ADS Chapter 572

Personnel Recovery Program

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ADS 572 – Personnel Recovery Program
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This is a new ADS Chapter.

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ADS 572 – Personnel Recovery Program

572.1 OVERVIEW
Effective Date: 02/23/2015

USAID is mandated to develop and maintain a comprehensive Personnel Recovery Program in accordance with Annex 1 of National Security Presidential Directive (NSPD)-12. NSPD-12 Annex 1 is classified as confidential; for a copy of this document, please contact: **personnelrecovery@usaid.gov**. The Agency's Personnel Recovery Program covers all USAID employees, regardless of hiring mechanism.

The Joint Personnel Recovery Agency defines Personnel Recovery (PR) as, "the combination of military, civil, and political efforts to obtain the release or recovery of personnel from uncertain or hostile environments and denied areas whether they are captured, missing, or isolated. Personnel Recovery is the umbrella term for operations that are focused on the task of recovering captured, missing, or isolated personnel from harm's way and includes but is not limited to search and rescue and the coordination of negotiated, as well as forcible, recovery options."

The five critical tasks of a Personnel Recovery Program are Report, Locate, Support, Recover, and Return. The primary focus of USAID's Personnel Recovery Program is to prepare, train, and equip USAID employees and management to respond to the threats associated with isolation. Additionally, the Agency must be prepared to provide the necessary assistance to isolated personnel upon return to ensure successful reintegration back to society.

The Department of State has the primary responsibility for the recovery of individuals under Chief of Mission who become separated or isolated in the course of their U.S. Government sponsored activities. However, the host agency has the ultimate responsibility to aggressively prepare its employees to work in areas where there is an elevated risk of isolation prior to expecting them to do so.

This ADS chapter specifies the policies and procedures that constitute the USAID Personnel Recovery Program.

572.2 PRIMARY RESPONSIBILITIES
Effective Date: 02/23/2015

a. The **Director of the Office of Security (DIR/SEC)** ensures that the Personnel Recovery Program is implemented Agency-wide, based on availability of funds, as outlined by National Security Presidential Directive-12.

b. The **Office of Security, International Security Programs (SEC/ISP)** provides oversight of personnel recovery training, equipment, and management systems at the Agency level and provides guidance and management tools to Personnel Recovery Officers (PROs) designated by Mission Directors in Missions where a Personnel Recovery Program has been deemed a requirement. Additionally, the ISP personnel

recovery team will support USAID Mission's in the establishment of their personnel recovery plans and policies.

c. The **Office of Human Capital and Talent Management (HCTM)**, in coordination with SEC, provides personnel and resources to support post recovery activities - also referred to as reintegration activities.

d. The **Office of Human Capital and Talent Management, Center for Professional Development (HCTM/CPD)** facilitates personnel recovery-related organizational and individual training, which is developed by SEC.

e. The **Office of Human Capital and Talent Management, Staff Care Center (HCTM /SCC**) provides personnel and resources to support post recovery activities - also referred to as reintegration activities. Additionally, in the event of an isolating event, HCTM will provide counseling and informational support to the family and colleagues of the individual(s) involved.

f. The **Office of Legislative and Public Affairs (LPA)**, in coordination with other affected offices, coordinate USAID's public outreach during and after an isolating event. Additionally, LPA will provide advice to family members of isolated personnel, as requested, on media-related issues.

g. The **Office of the General Counsel (GC)** will participate in periodic Personnel Recovery Working Group meetings and advise the USAID Reintegration Team on applicable legal matters in the event of an isolating event involving USAID employees.

h. **Mission Directors** ensure the local implementation of the USAID Personnel Recovery Program when implemented at their Mission by:

- Mandating that all staff is in compliance with training requirements and other directives outlined in this ADS chapter;
- Designating a Personnel Recovery Officer;
- Ensuring the issued Personnel Recovery (PR) equipment is being utilized commensurate with the threats towards Mission employees;
- Providing regular updated information to the USAID Administrator, SEC, applicable geographic bureaus, and other offices at Headquarters, as necessary, during an isolating event; and
- Designating an individual(s) who will work with the ISP personnel recovery team to assist in developing the Mission's personnel recovery plans and policies. Additionally, this individual(s) will be responsible for reviewing and updating the Mission's personnel recovery policies as needed.

i. Executive Officers assist Mission Directors in administering the Personnel Recovery Program. They also coordinate, monitor, and document Mission staff adherence to the personnel recovery training standards. Executive Officers may be designated as Personnel Recovery Officers, as defined below, where appropriate.

j. Personnel Recovery Officers (PROs) report to the Executive Officers. They are responsible for the daily execution and administration of the Personnel Recovery Program (see **572.3.1** for more details).

