



USAID
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ADS Chapters and Authors List

A Mandatory Reference for ADS Chapter 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 Stephanie Leveque, M/MPBP/POL – DKW Communications, Inc., (202) 355-7450.

An asterisk (*) next to a chapter number indicates that the chapter is new or that the author information or office location information has changed.

SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS			
No.	Chapter Title	Responsible Office	Point of Contact
101	Agency Programs and Functions	HR/PPIM 2.08-052 RRB Washington, DC 20523-2900	Robin Galery-Todd 202-712-1057
102	Agency Organization	AID/A 6.09-075 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936
103	Delegations of Authority	GC/LP 6.06-070 RRB Washington, DC 20523-6601	Don Gressett 202-712-4139
104	Performance of Commercial Activities within USAID	AID/A 6.09-075 RRB Washington, DC 20523-2900 HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936 Joann Jones 202-712-5048
105	Committee Management	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2101	Joanne Paskar 202-712-1217
106	Delegations of Authority and Orders of Succession During a National Security Emergency	GC/LP 6.06-070 RRB Washington, DC 20523-6610	Don Gressett 202-712-4139
107	USAID/Washington Duty Officer System	ES 6.08-055 RRB Washington, D.C. 20523-2052	Linda Atkinson 202-712-4965
109	Ethics	GC/EA 6.06-090 RRB Washington, DC 20523-6601	Jim Peters 202-712-4785
110	Equal Employment Opportunity	EOP 2.09-070 RRB Washington, DC 20523-2901	Gloria Blackwell 202-712-0376
151	Reporting and Management of Litigation	GC/LE 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903

SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS			
152	Tort Claims	GC/LE 6.06-071 RRB Washington, DC 20523-6601	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/LE 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903
154	Procurement of Legal Services	GC/LE 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903
155	Privileges, Immunities, and Tax Exemptions	GC/LP 6.06-070 Washington, D.C. 20523-6601	Don Gressett 202-712-4139
157	USAID Volunteer Activities Policy	GC/LP 6.06-052 Washington, D.C. 20523-6601	Sabrina Segal 202-712-5409
158	Litigation Holds	GC/LP 6.06-052 Washington, D.C. 20523-6601	Sabrina Segal 202-712-5409

USAID PROGRAMMING POLICY – Series 200, 500, and 600			
No.	Chapter Title	Responsible Office	Point of Contact
200	Introduction to Managing for Results	M/MPBP/PERF 6.08-093 RRB Washington, DC 20523-6802	Subhi Mehdi 202-712-5101
201	Planning	M/MPBP/PERF 6.08-093 RRB Washington, DC 20523-6802	Subhi Mehdi 202-712-5101
202	Achieving	M/MPBP/PERF 6.08-093 RRB Washington, DC 20523-6802	Subhi Mehdi 202-712-5101
203	Assessing and Learning	M/MPBP/PERF 6.08-093 RRB Washington, DC 20523-6802	Subhi Mehdi 202-712-5101
206	Prohibition of Assistance to Drug Traffickers	DCHA	Author TBD
210	Tobacco Policy	GH/SPBP/SPB 3.06-004 RRB Washington, DC 20523-6802	Lesley Stone 202-712-4528
212	Breastfeeding Promotion Policy	GH/SPBP/SPB 3.06-004 RRB Washington, DC 20523-6802	Lesley Stone 202-712-4528

