Wood, M/MPBP/POL – DKW Communications, Inc., (202) 355-7463.

Yellow highlight next to a chapter number indicates that the chapter is new or that the author information or office location information has changed.

<b>SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
101	Agency Programs and Functions	HCTM	Nancy Sanders 202-712-4263
102	Agency Organization	HCTM	Nancy Sanders 202-712-4263
103	Delegations of Authority	GC	Don Gressett 202-712-4139
104	Performance of Commercial Activities within USAID	HCTM	Nancy Sanders 202-712-4263
105	Committee Management	M/MS/IRD	TBD
106	Delegations of Authority and Orders of Succession During a National Security Emergency	GC	Don Gressett 202-712-4139
109	Ethics and Standards of Conduct	GC	Harmony Wade 202-712-5098
110	Equal Employment Opportunity	OCRD	Jacqueline Canton 202-712-4727
151	Reporting and Management of Litigation	GC	Bill Buckhold 202-712-1903
152	Tort Claims	GC	Bill Buckhold 202-712-1903
153	Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense	GC	Bill Buckhold 202-712-1903
154	Procurement of Legal Services	GC	Bill Buckhold 202-712-1903
156	Agency Rulemaking	M/MPBP/POL	Manuel Avendano 202-712-5785
155	Privileges, Immunities, and Tax Exemptions	GC	Sarah Rapawy 202-712-1757
157	USAID Volunteer Activities Policy	GC	Jun Jin 202-712-5002

<b>SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS</b>			
158	Document Retention and Collection Orders	GC	Bill Buckhold 202-712-1903
<b>SERIES 200 – PROGRAMMING POLICY</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
200	Introduction to Programming Policy	PPL	Julie Lelek 202-216-3296
201	Planning	PPL	Carissa Page cpage@usaid.gov
202	Achieving	PPL	Carissa Page cpage@usaid.gov
203	Assessing and Learning	PPL	Carissa Page cpage@usaid.gov
204	Environmental Procedures	E3	Teresa Bernhard (202) 712-4313
205	Integrating Gender Equality and Female Empowerment in USAID's Program Cycle	PPL	Cathy Cozzarelli ccozzarelli@usaid.gov
206	Prohibition of Assistance to Drug Traffickers	DCHA	TBD
207–209 RESERVED			
210	Tobacco Policy	GH	Benjamin Gustafson (571) 551-7344
211 - RESERVED			
212	Breastfeeding Promotion Policy	GH	Benjamin Gustafson (571) 551-7344
213-218 – RESERVED			
219	Microenterprise Development	E3/MPEP	TBD
220	Use of Reliable Partner Country Systems for Direct Management and Implementation of Assistance	M/CFO and PPL	Dorothea Malloy 202-567-4973
221	USAID's Procedures for Implementing International Agreements for Tied and Untied Aid	GC	Jun Jin 202-712-5002
222-224 – RESERVED			
225	Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights"	E3	Virginia Brown 202-712-4202
226-248 – RESERVED			
249	Development Credit Authority (DCA)	GC	Bruce McPherson 202-712-1611

<b>SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS</b>			
250	Urban and Environment Credit Program (UE Credit Program)	E3	Karen Pak 202-712-0389
251	International Disaster Assistance	DCHA	Taylor Stager 202-712-0116
252	Visa Compliance for Exchange Visitors	E3	Jeffrey Shahan (202) 567- 4061
253	Participant Training for Capacity Development	E3	Jeffrey Shahan (202) 567- 4061
254-259 - RESERVED			
260	Geographic Codes	M/MPBP	TBD
261-299 - RESERVED			
<b>SERIES 300 - ACQUISITION &amp; ASSISTANCE</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
300	Agency Acquisition and Assistance (A&A) Planning	M/OAA	Marcelle Wijesinghe 202-567-4717
		M/MPBP	Portia Persley 202-712-5723
301	Responsibility for Procurement	M/OAA	Anne Sattgast 202-567-5094
302	USAID Direct Contracting	M/OAA	Carol Ketrick 202-567-4676
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OAA	Michael Gushue 202-567-4678
304	Selecting Between Acquisition and Assistance (A&A) Implementing Instruments	M/OAA	Anne Sattgast 202-567-5094
305	Host Country Contracts	M/OAA	Anne Sattgast 202-567-5094
306	Interagency Agreements	M/OAA	Rosella Marshall 202-567-4675
308	Grants and Cooperative Agreements with Public International Organizations	M/OAA	Michael Gushue, (202) 567-4678
309	Personal Services Contracts with Individuals	M/OAA	Richard Spencer (202) 567-4781
310	Source, Origin and Nationality	GC	Jun Jin 202-712-5002
312	Eligibility of Commodities	GC	Jun Jin 202-712-5002

