ADS Chapter 432

Details - Civil and Foreign Service

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ADS Chapter 432 - DETAILS - CIVIL AND FOREIGN SERVICE

432.1 OVERVIEW

Effective Date: 06/07/2012

This chapter provides the authorities, policies, regulations, and essential procedures for arranging details of career Civil Service (CS) and Foreign Service (FS) employees within USAID and from USAID to other Federal agencies, Congressional committees, the White House and related offices, and foreign governments. This chapter also covers the detail of employees from those organizations to USAID.

This chapter does **not** include details between USAID and state and local governments, Indian tribal governments, institutions of higher education and other eligible organizations under the Intergovernmental Personnel Act (IPA) (See **ADS 437, Temporary Assignments Under the Intergovernmental Personnel Act**). This chapter does not include details to international organizations (See **ADS 434, Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS)**). This chapter also does not apply to any category of Personal Service Contractors (PSCs).

In accordance with **5 U.S.C 3341** and **5 CFR 300.301**, employees in the competitive service can be detailed to a position in either the competitive or excepted service. Excepted service employees can be detailed to a position in the excepted service. Excepted service employees serving under Schedule A, Schedule B, or Veterans Recruitment Appointments (VRA) can also be detailed to a position in the competitive service. Any other detail of an employee in the excepted service to a position in the competitive service requires prior approval of the Office of Personnel Management (See **Civil Service Rule 6.5**).

432.2 PRIMARY RESPONSIBILITIES

Effective Date: 06/07/2012

a. The **USAID Administrator** is responsible for:

1. Approving all requests for non-reimbursable details from the Agency. In accordance with the delegations in **ADS 103**, the Administrator has delegated this authority to the Deputy Assistant Administrator, Office of Human Resources (DAA/OHR). In accordance with **ADS 103.3.11.b (4)**, as a matter of administrative practice, the DAA/OHR forwards non-reimbursable details out of the Agency to the Administrator for approval.

2. Approving requests to extend FS employee details beyond the four-year limit imposed by **Section 503 of the Foreign Service Act of 1980**, as amended.

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b. The **Assistant Administrator for Management (AA/M)** clears clearing all requests for OE-funded reimbursable details into USAID and non reimbursable details from the Agency.

c. The **Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP)** processes reimbursements to and from USAID in accordance with detail agreements.

d. The **Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P)** pays salaries, benefits, allowances, and related items for USAID employees on detail.

e. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for all official liaison between the Agency and the Congress for details of USAID employees.

f. The **Office of the General Counsel/ Ethics Administration (GC/EA)** officials or **Regional Legal Advisors (RLAs)** clear requests for details that involve foreign governments and counsel employees, as necessary, regarding standards of conduct and ethics requirements during details.

g. The **Office of Security (SEC)** completes a personnel security investigation for Agency employees, as needed, at the level appropriate for the position, and provides guidance on security implications of overseas details, as necessary.

h. The **Deputy Assistant Administrator for the Office of Human Resources (DAA/OHR):**

1. Approves all requests for details of USAID employees to other agencies and of employees of other agencies to USAID, and signs the mandatory agreement (see **432.3.6**) governing each detail;

2. Approves requests to extend FS employee details within USAID beyond six months; and

3. Approves requests to detail employees on non-career, part-time, temporary, time-limited, and term appointments outside of USAID when it is deemed to be in the best interest of the Agency.

i. The **Office of Human Resources (OHR) Specialists:**

1. Approves/disapproves requests for details of Agency employees within USAID (i.e., between bureaus and offices);

2. Makes recommendations to the DAA/OHR on all requests for detail of employees from and to USAID;

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3. Provides advice to the requesting Agency units on terms of details and contents of the required agreement with borrowing/lending organizations outside of USAID;

4. Counsels employees regarding the terms of detail agreements and their rights and benefits during detail assignments;

5. Prepares the documentation to effect, amend, correct, or terminate details;

6. Provides copies of documentation to employees and M/CFO along with supporting documents for reimbursable arrangements; and

7. Files documentation in the employee's electronic Official Personnel Folder (e-OPF), as appropriate.

j. USAID Bureaus and Independent Offices (B/IOs) and USAID Missions:

1. Notify the appropriate OHR office well in advance of planned details to and from USAID;

2. Coordinate with supervisors, managers, and OHR to identify tasks and/or circumstances suitable for employees or other individuals proposed for detail;

3. Secure and commit the necessary funds for the detail when reimbursement is involved;

4. Consult with OHR regarding the terms of the detail and contents of the mandatory detail agreement;

5. Obtain all clearances, including security and medical as appropriate, for outgoing and incoming details;

6. Forward a completed package to OHR for signature (see **432.3.2.3** and **432.3.3**); and

7. Make logistical arrangements for workspace, computer access, badging, etc., for individuals detailed into the Agency.

k. Employees fulfill the terms and conditions of the detail.

