

Mandatory Reference: 501  
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## ADS Chapters and Authors 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 Cynthia Staples, M/AS/IRD, (202) 712-0798, or Ann Happ and Stephanie Leveque, M/AS/IRD – DKW Communications, Inc., (202) 289-6455.

An asterisk next to a chapter number indicates that the chapter or an associated mandatory reference was new or revised for ADS CD 37.

<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	M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936
102	Agency Organization	M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936
103	Delegations of Authority	GC/LP 6.06-070 RRB Washington, DC 20523-6601	Bob Lester 202-712-4984
104	Performance of Commercial Activities within USAID	M/HR/PPIM 2.09-015 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936 Patrick Brown 202-712-5500
105	Committee Management	M/MPI/MIC 2.10-008 RRB Washington, DC 20523-2101	Lorraine Morton 202-712-0921
106	Delegations of Authority and Orders of Succession During a National Security Emergency	GC/LP 6.06-082 RRB Washington, DC 20523-6610	Bob Lester 202-712-4984
110	Equal Employment Opportunity	EOP 2.09-078 RRB Washington, DC 20523-2901	Carolyn Mackey 202-712-1110
*151	Reporting and Management of Litigation	GC/LP 6.06-070 RRB Washington, DC 20523-6601	Bob Lester 202-712-4984
152	Tort Claims	GC/LP 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903

<b>SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS</b>			
153	Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense	GC/LP 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903
154	Procurement of Legal Services	GC/LP 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903

<b>SERIES 200 - USAID PROGRAMMING POLICY</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
200	Introduction to Managing for Results	PPC/SPP 6.07-051 RRB Washington, DC 20523-6802	Bradford Greene 202-712-4493
201	Planning	PPC/SPP 6.07-051 RRB Washington, DC 20523-6802	Bradford Greene 202-712-4493
202	Achieving	PPC/SPP 6.07-051 RRB Washington, DC 20523-6802	Bradford Greene 202-712-4493
203	Assessing and Learning	PPC/SPP 6.07-051 RRB Washington, DC 20523-6802	Bradford Greene 202-712-4493
204	Environmental Procedures	EGAT/ESP 6.08-072 RRB Washington, DC 20523-6802	James Hester 202-712-5176
205 - RESERVED			
206	Prohibition of Assistance to Drug Traffickers	PPC/P 6.07-051 RRB Washington, DC 20523-6802	Edwin Hullander 202-712-0809
207-209 - RESERVED			
210	Tobacco Policy	PPC/P 6.07-076 RRB Washington, DC 20523-6802	Richard Cornelius 202-712-4615
211 - RESERVED			
212	Breastfeeding Promotion Policy	PPC/P 6.07-076 RRB Washington, DC 20523-6802	Richard Cornelius 202-712-4615
213-215 - RESERVED			
216	USAID-Higher Education Community Partnership	PPC/P 6.07-004 RRB Washington, DC 20523-6802	Lynne Schaberg 202-712-1891
217-218 - RESERVED			

<b>SERIES 200 - USAID PROGRAMMING POLICY</b>			
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219	Microenterprise Development	PPC/P 6.07-004 RRB Washington, DC 20523-6802	Michael Crosswell 202-712-0293
220 - RESERVED			
221	USAID's Procedures for Implementing International Agreements for Tied and Untied Aid	AFR/SD 4.06-067 RRB Washington, DC 20523-6802	Bob Siegel 202-712-1226
222-224 - RESERVED			
225	Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights"	PPC/P 6.07-006 RRB Washington, DC 20523-6802	Edwin Hullander 202-712-0809
226-248 - RESERVED			
249	Development Credit Authority (DCA)	GC 6.06-096 RRB Washington, DC 20523-6601	Susan Pascoello 202-712-0559
250	Urban and Environment Credit Program (UE Credit Program)	EGAT/DC 2.10-112 RRB Washington, DC 20523-2110	Peter Pirnie 202-712-1712
251	International Disaster Assistance	DCHA/OFDA 8.07-104 RRB Washington, DC 20523-8700	Tamra Halmrast-Sanchez (202-712-0213) and Beverly Youmans (202-661-9302)
252 - RESERVED			
253	Training for Development	EGAT/ED/PT RRB 3.09-103 Washington, DC 20523-3900	Ethel Brooks 202-712-0496
254-259 - RESERVED			
260	Geographic Codes	PPC/SPP 6.07-051 RRB Washington, DC 20523-6802	Bradford Greene 202-712-4493
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>
301	Responsibility for Procurement	M/OAA/PE 7.09-074 RRB Washington, DC 20523-7801	Carol Ketrick 202-712-1382
302	USAID Direct Contracting	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OAA/PE 7.08-092 RRB Washington, DC 20523-7801	Raquell Powell 202-712-0778