<b>SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS</b>			
313	Eligibility of Suppliers and Contractors	GC	Jun Jin 202-712-5002
314	Eligibility of Delivery Services	GC	Amit Khardori 202-712-0468
315	Cargo Preference	M/OAA	Jacqueline Taylor 202-567-4673
316	Procurement Under Intermediate Institutions	M/OAA	Michael Gushue 202-567-4678
317	Procurement Under Fixed Amount Reimbursement Activities	M/OAA	Michael Gushue 202-567-4678
318	Intellectual Property Rights	GC	TBD
319 - RESERVED			
320	Branding and Marking	LPA	Ashlei Walker (202) 712-1896
321	Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions	OSDBU	Kimberly Ball 202 567-4736
322	Procurement of Insurance	M/OAA	Jacqueline Taylor 202-567-4673
323	Metric Specifications	M/OAA	Jacqueline Taylor 202-567-4673
324	Post Procurement	M/OAA	Pearlette Merriweather <a href="mailto:pmerriweather@usaid.gov">pmerriweather@usaid.gov</a>
325-329 - RESERVED			
330	Source Rules for Administrative Procurement	M/OAA	Richard Spencer 202-567-4781
331	Simplified Acquisitions, Micro-Purchases, and Use of the USAID/W Purchase Card	M/OAA	Lyudmila Bond 202-567-4753
332-348 – RESERVED			
349	International Agreements	GC	Sarah Rapawy 202-712-1757
350	Grants to Foreign Governments	GC	David Young 202-712-5423
351	Agreements with Bilateral Donors	GC	Jun Jin 202-712-5002
352-399 – RESERVED			

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
401	USAID's Human Capital (HC) Accountability System	HCTM	Helena Olivares 202-712-1362
402-404 - RESERVED			
405	Telework	HCTM	Monika Parker 202-712-1413
406-407 – RESERVED			
408	Alcohol and Drug Abuse Assistance Program	HCTM	Monika Parker 202-712-1413
409 – RESERVED			
410	Drug Free Workplace Program	TBD	TBD
411 – RESERVED			
412	Reemployment Rights	HCTM	DeShanta Hinton 202-712-1966
413	Civil Service Appointments and Employment	HCTM	Lamar Porter
414	Foreign Service Appointments	HCTM	William Seabreeze 202-712-1944
415	Civil Service to Foreign Service Appointment Program	HCTM	William Seabreeze 202-712-1944
416-417 – RESERVED			
418	Merit Staffing Program for Civil Service Employees	HCTM	Lamar Porter
419-420 – RESERVED			
421	SES Performance Management System	HCTM	Karen Baquedano 202-712-0695
422	Personnel Operations: Senior Foreign Service	HCTM	Vanessa Tobar 202-712-5574
423	Personnel Operations: Senior Executive Service	HCTM	Karen Baquedano 202-712-0695
424 - RESERVED			
425	Senior Level Scientific and Professional Performance Management System	HCTM	Karen Baquedano 202-712-0695
426-431 – RESERVED			
432	Details - Civil and Foreign Service	HCTM	Allan Grines 202-712-3348
433 – RESERVED			