432.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 06/07/2012

An employee can be detailed to work outside his or her normal field to meet Agency operational needs and to promote the efficiency of the U.S. Government. An

employee's consent is not required for a detail, but the Agency must consider the employee's view before effecting the detail. A detail does not change the employee's conditions of employment. A detail can be terminated prior to the documented not-to-exceed date. A detail is automatically terminated at the time of the not-to-exceed date unless the borrowing office requests and is granted an extension.

USAID arranges and approves details without regard to race, sex, sexual orientation, color, age, religion, national origin, gender identification, physical or mental disabilities, marital status, or political affiliation. USAID ensures that details meet legal and regulatory requirements, including merit promotion regulations and provisions contained in Collective Bargaining Agreements (CBAs).

Agency B/IOs prepare the **Standard Form (SF) 52, Request for Personnel Action**, to document detail requests and approval actions. Although an **SF-50, Notification of Personnel Action**, is **not** required, USAID may choose to use it in lieu of the SF-52 for certain detail situations, for example, reimbursable details to and from other agencies or other long-term details within or outside the Agency.

432.3.1 Details Within USAID

Effective Date: 06/07/2012

USAID B/IO's can request details of employees from other USAID Operating Units in order to

- Meet short-term staffing needs,
- Help mount special projects or initiatives, or
- Provide professional development opportunities for staff, subject to merit promotion rules and CBA provisions.

The Agency encourages such details as long as the lending office can spare the employee and the detail does not result in a need to hire additional staff.

432.3.1.1 Details of Civil Service Employees

Effective Date: 06/07/2012

The following policies apply to details of CS employees within the Agency:

- A detail must not be used to circumvent the competitive selection or position classification process for a permanent position.
- An employee must be qualified to perform the duties to which detailed unless the detail is for training purposes.

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- An employee detailed to perform work of a higher grade level should be considered for a temporary promotion.

- A detail to an established position at a higher grade, or to one with greater promotion potential, can be made for up to 120 days without competition. Extensions beyond 120 days and temporary promotions of more than 120 days must be made through competition under the Agency's Merit Staffing Program for Civil Service Employees (see **ADS 418**). In computing the total time served on a detail for this purpose, all noncompetitive details and noncompetitive time limited promotions within the prior 12-month period must be counted. (See **5 CFR 335.103 (c) (ii)** and **ADS 418**.)

- A detail to an established position at the same or lower grade level or to unclassified duties can be made without competition for periods of no more than 120 days, up to a maximum of one year (**5 U.S.C. 3341**). Borrowing offices must submit to OHR a statement of duties in advance of all details to unclassified duties.

- Initial details and extensions of Senior Executive Service (SES) personnel within the Agency must be made in accordance with **5 U.S.C 3341** and **5 CFR 317.903**, which addresses the time limitation, as well as the conditions under which an SES member can be temporarily assigned to another position or a non-SES employee can be temporarily assigned to an SES position.

- A CS employee assigned abroad on temporary duty for more than 60 consecutive days, or who travels abroad for 60 cumulative days or more in a calendar year, must have a valid medical clearance or a waiver. (See **16 FAM 122.4 (2)**) If an employee arrives at post without a medical clearance, post management will notify the individual that he or she is **not** eligible for participation in the overseas medical program. (See **16 FAM 214 (e)**)

432.3.1.2 Details of Foreign Service (FS) Employees

Effective Date: 06/07/2012

The following policies apply to details of FS employees within the Agency:

- Details must not be used to circumvent the FS Open Assignment System or regulations regarding the establishment of positions.

- Assignments of no more than six months in duration are considered temporary details, not assignments. (See **Section 505, FSA of 1980**, as amended) Requests for extension of such details must be approved by the DAA/OHR.

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- Details during the first or last three months of an overseas tour of duty will not be approved.