572.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

572.3.1 Management Procedures

Effective Date: 02/23/2015

Mission PROs will report quarterly to SEC/ISP regarding the status of Personnel Recovery Training, completion of Records of Emergency Data (RED) files, and use of PR equipment. PROs are also responsible for:

(1) Daily execution and administration of the Mission Personnel Recovery Program;

(2) Maintaining, storing, and issuing PR equipment;

(3) Ensuring that RED files for all Mission staff are complete and updated;

(4) Ensuring that USAID employees who are on TDY to the Mission complete a RED file upon arrival at Post;

(5) Ensuring that RED files are stored in accordance with Personally Identifiable Information storage standards identified in **ADS 508.3.9**;

(6) Maintaining awareness of USAID employee movements in high risk areas in accordance with the U.S. Embassy's travel policy;

(7) Conducting PR event response and coordination with the Regional Security Officer (RSO) (and/or Embassy PRO if applicable);

(8) Reporting all isolating events to USAID/SEC/ISP;

(9) Ensuring that the Mission PR policies and procedures are coordinated and synchronized with Embassy PR policies and procedures;

(10) Exercising and evaluating the Mission procedures for responding to an isolating event at least annually; and

(11) Submitting a quarterly report to SEC/ISP detailing:

- The usage and condition of PR equipment assigned to the Mission,
- The status of the Mission's staff RED file submittal, and
- The number and percentage of personnel assigned to the Mission who have completed PR training.

On a quarterly basis, the Division Chief of International Security Programs will give the Director of the Office of Security a report regarding the status of the USAID PR program. The SEC/ISP is also responsible for:

(1) The development of Agency policy and procedures for all aspects of personnel recovery including reporting, supporting, recovering, and post recovery operations;

(2) The development of Agency procedures and protocols for reporting and cataloging isolating events;

(3) Ensuring that the Personnel Recovery Program is in compliance with NSPD-12, Annex 1 requirements;

(4) Leading the Agency Personnel Recovery Working Group when required;

(5) Coordinating with other pertinent U.S. Government agencies, especially the Department of State, to ensure policies and procedures are consistent with Personnel Recovery policies already in place in the interagency;

(6) Coordinating the development of applicable Personnel Recovery training to meet the needs of all Agency personnel who could potentially be involved in an isolating event outside the United States, and individuals involved in management of an isolating incident;

(7) Coordinating the development of an online database for storage of RED files for use by Mission and Agency leadership in the event of an isolating event;

(8) In coordination with SEC, Diplomatic Security (DS), and the Interagency community, developing procedures to monitor security threat levels in all areas in which USAID operates and develop a system to quickly provide additional equipment in environments of increased risk; and

(9) Coordinating the development, assembly, and distribution of equipment kits for use by all USAID employees, including Foreign Service Nationals (FSNs), traveling into the field. Field kits will include, at a minimum, first aid/self-aid materials; water purification resources; pointy-talkie communication aids; and Personnel Tracking and Locator (PTL) devices.

572.3.2 Equipment
Effective Date: 02/23/2015

During the establishment of a Personnel Recovery Program at a Mission, the Office of Security will provide all equipment associated with the program. For the first year of the program, the Office of Security will fund the associated costs of the equipment. After the first year, Missions are responsible for the operational costs of the equipment. Once the personnel recovery equipment is issued, the Mission will be responsible for replacement of devices in the event of loss, theft, damage, or misuse.

The Office of Security will maintain PR equipment kits for USAID employees based in the United States that are traveling to areas with an elevated risk of isolation. Requests to obtain a Personnel Recovery kit should be directed to the ISP Division Chief, who will approve the requests.