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
434	Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS)	HCTM	Allan Grines 202-712-3348
435	Commissions, Titles and Rank	HCTM	Sandra Amin 202-712-0969
436	FS Assignments and Tours of Duty	HCTM	Monika Parker 202-712-1413
437	Temporary Assignments under the Intergovernmental Personnel Act	HCTM	Allan Grines 202-712-3348
438	Foreign Language Program	HCTM	Nenad Filipovic 202-712-0580
439 – RESERVED			
440	TIC/LCE	HCTM	William Carter 202-712-1143
441 – RESERVED			
442	Workers' Compensation Program	HCTM	LaToya LaCapra 202-712-1545
443	Special Assistance to Employees/Beneficiaries	HCTM	Nancy Sanders 202-712-4236
444-449 – RESERVED			
450	Termination of Time-Limited Appointments - Foreign Service (FS)	HCTM	William Seabreeze 202-712-1944
451	Separations and Exit Clearance	HCTM	Nancy Sanders 202-712-4236
452	Reduction in Force - Civil Service	HCTM	Lamar Porter
453	Furlough - Civil Service and Foreign Service	HCTM	Nancy Sanders 202-712-4236
454	Reduction in Force - Foreign Service	HCTM	Jennifer Scott 202-216-3418
455	Reduction in Force in the Senior Executive Service	HCTM	Karen Baquedano 202-712-0695
456	Personnel Operations: Position Classification	HCTM	Alex Young 202-712-4891
457—RESERVED			
458	Training and Career/ Professional Development	HCTM	Richard Polley 703-310-0645
459	Career Candidate Program	HCTM	TBD
460	Pathways Programs	HCTM	TBD

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
461	Employee Evaluation Program, Foreign Service and Senior Foreign Service	HCTM	Alana Cober 202-712-5971
462	Employee Evaluation Program, Civil Service	HCTM	Alana Cober 202-712-5971
463	Foreign Service Boards	HCTM	Alana Cober 202-712-5971
464-466 – RESERVED			
467	Federal Employees Pay Authorities and Flexibilities	HCTM	Allan Grines 202-712-3348
468	Foreign Service (FS) Personnel Recruitment	HCTM	TBD
469	Civil Service Personnel Recruitment	HCTM	Lamar Porter
470	Pay Under the Foreign Service	HCTM	William Seabreeze 202-712-1944
471	Pay Under the General Schedule	HCTM	Alice Holland 202-712-1083
472	Premium Compensation	HCTM	Cherie Mennel 202-712-0656
473	Pay Under Prevailing Rate Systems	HCTM	Cherie Mennel 202-712-0656
474	Salary and Grade Retention	HCTM	Alice Holland 202-712-1083
475 – RESERVED			
476	Benefits	HCTM	Sharonda Purnell 202-712-0649
477	Allowances and Differentials	HCTM	Allan Grines 202-216-3348
478	Payments to Missing Employees	HCTM	Sharonda Purnell 202-712-0649
479	Hours of Duty	HCTM	Monika Parker 202-712-1413
480	Leave	HCTM	Cherie Mennel 202-712-0656
481	Family and Medical Leave (FML)	HCTM	Lynn Kirkland 202-712-4083
482	Voluntary Leave Transfer Program	HCTM	Sharonda Purnell 202-712-0649
483-484 – RESERVED			

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
485	Disciplinary Action - Foreign Service	HCTM	Lynn Kirkland 202-712-4083
486	Grievances - Foreign Service	HCTM	Lynn Kirkland 202-712-4083
487	Disciplinary and Adverse Actions Based on Misconduct - Civil Service	HCTM	Lynn Kirkland 202-712-4083
488 – RESERVED			
489	Performance Based Actions - Civil Service	HCTM	Lynn Kirkland 202-712-4083
490	Agency Administrative Grievance Procedure	HCTM	Lynn Kirkland 202-712-4083
491	Incentive Awards Program	HCTM	Alana Cober 202-712-5971
492	USAID Employment Memorial Program	HCTM	Lynn Kirkland 202-712-4083
493 - RESERVED			
494	Civil Service Retirement	HCTM	Sharonda Purnell 202-712-0649
495	Foreign Service National Personnel Administration	HCTM	Sherri Fennel 202-712-1866
496	FSN Emergency Health and Accident Coverage (HAC)	HCTM	Sherri Fennel 202-712-1866
497-498 – RESERVED			
499	Overseas Employment Program	HCTM	Allan Grines 202-216-3348
<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
501	The Automated Directives System (ADS)	M/MPBP	Tyrone Brown 202-712-4941
502	The USAID Records Management Program	M/MS/IRD	Paulette Murray 202-712-4196
503	Correspondence Management	TBD	TBD
504	Agency Notices	M/MPBP	Tyrone Brown 202-712-4941
505	Forms Management Program	M/MS/IRD	Sylvia Joyner 202-712-5007
506	Reports Management	TBD	TBD
507	Freedom of Information Act	M/MS/IRD	Alicia Sillah (202) 712-1371