- FS employees who travel abroad for 60 cumulative days or more in a calendar year are required to have a valid medical clearance or a waiver. (See **16 FAM 122.4 (2)**) (In accordance with **16 FAM 214 (f)**, an updated medical clearance is not required while assigned within the United States unless TDY travel of greater than 60 accumulative days per calendar year is expected.)

- If an employee arrives at post without a medical clearance, post management will notify the individual that he or she is **not** eligible for participation in the overseas medical program. (See **16 FAM 214 (e)**)

432.3.1.3 Arranging Details Within USAID

Effective Date: 06/07/2012

If an employee is going to an existing position or a set of unclassified duties, the borrowing USAID B/IO submits the SF-52, signed by the appropriate official(s), to the B/IO's servicing HR Specialist ***as far in advance of the proposed effective date as possible***. In addition to the information required on the SF-52, the B/IO must provide a description of duties, or if the detail is to an existing position, a copy of the classified position description, as well as verification of the agreement regarding which operating unit will be charged for the employee's salary and benefits.

Generally, this is worked out between the operating units, depending on the duration of the detail and other factors, and is documented by a memo. The borrowing B/IO is responsible for adding the detailed employee to its WebTA rolls, or for reporting to the home B/IO the detailed employee's time and attendance, authorized leave, and any approved overtime required.

If the detailed employee will serve in a continuing new position which is yet to be established, the borrowing B/IO submits the SF-52 and draft position description to the OHR Classification Branch. The formal request for the detail is sent only after the borrowing organization has been notified that the position has been established.

Upon receipt of the request for detail, the HR Specialist will:

a. Review the request for conformance to USAID policy on details;

b. Consult the proposed lending B/IO regarding release of desired employee for the detail;

c. Notify the borrowing B/IO of the approval or disapproval of the detail request;

d. Negotiate the terms of release, for approved actions, with employees and the lending/borrowing B/IOs;

e. Forward requests for temporary medical clearance for details overseas of 60 consecutive days or more to the Medical Clearance Section of the Department of State Medical Program (MED); and

f. Prepare the paperwork, as required, to document, extend, or terminate the detail assignment.

432.3.2 Details from USAID to Other Organizations

Effective Date: 06/07/2012

Occasionally, upon request from another Federal agency, a Congressional Committee, the White House and related offices, or a foreign government, USAID will consider detailing a career CS or FS employee outside the Agency. Employees serving on non-career, part-time, temporary, time-limited and term appointments are not eligible for details outside of USAID. The DAA/OHR may make exceptions to this policy in rare situations when the detail is deemed to be in the best interest of the Agency.

The following factors must be taken into account to justify an employee's detail outside the Agency:

- The best interest of the U. S. Government,
- Career development possibilities afforded employees,
- Agency interest in the assignment,
- Agency cost, and
- Whether the lending USAID office can spare the employee's services.

Employees must not pursue potential detail opportunities outside of USAID without first obtaining approval from the management of their B/IO or Mission, and a determination from OHR that such an assignment meets Agency needs.

An employee approved for a detail outside USAID remains an incumbent of the position from which detailed and continues to be charged to the lending B/IO's workforce.

USAID employees on detail to outside organizations are subject to the Federal statutory and regulatory provisions that govern ethical and other conduct, conflicts of interest, suitability, security, and limitations on political activity and any applicable non-Federal prohibitions. (See **18 U.S.C Sec. 203**, **205**, **208** and **209**; **5 CFR 734**; and **5 CFR 2635**).

The AA/M must clear all requests for non-reimbursable details of USAID staff outside

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the Agency before submission to OHR.

432.3.2.1 Details to other Federal Agencies
Effective Date: 06/07/2012

USAID employees can be detailed to other Federal agencies or to separately funded components of USAID under the authority of **31 U.S.C 1535**. Such details must be made on a reimbursable basis unless they involve a matter relating to USAID's appropriation and will aid in accomplishing the purpose for which the appropriations were provided, or will have a negligible impact on the Agency's appropriation.

Non-reimbursable details based on negligible impact must not exceed 120 days. These details can be renewed, in writing, between USAID and the borrowing agency for periods not-to-exceed 120 days. (See **Comptroller General decision B211373 of March 20, 1985** and **31 U.S.C 1535**)

All detail agreements between federal agencies must comply with **ADS 306, Interagency Agreements**.

