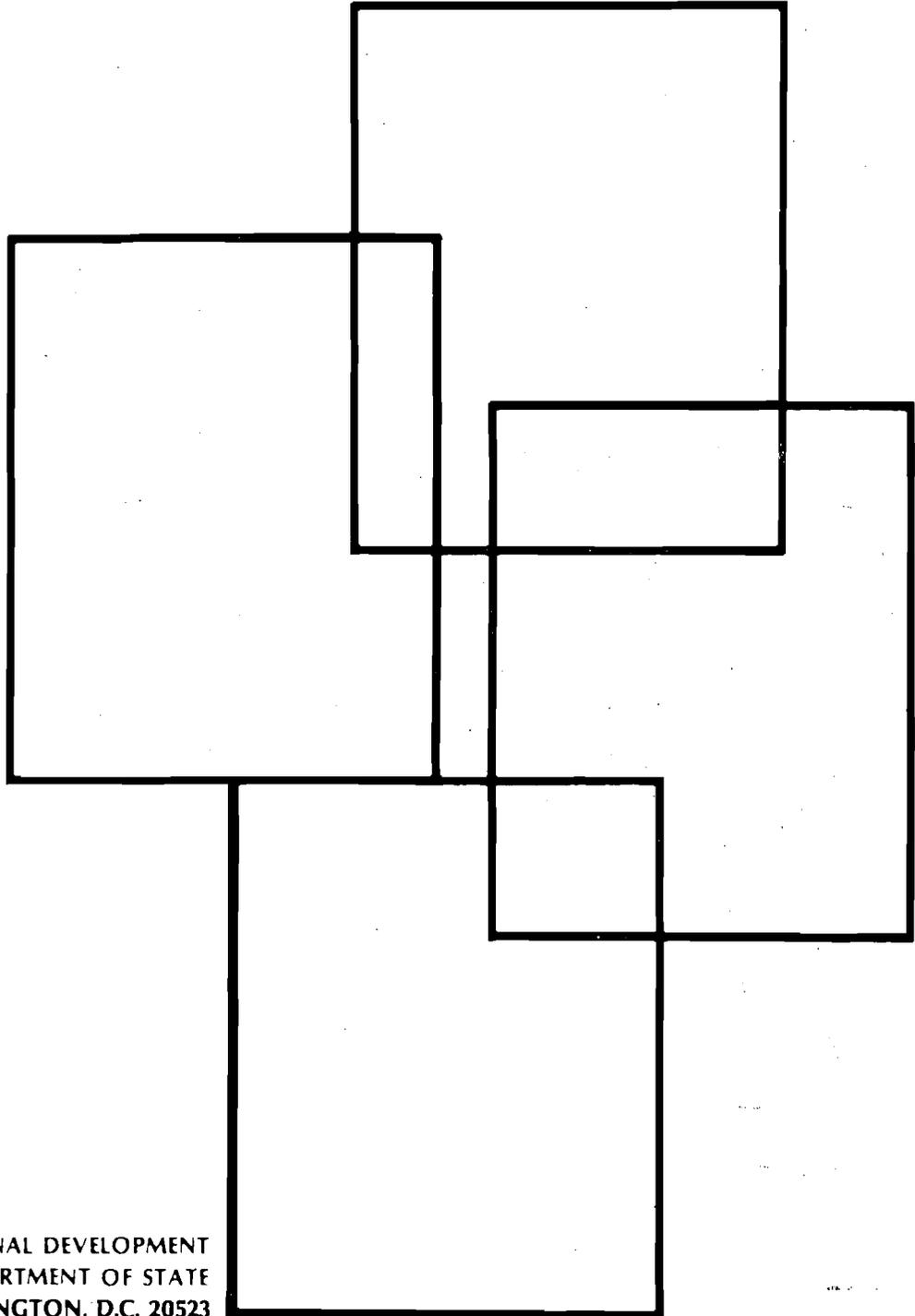


A.I.D. Handbook Index



AGENCY for INTERNATIONAL DEVELOPMENT
DEPARTMENT OF STATE
WASHINGTON, D.C. 20523

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AID HANDBOOK INDEX

Preface

This index, an updated version to the one issued in October 1990, includes changes and updates to all the AID Handbooks that occurred from August 1990 through August 1991.