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
508	Privacy Act - 1974	M/CIO	Meredith Snee 703-666-1247
510	Mandatory Declassification Review	M/MS/IRD	<b>Paulette Murray</b> 202-712-4196
511	Essential Records Program	M/MS/IRD	Kenneth Matthews 202-712-0857
512	Agency Printing and Graphics Services	M/MS/HMD	Charles Reborn 202-712-1568
513	Mail Management	M/MS/HMD	Lawrence Lane 202-712-0181
514	Parking Program Administration	M/MS/HMD	Stephanie Teasley 202-712-0178
515	Metro Transit Subsidy Program	M/MS/HMD	Stephanie Teasley 202-712-0178
516	Federal Register Notices	M/MS/IRD	Sylvia Joyner 202-712-5007
517	Acquisition of Domestic Real Property	M/MS/HMD	Wayne Witherspoon 202-712-1695
518	Personal Property Management (Domestic)	M/MS/HMD	Wayne Witherspoon 202-712-1695
519	Building Services	M/MS/HMD	Taro Jones 202-712-4303
520	International Cooperative Administrative Support Services (ICASS)	M/MS/OMD	Stephen Callahan scallahan@usaid.gov
521	Claims for Losses of Private Personal Property	M/MS/TTD	Vicki Harris 202-712-0061
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/MS/TTD	Kenneth Hawkins 202-712-5713
523	Foreign Service Assignment Travel	M/MS/TTD	Kenneth Hawkins 202-712-5713
526	USAID Guest House Services	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
527	Functions of the Mission Executive Officer	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
528	Energy Management and Planning Program for USAID Buildings	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
529	Safety Program	M/MS/HMD	Chris Orbits 202-712-1603
530	Emergency Planning Overseas	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
531	Continuity of Operations Program	M/MS/HMD	<b>Emory Fristoe</b> (202) 712-4015
532	Employee Operated Services and Facilities	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
533	Purchasing for USAID's Overseas Activities	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
534	Personal Property Management Overseas	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
535	Real Property Management Overseas	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
536	Use and Control of Official Vehicles	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
537	Professional Liability Insurance	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
<b>538 – RESERVED</b>			
539	Overseas Schools Program	M/MS/OMD	Stephen Callahan <a href="mailto:scallahan@usaid.gov">scallahan@usaid.gov</a>
540	USAID Development Experience Information and Reference Services	M/CIO	Celida Malone 703-666-5633
541	Information Management	M/CIO	Changqing Zhen 703-666-5626
542	Planning and Budgeting for Information Technology (IT) Resources	M/CIO	Changqing Zhen 703-666-5626
543	Corporate Information Systems	M/CIO	Changqing Zhen 703-666-5626
544	Technical Architecture Design, Development and Management	M/CIO	Changqing Zhen 703-666-5626
545	Information Systems Security	M/CIO	Sharon Robinson 703-666-1195
546	Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources	M/CIO	Changqing Zhen 703-666-5626

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
547	Property Management of Information Technology (IT) Resources	M/CIO	Changqing Zhen 703-666-5626
548	Program-Funded Information Technology (IT)	M/CIO	Changqing Zhen 703-666-5626
549	Telecommunications Management	M/CIO	Changqing Zhen 703-666-5626
550	End-User Applications	M/CIO	Changqing Zhen 703-666-5626
552	Classified Information Systems Security	M/CIO	Bruce (Ski) Wierzechowski 202-657-1878
553	Congressional Inquiries	LPA	Ashlei Walker (202) 712-1896
554	Congressional Witnesses	LPA	Ashlei Walker (202) 712-1896
555	Congressional Delegations	LPA	Ashlei Walker (202) 712-1896
556	Congressional Reports	LPA	Ashlei Walker (202) 712-1896
557	Public Information	LPA	Ashlei Walker (202) 712-1896
558	Public Activity	LPA	Ashlei Walker (202) 712-1896
559	Inquiries from the News Media	LPA	Ashlei Walker (202) 712-1896
560	News Releases and Services	LPA	Ashlei Walker (202) 712-1896
561	Security Responsibilities	SEC	David Blackshaw 202-712-1259
562	Physical Security Programs (Overseas)	SEC	David Blackshaw 202-712-1259
563	Armored Vehicle Program	SEC	David Blackshaw 202-712-1259
564	Security Communications	SEC	David Blackshaw 202-712-1259
565	Physical Security Programs (Domestic)	SEC	David Blackshaw 202-712-1259
566	U.S. Direct-Hire and PASA/RSSA Personnel Security Program	SEC	Tara Debnam 202-712-1752