572.3.3 Exercise Requirements
Effective Date: 02/23/2015

On an annual basis, the Office of Security will coordinate USAID participation in interagency personnel recovery exercises to ensure Agency capabilities to respond to an isolating event overseas, evaluate the effectiveness and applicability of individual PR training, and develop or improve comprehensive Agency PR capabilities.

572.3.4 Reintegration
Effective Date: 02/23/2015

The Office of Human Capital and Talent Management, Staff Care Center, will work to develop the resources to provide reintegration support services specifically tailored to USAID employees who have experienced an isolating event. Additionally, HCTM will develop a program to support the family members of isolated personnel during and following isolating incidents.

572.3.5 Coordination with Diplomatic Security
Effective Date: 02/23/2015

The Office of Security, International Security Programs, will regularly coordinate with the Diplomatic Security, High Threat Post (DS/HTP) Personnel Recovery Program to ensure that Agency procedures, training, and equipment are consistent with Diplomatic Security practices. USAID Mission Directors will ensure all local PR policies and procedures are in accordance with Post Emergency Action Plans and Post-Specific Regional Security Officer regulations developed to comply with policies set by Annex G to 12 FAH 1, Personnel Recovery.

572.4 MANDATORY REFERENCES

572.4.1 External Mandatory References
Effective Date: 02/23/2015

a. 1 FAM 260, Structure and purpose of Diplomatic Security

b. 3 FAM 4140-4143, Conduct of individuals during captivity

c. 7 FAM 100, 150, and 1820, Consular responsibilities and authorities

d. 10 USC, Part 2, Chapter 76, Missing Persons Act

e. 12 FAH 1, Post Emergency Planning Handbook

f. 13 FAM 322 Post-Specific Pre-Deployment Training

g. 18 USC, Chapter 55, 1203, Hostage Taking

h. 22 USC, Chapter 58, Diplomatic Security Act

i. **Annex 1 to NSPD-12, Implementing directive for Personnel Recovery requirements (This document is confidential. For a copy of this document, please email: personnelrecovery@usaid.gov.)**

j. Annex G to 12 FAH 1, Personnel Recovery

k. **Department of State Cable, New Consolidated Policy For Mandatory Diplomatic Security Foreign Affairs Counter Threat (Fact) Training And Online High Threat Security Overseas Seminar, July 15, 2013**

l. **National Security Presidential Directive-12 (NSPD-12), Americans Held Hostage Abroad (This document is confidential. For a copy of this document, please email: personnelrecovery@usaid.gov.)**

m. Privacy Act of 1974

572.4.2 Internal Mandatory References
Effective Date: 02/23/2015

a. ADS 458, Training and Career/Professional Development

b. ADS 508, The USAID Privacy Policy

572.5 ADDITIONAL HELP
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There are no Additional Help documents for this chapter.

572.6 DEFINITIONS
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The terms and definitions listed below have been incorporated into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

Isolating Event
An incident wherein a person or persons become separated or isolated from friendly support and may be forced to evade capture or endure being held against their will. (**Chapter 572**)

Isolated Person
Any U.S. Government personnel (and others designated by the President or an appointed lead federal authority abroad) who are separated from their organization (as an individual or group) while participating in a USG sponsored activity or mission and are or may be in a situation where they must survive, evade, resist, or escape. (**Chapter 572**)

Joint Personnel Recovery Agency (JPRA)
JPRA serves as the Personnel Recovery Office of Primary Responsibility for the Joint Staff and the DOD. The agency assesses, advises, and evaluates PR curriculum and establishes Joint PR standards in collaboration with the DoD Components. JPRA also provides DoD Components with analytical support, technology research and integration, maintenance of databases and archives, and development of lessons learned. JPRA encourages partnerships by assisting with non-DoD agencies, multinational partners, and others, with PR-related education and training programs. **(Chapter 572)**

Personnel Recovery
Diplomatic, military, and private efforts to prepare for and recover persons who become isolated from friendly support and maybe forced to evade capture or endure being held against their will. (**Chapter 572**)

Post Incident Support Activities
The Department of State refers to Reintegration as Post Incident Report Activities; the terms are often used interchangeably. (**Chapter 572**)

Reintegration
A systematic and controlled method to process recovered isolated persons from the time that they are recovered until they are fully assimilated back with their family, colleagues, and society. (**Chapter 572**)

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