<b>SERIES 300 - ACQUISITION &amp; ASSISTANCE</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
304	Choice of Implementation Instrument	M/OAA/PE 7.09-074 RRB Washington, DC 20523-7801	Carol Ketrick 202-712-1382
305	Host Country Contracts	M/OAA/PE 7.08-095 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
306	Interagency Agreements	M/OAA/PE 7.08-092 RRB Washington, DC 20523-7801	Raquell Powell 202-712-0778
307	Commodity Import Programs	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
308	Grants and Cooperative Agreements with Public International Organizations	M/OAA/PE 7.08-092 RRB Washington, DC 20523-7801	Raquell Powell 202-712-0778
<b>309 - RESERVED</b>			
310	Source, Origin and Nationality	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
311	Local Procurement	M/OAA/PE 7.09-092 RRB Washington, DC 20523-7801	Raquel Powell 202-712-0778
312	Eligibility of Commodities	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
313	Eligibility of Suppliers and Contractors	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
314	Eligibility of Delivery Services	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
315	Cargo Preference	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
316	Procurement Under Intermediate Institutions	M/OAA/PE 7.09-092 RRB Washington, DC 20523-7801	Raquel Powell 202-712-0778
317	Procurement Under Fixed Amount Reimbursement Activities	M/OAA/PE 7.09-092 RRB Washington, DC 20523-7801	Raquel Powell 202-712-0778
318	Patent Rights	M/OAA/PE 7.09-092 RRB Washington, DC 20523-7801	Raquel Powell 202-712-0778
<b>319 - RESERVED</b>			

<b>SERIES 300 - ACQUISITION &amp; ASSISTANCE</b>			
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320	Marking	M/OAA/PE 7.08-092 RRB Washington, DC 20523-7801	Raquell Powell 202-712-0778
321	Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions	M/OAA/PE 7.08-105 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
322	Procurement of Insurance	M/OAA/PE 7.08-094 RRB Washington, DC 20523-7801	Fran Maki 202-712-4978
323	Metric Specifications	M/OAA/PE 7.08-095 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
324	Post Procurement	M/OAA/PE 7.09-092 RRB Washington, DC 20523-7801	Raquel Powell 202-712-0778
325-329 - RESERVED			
330	Source Rules for Administrative Procurement	M/OAA/PE 7.08-105 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
331	Small and Micro Purchases in USAID/W	M/OAA/PE 7.08-095 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
332-348 - RESERVED			
349	International Agreements	GC/ANE 6.06-082 RRB Washington, DC 20523-6601	Michael Williams 202-712-4266
350	Grants to Foreign Governments	GC/CCM 6.06-016 RRB Washington, DC 20523-6601	Jeffrey Marburg-Goodman 202-712-0941
351-399 - RESERVED			

<b>SERIES 400 - PERSONNEL</b>			
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401-404 - RESERVED			
405	Telecommuting	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
406 - RESERVED			
407	Acquired Immune Deficiency Syndrome in the Workplace	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
408	Alcohol and Drug Abuse Assistance Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500

<b>SERIES 400 - PERSONNEL</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
409 - RESERVED			
410	Drug Free Workplace Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
411 - RESERVED			
412	Reemployment Rights	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
413	Civil Service Appointments and Employment	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
414 - RESERVED			
415	Civil Service to Foreign Service Appointment Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
416-417 - RESERVED			
418	Promotion and Internal Placement	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
419-421 - RESERVED			
422	Personnel Operations: Senior Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
423	Personnel Operations: Senior Executive Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
424-431 - RESERVED			
432	Details - Civil and Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
433 - RESERVED			
434	Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS)	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
435	Commissions, Titles and Rank	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
436 - RESERVED			
437	Temporary Assignments under the Intergovernmental Personnel Act	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
438-441 - RESERVED			
442	Workers' Compensation Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500