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
567	Classified Contracts and Contractor Personnel Security	SEC	Anthony Cusano
568	National Security Information Program	SEC	Anthony Cusano
569	Counterintelligence Program	SEC	Anthony Cusano
570-571 – RESERVED			
572	Personnel Recovery Program	SEC	David Blackshaw 202-712-1259
573-576 – RESERVED			
577	Information Technology Capital Planning and Investment Control	M/CIO	Changqing Zhen 703-666-5626
578	Information Quality and Peer Review Guidelines	M/MPBP	Erin Duggins 202-712-0544
579	USAID Development Data	M/CIO	Brandon Pustejovsky 202-712-5418
580	Conference Planning and Attendance	M/MPBP/POL	Susan Radford 202-712-4486
581-589 – RESERVED			
590	Audit	M/CFO	TBD
591	Financial Audits of USAID Contractors, Grantees And Host Government Recipients	M/CFO	Gloria White 202-567-5254
592	Performance Audits	M/CFO	Gloria White 202-567-5254
593	Reviews Conducted by the General Accounting Office (GAO)	M/CFO	Mary Offerdahl <a href="mailto:mofferdahl@usaid.gov">mofferdahl@usaid.gov</a>
594	Audits of USAID's Annual Financial Statement	M/CFO	TBD
595	Audit Management Program	M/CFO	Gloria White 202-567-5254
596	Management Accountability and Control	M/CFO	Gloria White 202-567-5254
597	Operations Performance Policy	M/MPBP	Erin Duggins 202-712-0544
598-599 – RESERVED			
<b>SERIES 600 - BUDGET AND FINANCE</b>			

No.	Chapter Title	Responsible Office	Point of Contact
601	Funding Source Policy	M/MPBP	Diana Fernandez 202-712-5587
602	Forward Funding of Program Funds	FA and BRM	Chris VandenAssem 202-647-2850  Roman Napoli (or Peter Wiebler) 202-712-4637
603	Forward Funding, Non-Program Funds	M/MPBP	Diana Fernandez 202-712-5587
604-609 – RESERVED			
610	Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment	GC	TBD
611-619 – RESERVED			
620	Financial Management Principles and Standards	M/CFO	Pat Wexel 202-567-5252
621	Obligations	M/CFO	Pat Wexel 202-567-5252
623	Financial Management of Credit Programs	M/CFO	Pat Wexel 202-567-5252
624	Host Country-Owned Foreign Currency	M/CFO	Pat Wexel 202-567-5252
625	Accounts Receivable and Debt Collection	M/CFO	Pat Wexel 202-567-5252
626	Payroll	M/CFO	Pat Wexel 202-567-5252
627	Local Currency Trust Fund Management	M/CFO	Pat Wexel 202-567-5252
628	Gifts and Donations and Dollar Trust Fund Management	M/CFO	Pat Wexel 202-567-5252
629	Accounting for USAID Owned Property and Internal Use Software	M/CFO	Pat Wexel 202-567-5252
630	Payables Management	M/CFO	Pat Wexel 202-567-5252
631	Accrued Expenditures	M/CFO	Pat Wexel 202-567-5252
632 - RESERVED			

<b>SERIES 400 – HUMAN CAPITAL AND TALENT MANAGEMENT</b>			
633	Financial Management Aspects of Temporary Duty Travel (TDY)	M/CFO	Pat Wexel 202-567-5252
634	Administrative Control of Funds	M/CFO	Dorothea Malloy 202-567-4973
635	Working Capital Fund	M/CFO	Pat Wexel 202-567-5252
636	Program Funded Advances	M/CFO	Pat Wexel 202-567-5252
637	U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	M/CFO	Pat Wexel 202-567-5252
638-699 - RESERVED			

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