*432.3.2.2 Details to the White House and Related Offices
Effective Date: 10/12/2012

*Occasionally, upon request, USAID employees can be detailed for temporary assignments in the White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Staff, and the Office of Administration (the National Security Council is not included). Those offices must reimburse the detailing department, agency, or establishment for the pay of a detailed employee when a detailee is performing services which have been or would otherwise be performed by an employee of those White House offices for any period occurring during any fiscal year after 180 calendar days after the employee is detailed in such year. (See **3 U.S.C. 112**)

432.3.2.3 Arranging Details to Other Federal Agencies and the White House and Related Offices
Effective Date: 06/07/2012

When a request is received from another Federal agency for a detail of a USAID employee, the B/IO official must notify the appropriate OHR official (generally the HR Servicing Specialist) ***as far as possible in advance of the proposed effective date of the desired detail***. The HR Specialist will confirm whether the detail request complies with federal regulations and policies on details and will verify the desired employee's current type of appointment and appointment authority, if currently in the excepted service (see **432.1**).

If the negotiations between the agencies have been completed and no further staff work needs to be done, the HR Specialist will then advise the requestor of the paperwork requirements, answer any remaining questions related to the detail, and will

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ask the B/IO official to submit an approval package for signature of the DAA/OHR.

The approval package should be submitted in final and must be cleared by the appropriate Agency officials. The package must include:

- An Action Memo with the justification for the detail, the starting and ending dates, the assignment description, and the proposed funding arrangement, e.g., reimbursable or non-reimbursable.

- The written agreement governing the arrangement between the agencies, signed by the appropriate official of the receiving agency.

Once the package is received, the HR Specialist will:

- Prepare a cover memo recommending approval to the DAA/OHR;

- Obtain the DAA/OHR's signature on the agreement after the employee and the responsible borrowing Federal agency official have signed;

- Notify the borrowing agency unit of the approval of the agreement and distribute fully executed copies, as appropriate; and

- Properly document the action in the employee's e-OPF, as appropriate.

The borrowing organization is responsible for approving the USAID employee's leave and reporting time and attendance to the employee's USAID certifying official.

432.3.2.4 Details to Congressional Committees
Effective Date: 06/07/2012

Agency practice allows for a limited number of details of CS and FS employees to positions on congressional committees. The authority for these details is provided in **2 U.S.C 72a (f)**. Unless otherwise provided by law or exceptional circumstances, details to congressional committees are made on a reimbursable basis.

The Bureau for Legislative and Public Affairs (LPA) is responsible for all official liaison between the Agency and the Congress. USAID employees interested in a detail to Congress must first discuss the possibility with LPA and the B/IO's servicing HR specialist.

432.3.2.5 Arranging Details to Congressional Committees
Effective Date: 06/07/2012

If a committee is interested in pursuing a detail in, it directs a letter to the Committee on Rules and Administration of the Senate or the Committee on House Administration of the House of Representatives asking for approval. The request includes a justification

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of the need and the name of the agency to supply the personnel, and states whether the arrangement is to be on a reimbursable or non-reimbursable basis. A form letter is sent to the requesting committee approving/denying the detail and authorizing the use of contingent funds, if reimbursable. If approved, the requesting committee is free to pursue the detail of an employee already identified or request the Agency selected to identify an individual suitable for the committee's needs.

When USAID receives a detail request from Congress, LPA and OHR will:

a) Review the proposed detail request to determine the benefit to the Agency and employee (if one is identified), consult with the Office of Management and Budget as appropriate, and make a decision; and

b) Notify the requesting committee of the Agency's decision after negotiating the employee's release and establishing an effective date. The B/IO's servicing HR Specialist drafts the response letter and clears it through the DAA/OHR and the LPA individual responsible for coordinating detail requests, for the signature of the Assistant Administrator for Legislative and Public Affairs.

The HR Specialist prepares the paperwork to effect the detail and any necessary personnel actions. The borrowing Congressional Committee is responsible for approving the USAID employee's leave and reporting time and attendance to the USAID employee's certifying official.

Requests for extension of details are processed in the same manner as the original request.

432.3.2.6 Details to Foreign Governments

Effective Date: 06/07/2012

USAID employees can be detailed to an office or position with a foreign government or foreign government Agency when acceptance of such a position does not involve:

- The taking of an oath of allegiance to another government.
- Acceptance of compensation or other benefits from the foreign government by the employee.