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443	Special Assistance to Employees/Beneficiaries	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
444-445 - RESERVED			
446	Termination During Probation - Civil Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
447-449 - RESERVED			
450	Termination of Time-Limited Appointments - Foreign Service (FS)	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
451 - RESERVED			
452	Reduction in Force - Civil Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
453	Furlough - Civil Service and Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
454	Reduction in Force - Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
455	Reduction in Force in the Senior Executive Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
456	Personnel Operations: Position Classification	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
457-458 - RESERVED			
459	International Development Intern Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
460	Presidential Management Intern Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
461	Employee Evaluation Program, Foreign Service and Senior Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
462	Employee Evaluation Program, Civil Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
463	Foreign Service Boards	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
464-466 - RESERVED			

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467	Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
468	Foreign Service (FS) Personnel Recruitment	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
469	Civil Service Personnel Recruitment	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
470	Pay Under the Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
471	Pay under the General Schedule	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
472	Premium Compensation	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
473	Pay Under Prevailing Rate Systems	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
474	Salary and Grade Retention	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
<b>475 - RESERVED</b>			
476	Benefits	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
477	Allowances and Differentials	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
478	Payments to Missing Employees	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
479	Hours of Duty	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
480	Leave	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
481	Family and Medical Leave (FML)	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
482	Voluntary Leave Transfer Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500



<b>SERIES 400 - PERSONNEL</b>			
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483-484 - RESERVED			
485	Disciplinary Action - Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
486	Grievances - Foreign Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
487	Disciplinary and Adverse Actions Based on Misconduct - Civil Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
488 - RESERVED			
489	Performance Based Actions - Civil Service	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
490	Agency Administrative Grievance Procedure	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
491	USAID Awards Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
492-493 - RESERVED			
494	Civil Service Retirement	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
495	Foreign Service National Personnel Administration	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
496	FSN Emergency Health and Accident Coverage (HAC)	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
497-498 - RESERVED			
499	Overseas Employment Program	M/HR/OD 2.09-026 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500

<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/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
502	The USAID Records Management Program	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
503	Correspondence Management	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
*504	Agency Notices	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
505	Forms Management Program	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
506	Reports Management	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
507	Freedom of Information Act	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217
508	Privacy Act - 1974	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217
509	Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals)	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217
510	Mandatory Declassification Review	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
<b>511 - RESERVED</b>			
512	Agency Printing and Graphics Services	M/AS/FMD B2-06.02 RRB Washington, DC 20523-0200	Bob Coston 202-712-1568
513	Mail Management	M/AS/FMD B2-06.02 RRB Washington, DC 20523-0200	Al Brock 202-712-0181
514	Parking Program Administration	M/AS/OD 4.06-132 RRB Washington, DC 20523-4100	Stephanie Teasley 202-712-0178
515	Metro Transit Subsidy Program	M/AS/FMD 4.10-091 RRB Washington, DC 20523-4100	Stephanie Teasley 202-712-0178
<b>516-517 - RESERVED</b>			
518	Personal Property Management (Domestic)	M/AS/FMD 4.10-093 RRB Washington, DC 20523-4100	James Taylor 202-712-5944
519	Building Services	M/AS/FMD 4.10-093 RRB Washington, DC 20523-4100	James Taylor 202-712-5944