The underlying approach to the index construction has been the same, i.e., with series of thirty three handbooks considered as a single entity whose topics may appear in one, or more than one, of the component volumes. Synonyms, near synonyms, and other ambiguities are avoided and the topical entry words and phrases have meaning for users who may not be intimately acquainted with the content of specific handbooks.

UNDERSTANDING THE CITATIONS

The standard codes and messages that appear throughout the index, and their exceptions, are defined in this section. It is recommended that all users read this section before using the index.

LOCATION CITATIONS

The location citations are grouped in the following patterns:

Handbook number, colon, Chapter number, Paragraph letter, and further breakdown where needed.

The abbreviations such as App. for Appendix; Att. for Attachment; and Supp. for Supplement are also included in the citations wherever necessary.

Special cases and cross reference messages are described below. An example of the format used is as following:

AID Financed Export Opportunities 1B:23A2a(3); 15:10C1a(1)

"AID Financed Export Opportunities" is located in Handbook No. 1B, Chapter 23, Section A2a(3); and Handbook 15, Chapter 10, Section C1a(1).

SPECIAL CASES

Although majority of the location citations follow the pattern described above, there are these exceptions:

- o In some of the Handbooks, a majority of the text is reprinted from the Foreign Affairs Manual (FAM). All FAM citations are marked by a '#' sign before the section number.
- o In Handbook 22, citations from the Federal Travel Regulations within Chapter 10, will be preceded by a '\$' sign before the section number.

- o All citations to the Federal Acquisition Regulation (FAR) are listed as FAR (section number).
- o Handbook supplements that are basically separate volumes are cited as, 1B: (Procurement Policy) and 3S: (Project Officer's Guidebooks and AID Evaluation Handbook).
- o In Handbooks which contain both parts as well as chapters, the Roman numeral Part number is separated from the Arabic Chapter number by a dash (-). For example: 21-I:2A8, a citation to Chapter 2 of Part I of Handbook 21.
- o The AID Handbooks follow the Alphanumeric System for indexing with the exception of Handbook 11. To accommodate the many subsections, Handbook 11 is organized numerically. The following key will assist in accurate interpretation of the indexing procedure for Handbook 11:

Contract agreement approval 11:2.3.8.6

"Contract agreement approval" is located in Handbook 11, Chapter 2, Section 3, para 8 and subparagraph 6. In the body of the Text, the Chapter number is dropped and the section number is the first number indicated in the citation. In Chapter 2 of Handbook 11 the above citation is listed as 3.8.6.

- o In Handbook 14 citations reflect sections as they appear in Title 48, chapter 7 of the FAR. Some of those citations will refer to appendices. An example of the format used in appendices is as following:

Sick Leave 14:App.D11.5(b)

The term "Sick Leave" is located in Handbook 14, Appendix D, Section 11, and paragraph 5(b).

CROSS REFERENCES

These references provide direction for selection of index terms:-

A 'see' reference points from an unused term to the one that is used.

'x' is the reverse of see (do not bother to look) and provides a guide to terms that are not used in the index.

'see also' points to the terms that are closely related.

SELECTING THE MOST USEFUL HANDBOOK

Many entries in the index will appear with location citations pointing to more than one handbook. The attached one-sentence descriptions of the contents of each Handbook will assist in selecting the most appropriate handbook(s) from the citations given in the Master Index.

Introduction

The AID Handbooks are the Agency's primary medium for directive materials -- policy, regulations, procedures, and guidance. The Handbooks incorporate the Administrator's Policy Determinations, AID Regulations, and Uniform Foreign Affairs Regulations. They prescribe AID policies and procedures not just for the Agency itself, but for participating agencies, contractors, institutions, grantees, cooperating countries, and others acting on behalf of or in collaboration with AID.