Such details are typically arranged by USAID Missions with clearance from the Regional Legal Advisor or AID/W General Counsel and the Regional Security Office, as appropriate.

432.3.3 Details from Other Organizations to USAID

Effective Date: 06/07/2012

Details from other federal agencies (or from the White House or Congressional

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Committees, though those details are rare) can be used to:

- Help the Agency meet short-term staffing needs,
- Offset temporary workload imbalances within B/IOs, or
- Provide technical expertise for special projects or assignments when USAID staff with the specific skills are not available.

The duration of the detail is negotiable between agencies, but should be kept to the shortest practicable time. Details to USAID can be made on a reimbursable or non-reimbursable basis. Normally, however, when USAID is requesting the detail, the Agency will be required to reimburse the lending agency. For non-reimbursable details the losing agency may be subject to the restrictions cited in **432.3.2.1**. Employees of other agencies detailed into USAID must have or obtain a security clearance from their parent agency.

Program-funded details into USAID are encouraged and are strongly preferred over Participating Agency Service Agreements (PASAs) or any other mechanism requiring payment of overhead expenses by USAID.

Should an OE-funded detail into USAID be deemed necessary, the B/IO or Mission must demonstrate that it is cost-effective, no funding alternative exists, and the required resources are available in its Operating Year Budget. The AA/M, or designee, must clear these details.

432.3.4 Arranging Details to USAID from Other Organizations

432.3.4.1 Details to USAID/W

Effective Date: 06/07/2012

The USAID/W Bureau or Independent Office requesting the detail of an employee from another Federal agency or other organization (for example, the Foreign Agricultural Service of the Department of Agriculture) notifies the appropriate OHR official (generally the servicing HR Specialist) of the request and submits an approval package to the DAA/OHR following the procedures outlined in **432.3.2.3**. In addition to the information specified in **432.3.2.3**, the following must be included in the request:

a) Justification for bringing in outside talent;

b) Names of officers in USAID and the lending organization who participated in arranging the detail and who are to be contacted in connection with formal negotiations;

c) Financial arrangements, such as whether travel costs are to be authorized and paid by USAID directly to the traveler or whether the lending agency authorizes travel and wishes to be reimbursed;

d) Resource and/or staffing implications, total estimated cost, whether reimbursable or non-reimbursable, and how any funds are to be exchanged;

e) Verification of the employee's security clearance from the parent agency; and

f) Verification of the employee's medical clearance (only if service or TDYs overseas of more than 60 cumulative days in a calendar year is anticipated).

OHR determines whether a qualified Agency employee is available and, if so, effects the detail of that employee following the procedures in **432.3.1.4**. If no USAID employee is available, OHR negotiates the release of the desired employee with the lending organization and obtains the DAA/OHR's signature on the agreement. The receiving B/IO must arrange for verification of the employee's security clearance, USAID badging, computer access, and other requirements for the detailed employee in advance of the proposed effective date of the detail.

432.3.4.2 Details to USAID Missions from Other Organizations

Effective Date: 06/07/2012

The USAID Mission forwards the detail request to the appropriate Bureau, providing the information specified in **432.3.3.1**. If the Bureau approves the request, the request is forwarded to OHR in the same manner as for details to USAID/W from other organizations, including submission of a travel itinerary and any special instructions if a travel authorization will be issued by USAID.

OHR negotiates the release of the desired employee with the lending organization and obtains the DAA/OHR's signature on the agreement.

Employees of all U.S. Government agencies participating in the Department of State Medical Program must have a valid medical clearance or a waiver for details overseas of more than 60 consecutive days. (See **16 FAM 210**.)

CS employees of agencies who elect to provide their own medical benefits for temporary duty abroad will be eligible for those benefits regardless of length of stay.

432.3.5 Travel, Transportation, and Allowances

Effective Date: 06/07/2012

Official domestic and international temporary duty travel of CS or FS employees detailed to USAID or performing duties related to Agency programs is authorized when it is determined that such travel is essential to the needs of the program of the Agency, and that these needs cannot be satisfied by a more economical means.

Certain other expenses, for example, per diem, temporary storage, temporary quarters subsistence, and other miscellaneous expenses can be authorized, as appropriate, under the **Federal Travel Regulation** (FTR). **ADS 522** provides the policies, regulations and procedures for temporary duty travel, transportation and authorized allowances.