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
520	International Cooperative Administrative Support Services (ICASS)	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
521	Claims for Losses of Private Personal Property	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
523	Foreign Service Assignment Travel	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
524	Entitlement for Domestic Relocation	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
525	Separation/Retirement Travel for Foreign Service Employees	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
526	USAID Guest House Services	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
527	Functions of the Mission Executive Officer	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
528	Energy Management and Planning Program for USAID Buildings	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
529	Safety Program	M/AS/FMD 4.10-010 RRB Washington, DC 20523-4100	Paul Booze 202-712-5914
530	Emergency Planning Overseas	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
531	Continuity of Operations Program	M/AS/FMD 4.10-010 RRB Washington, DC 20523-4100	Peter Garcia 202-712-1869
532	Employee Operated Services and Facilities	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
533	Purchasing for USAID's Overseas Activities	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
534	Personal Property Management Overseas	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
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535	Real Property Management Overseas	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
536	Use and Control of Official Vehicles	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
537	Professional Liability Insurance	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
538 - RESERVED			
539	Overseas Schools Program	M/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
*540	USAID Development Experience Information and Reference Services	PPC/DEI/DIS 6.07-106 RRB Washington, DC 20523-6701	Judy Coker 202-712-1612
541	Information Management	M/MPPA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
542	Planning and Budgeting for Information Technology (IT) Resources	M/MPPA 2.10-009 RRB Washington, DC 20523-2101	Margaret Miller 202-712-1054
543	Corporate Information Systems	M/MPPA 2.10-009 RRB Washington, DC 20523-2101	Margaret Miller 202-712-1054
544	Technical Architecture Design, Development and Management	M/MPPA 2.10-009 RRB Washington, DC 20523-2101	Margaret Miller 202-712-1054
545	Information Systems Security	M/IRM 2.12-003 RRB Washington, DC 20523-2120	Phil Heneghan 202-712-4938
546	Acquisition of Operating Expense (OE)- Funded Federal Information Technology (IT) Resources	M/IRM/PMA 2.12-015 RRB Washington, DC 20523-2120	Sharon Zavestoski 202-712-0179
547	Property Management of Information Technology (IT) Resources	M/IRM/TCO B3.06-011 RRB Washington, DC 20523-0302	Gretchen Larrimer 202-712-0866
548	Program-Funded Information Technology (IT)	M/PMO/BEA 2.12-001 RRB Washington, DC 20523-2120	Joe Gueron 202-712-1373
549	Telecommunications Management	M/IRM/TCO B3.06-011 RRB Washington, DC 20523-0302	Gretchen Larrimer 202-712-0866
550	End-User Applications	M/IRM/SDM 2.12-085 RRB Washington, DC 20523-2120	Paul Eavy 202-712-5011

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
551	Data Administration	M/IRM/SDM 2.12-085 RRB Washington, DC 20523-2120	Paul Eavy 202-712-5011
552	Classified Information Systems Security	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
553	Congressional Inquiries	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
554	Congressional Witnesses	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
555	Congressional Delegations	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
556	Congressional Reports	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
557	Public Information	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
558	Public Activity	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
559	Inquiries from the News Media	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
560	News Releases and Services	LPA/SCP 6.10-020 RRB Washington, DC 20523-6100	Gertrude Neely 202-712-4036
561	Security Responsibilities	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
562	Physical Security Programs (Overseas)	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
563	Armored Vehicle Program	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
564	Security Communications	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
565	Physical Security Programs (Domestic)	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
566	U.S. Direct-Hire and PASA/RSSA Personnel Security Program	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
567	Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
568	National Security Information and Counterintelligence Security Program	SEC/PSP 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
569-577 – RESERVED			
577	Information Technology Capital Planning and Investment Control	M/MPPA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
578	Information Quality Guidelines	M/MPPA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
579-589 - RESERVED			
590	Audit	IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900	Darren Roman 202-712-1127
591	Financial Audits of USAID Contractors, Grantees And Host Government Recipients	M/MPI 2.10-008 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143  Darren Roman 202-712-1127
592	Performance Audits	M/MPI 2.10-008 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143  Darren Roman 202-712-1127
*593	Reviews Conducted by the General Accounting Office (GAO)	M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 IG/A/HLC 8.09-096 RRB Washington, DC 20523-8901	Beverly McDonald 202-712-4061  Darren Roman 202-712-1127
594	Audits of USAID's Annual Financial Statement	IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900	Darren Roman 202-712-1127
595	Audit Management Program	M/MPI 2.10-008 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143  Darren Roman 202-712-1127

<b>SERIES 500 - MANAGEMENT SERVICES</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
596	Management Accountability and Control	M/MPI/ 2.10-032 RRB Washington, DC 20523-2101	Bill Fuller 202-712-0566
597-599 - RESERVED			