- Handbook 1 Policy Agency Policy Papers and Policy Determinations on major topical aspects of AID activities.
- Handbook 1B Procurement Policy Policies on the procurement of AID-financed commodities and services.
- Handbook 2 Budgeting AID and Federal budget cycle. Guidance for special program aspects.
- Handbook 3 Project Assistance Development, implementation, evaluation, and management of the total project process.
- Handbook 3S Project Assistance - Supplements Consists of the Project Officer's Guidebooks and AID Evaluation Handbook. Project Officer's Guidebooks contain detailed guidance for project managers for Management of Direct AID Contracts, Grants, and Cooperative Agreements; and Host Country Contracting. The AID Evaluation Handbook represents AID Program Design and Evaluation Methodology Report No. 7 with detailed guidelines for project monitoring systems and procedures.
- Handbook 4 Nonproject Assistance Management of AID programs falling outside the normal "project" definition.
- Handbook 5 Delegations of Authority A collection of the delegations of authority for all Offices and Bureaus within the Agency.
- Handbook 6 Security Security requirements for personnel and security programs for AID/W and Overseas.

- Handbook 7 Housing Guaranties
A special AID program aimed at upgrading housing stock in less developed countries (LDC).
- Handbook 8 Foreign Disaster Assistance
AID assistance to countries coping with either natural or man-made disasters.
- Handbook 9 Food for Peace, Title II
AID's role in implementing Agricultural Trade Development and Assistance Act of 1954. (PL 480, Titles I, II, and III)
- Handbook 10 Participant Training
Projects in which the objective is developing skills of host country nationals.
- Handbook 11 Country Contracting
Regulations for implementation of contracts between host countries and suppliers.
- Handbook 12 Use of Federal Agencies
Role of other U.S. Government agencies in implementation of AID projects.
- Handbook 13 Grants
Projects financed through grants and other instruments to non-profit implementing agencies.
- Handbook 14 AID Procurement Regulations
Federal and AID Acquisition Regulations.
- Handbook 15 AID Financed Commodities
AID commodity procurement procedures meeting statutory requirements as defined in Handbook 1B.
- Handbook 16 Reserved
- Handbook 17 AID Organizational Handbook
Organizational statements, functions, and procedures for AID/Washington offices and bureaus, categories of AID overseas organizations, committee management, and management improvement programs.
- Handbook 18 Information Services
Procedures for collection and dissemination of AID related information, including AID codes and the Geographic Code Book.
- Handbook 19 Financial Management
Obligation and accounting procedures for managing fiscal and financial operations by AID/W and Missions.

- Handbook 20 Office Services
Management of AID/W facilities, property and personal property.
- Handbook 21-I Communications Management
Formats, procedures, and services for all types of correspondence within the Agency.
- Handbook 21
Supplement A Executive Communications
Guidance for secretarial and professional personnel who prepare communications for the Office of the Administrator.
- Handbook 21-II Records Management
Records management guidance in the proper maintenance and disposition of official files.
- Handbook 22 Travel and Transportation
Travel procedures and policies for AID personnel and transportation of their personal effects.
- Handbook 23 Overseas Support
Operation and management of AID overseas facilities.
- Handbook 24 Personnel Policy
Agency wide policies related to responsibilities and standards of conduct.
- Handbook 25 Employment and Promotion
Recruitment, assignment and evaluation of direct hire of AID personnel except foreign nationals.
- Handbook 26 Position Classification, Pay and Allowances
Position description procedures and all aspects of pay and allowances for Civil Service and Foreign Service Personnel.
- Handbook 27 Attendance and Leave
Policies for hours of duty and paid and unpaid leave.
- Handbook 28 Training and Staff Development
Long and short term professional development programs for Civil Service and Foreign Service Personnel.
- Handbook 29 Employee Relations and Benefits
Fringe benefits, such as insurance, incentive awards, and grievance procedures for Civil Service and Foreign Service Personnel.
- Handbook 30 Separation and Disciplinary Actions
Voluntary and involuntary separation from the service, including retirement, selection and other disciplinary actions.

- Handbook 31 Reserved
- Handbook 32 Personnel Actions, Records, and Reports
Records required for personnel folders and files. Procedures
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- Handbook 33 Overseas Position Management
Position descriptions and codes for mission staff members.

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