432.3.6 Performance Evaluation

Effective Date: 06/07/2012

USAID employees on details are evaluated under the Agency's Employee Evaluation Program. (See **ADS 461** and **ADS 462**.) USAID provides evaluations of other USG agency employees as requested by the employing agency.

The specific objectives to be accomplished must be discussed at the beginning of the detail and will be the basis for the evaluation prepared at the end of the detail assignment. If a detail lasts longer than 30 days, the supervisor must use the Agency's Appraisal Input Form (AIF) to assess the employee's performance.

432.3.7 Letters of Agreement

Effective Date: 06/07/2012

USAID requires a written agreement for all details under this chapter except internal details of Agency employees. USAID generally uses a Letter of Agreement (LOA). (See **Letter of Agreement**) Some agencies prefer to use a Memorandum of Understanding (MOU). Either is acceptable. Please see **432.5** for a template of a detail **MOU** with another federal agency. Agreements between federal agencies must comply with **ADS 306, Interagency Agreements**. The required contents of a detail agreement are listed below. An example of the accounting data page for a reimbursable agreement is contained in the templates.

USAID and the borrowing organization must reach decisions on all terms, for example, allotment and appropriation charges for regular salary, benefits, allowances, and special charges before the agreement is initiated.

The written agreement must include the following:

- Purpose of the detail;
- Scope of Work/Specific Duties;
- Supervision;
- Accounting data page that specifies the amounts and method of payments for all charges, including Agency Location Code, Treasury Appropriation Symbols, Fund Codes, DUNS, Employer ID Number (EIN), and other pertinent accounting information for accurate posting to the financial accounting systems;

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- Provisions for maintaining and submitting time and attendance records;
- Employee performance evaluation requirements;
- Security Clearance requirements; and
- Applicable rules and regulations.

Modification to the agreement (for an extension, termination, or change in terms) requires the written consent of USAID and the lending/borrowing organization.

432.4 MANDATORY REFERENCES

432.4.1 External Mandatory References

Effective Date: 06/07/2012

a. **5 CFR 300.301**

b. **5 CFR 317.903 (b) (1)**

c. **5 CFR 335.103 (c) (11)**

d. **5 CFR 734**

e. **5 CFR 2635**

f. **5 U.S.C. 3341**

g. **16 FAM 122.4 (2), 210, 214 (e and f)**

h. **18 U.S.C. 203, 205, 208, 209**

i. **22 U.S.C. 2387, 2389, 2685, 6593(d)**

j. **31 U.S.C. 1301, 1535**

k. **Civil Service Rule 6.5**

l. **Comptroller General decision B211373 of March 20, 1985**

m. **Federal Travel Regulation**

n. **Foreign Assistance Act of 1961, as amended, Sections 627and 629**

o. **FSA of 1980, Section 505**

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432.4.2 Internal Mandatory References
Effective Date: 06/07/2012

a. **ADS 306, Interagency Agreements**

b. **ADS 418, Merit Staffing Program**

c. **ADS 423, Personnel Operations: Senior Executive Service, (Recruitment and Staffing)**

d. **ADS 432maa, Letter of Agreement between the U. S. Agency for International Development and Lending/Borrowing Organization**

e. **ADS 461, Employee Evaluation Program, Foreign Service and Senior Foreign Service**

f. **ADS 462, Employee Evaluation Program: Civil Service**

g. **ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad**

432.5 ADDITIONAL HELP
Effective Date: 06/07/2012

a. **ADS 432saa, MOU Template for Detail from a Federal Agency to USAID**

432.6 DEFINITIONS
Effective Date: 06/07/2012

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

detail
The temporary assignment or loan of a direct-hire employee to an outside organization, or within USAID, without change of position from that held in USAID and/or the temporary assignment of non-USAID personnel to USAID, with the expectation that the employee will return to the official position of record upon the expiration of the detail. (Chapter 432)

non-reimbursable detail
Temporary loan of an employee from one Agency or body to another when employee's salary or benefits are not paid by the borrowing entity. (Chapter 432)

reimbursable detail
Temporary loan of an employee from one Agency or body to another when the employee's salary and benefits are paid by the borrowing entity. (Chapter 432)

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temporary detail
Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization**,** or unanticipated absences. (Chapter 432)

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