<b>SERIES 600 - BUDGET AND FINANCE</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
601	Funding Source Policy	PPC/RA/SB 6.09-047 RRB Washington, DC 20523-6802	Jeff Kramer 202-712-0964
602	Forward Funding of Program Funds	PPC/RA/PA 6.09-042 RRB Washington, DC 20523-6802	James Painter 202-712-0280
603	Forward Funding, Non-Program Funds	PPC/RA/SB 6.09-047 RRB Washington, DC 20523-6802	Jeff Kramer 202-712-0964
604-609 - RESERVED			
610	Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment	GC/EA 6.06-053 RRB Washington, DC 20523-6601	James Peters 202-712-4185
611-619 - RESERVED			
620	Financial Management Principles and Standards	M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100	Shawn Barrett 202-712-0519
621	Obligations	M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101	Gloria White 202-712-5339
622 - RESERVED			
623	Financial Management of Credit Programs	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
624	Host Country-Owned Foreign Currency	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
625	Administrative Accounts Receivable	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
626 - RESERVED			
627	Local Currency Trust Fund Management	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
628	Gifts and Donations and Dollar Trust Fund Management	M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100	Shawn Barrett 202-712-0519

<b>SERIES 600 - BUDGET AND FINANCE</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
629	Accounting for USAID Owned Property and Internal Use Software	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
630	Payables Management	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
631	Accrued Expenditures	M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100	Shawn Barrett 202-712-0519
632 - RESERVED			
633	Financial Management Aspects of Temporary Duty Travel (TDY)	M/FM/PPC 2.10-011 RRB Washington, DC 20523-2100	Beverly McDonald 202-712-4061
634	Administrative Control of Funds	M/FM/MPI 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
635	Working Capital Fund	M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100	Shawn Barrett 202-712-0519
636	Program Funded Advances	M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100	Shawn Barrett 202-712-0519
637	U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	M/FM/MPI 2.10-024 RRB Washington, DC 20523-2100	Dave Bilker 202-712-0269
638-699 - RESERVED			

<b>ACTIVE HANDBOOK CHAPTERS</b>			
<b>No.</b>	<b>Handbook Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
HB 9	Food for Peace (HB 9 is no longer an active Handbook but is considered an Additional Help document.)	DCHA/FFP 7.06-155 RRB Washington, DC 20523-7600	Lisa Witte 202-712-5162
HB 18, Part 3, Ch. 13	Policies and Procedures Communications Review Board	LPA/AA Part 3, 6.10-007 RRB Washington, DC 20523-6100	Rick Marshall 202-712-5976
HB 20, Ch. 10	Duty Officer	ES 6.08-055 RRB Washington, DC 20523-6801	Linda Atkinson 202-712-4965
HB 23, Ch. 11	Regional Conferences	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
HB 24, Ch. 2	Employee Responsibilities, Conduct and Political Activity	GC/EA 6.06-084 RRB Washington, DC 20523-6601	James Peters 202-712-4785



<b>ACTIVE HANDBOOK CHAPTERS</b>			
<b>No.</b>	<b>Handbook Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
HB 25, Ch. 35	Foreign Service Appointments	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 36	Foreign Service Assignments and Tours of Duty	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 37	Time-In Class Limitations	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 39	Executive Level Assignments - AID Foreign Service	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 40, Supplement D	Limited Career Extension Precepts for Senior Foreign Service Employees	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 40, Supplement E	Performance Awards for Foreign Service Employees	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 25, Ch. 42	Consultation	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
HB 25, Ch. 46	Career Development Program	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 26, Ch. 7	Salary Allotments and Deductions	M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052	Joe Keady 202-712-5744
HB 28, active chapters 1-4, 7-9, and 11	Training and Staff Development	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 30, Ch. 3	Foreign Service Retirement and Disability System	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 32, Ch. 1	Official Personnel Files and Records	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500
HB 32, Ch. 3	Work Force Resource Allocation and Employment Controls	M/HR/OD 2.09-018 RRB Washington, DC 20523-2900	Patrick Brown 202-712-5500