USAID PROGRAMMING POLICY – Series 200, 500, and 600			
No.	Chapter Title	Responsible Office	Point of Contact
215	Telecommunications, Information, and the Global Information Infrastructure	M/CIO/CISO 1100 Wilson Blvd Rm 10.114 Tech Hub Arlington ,VA 22209 USA	Phil Heneghan 703-666-1293
216	USAID-Higher Education Community Partnership	EGAT/HCD 3.09-076 RRB Washington, DC 20523-6802	Gregory Loos 202-712-4175
219	Microenterprise Development	EGAT/PR M.01-044 RRB Washington, DC 20523-6802	Don Sillers 202-712-5151
221	USAID's Procedures for Implementing International Agreements for Tied and Untied Aid	GC/LE 6.06-071 RRB Washington, DC 20523-6802	Bill Buckhold 202-712-1903
225	Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights"	GC/LE 6.06-071 RRB Washington, DC 20523-6802	Bill Buckhold 202-712-1903
260	Geographic Codes	M/CFO/CAR 7.08-132 RRB Washington, DC 20523-6802	Tom Clarkson 202-712-5951
SERIES 500 – MANAGEMENT SERVICES			
540	USAID Development Experience Information and Reference Services	M/CIO/KM 2.12-001 RRB Washington, DC 20523-6701	Joe Gueron 202-712-1373
SERIES 600 - BUDGET AND FINANCE			
601	Funding Source Policy	M/MPBP/BUD 6.07-003 RRB Washington, DC 20523-2052	Angela McNerney 202-712-4574 Yvette Hart 202-712-4534
602	Forward Funding of Program Funds	M/MPBP/OD 6.08-073 RRB Washington, DC 20523-6802	Angelique Crumbly 202-712-4279 Patricia Sommers, DFA, State Dept. 202-647-2605
603	Forward Funding, Non-Program Funds	M/MPBP/BUD 6.07-003 RRB Washington, DC 20523-2052	Angela McNerney 202-712-4574 Yvette Hart 202-712-4534

SERIES 200 - USAID PROGRAMMING POLICY			
No.	Chapter Title	Responsible Office	Point of Contact
204	Environmental Procedures	EGAT/NRM 3.08-052 RRB Washington, DC 20523-6802	James Hester 202-712-5176
205 – RESERVED			
207– RESERVED			
208	Food for Peace	DCHA/OFDA 7.06-52 RRB Washington, DC 20523-7600	Julie Majernik 202-712-4088
211	DRAFT – Biosafety Policy	EGAT/AG 2.11-003 RRB Washington, DC 20523-3800	Josette Lewis 202-712-5592
213-214 – RESERVED			
217-218 – RESERVED			
220 – RESERVED			
222-224 – RESERVED			
226-248 – RESERVED			
249	Development Credit Authority (DCA)	EGAT/DC 2.10-112 RRB Washington, DC 20523-2052	Peter Pirnie 202-712-1712
250	Urban and Environment Credit Program (UE Credit Program)	EGAT/UP 3.08-100 RRB Washington, DC 20523-2110	Jessica Tulodo 202-712-5624
251	International Disaster Assistance	DCHA/OFDA 8.07-055 RRB Washington, DC 20523-8700	Amelia Terry 202-712-0127
252	Visa Compliance for Exchange Visitors	EGAT/ED/FS 3.09-094 RRB Washington, DC 20593-3900	James Nindel 202-712-5317
253	Training for Development	EGAT/ED/FS 3.09-094 RRB Washington, DC 20523-3900	James Nindel 202-712-5317
254-259 - RESERVED			
261-299 - RESERVED			

SERIES 300 - ACQUISITION & ASSISTANCE			
No.	Chapter Title	Responsible Office	Point of Contact
301	Responsibility for Procurement	M/OAA/P 7.08-031 RRB Washington, DC 20523-7801	Carol Ketrick 202-712-1382
302	USAID Direct Contracting	M/OAA/P 7.08-031 RRB Washington, DC 20523-7801	Carol Ketrick 202-712-1382
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OAA/P 7.08-032 RRB Washington, DC 20523-7801	Michael Gushue 202-712-5831
304	Choice of Implementation Instrument	M/OAA/P 7.08-031 RRB Washington, DC 20523-7801	Carol Ketrick 202-712-1382
305	Host Country Contracts	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
306	Interagency Agreements	M/OAA/P 7.08-032 RRB Washington, DC 20523-7801	Michael Gushue 202-712-5831
307	Commodity Import Programs	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
308	Grants and Cooperative Agreements with Public International Organizations	M/OAA/P 7.08-032 RRB Washington, DC 20523-7801	Michael Gushue 202-712-5831
309 - RESERVED			
310	Source, Origin and Nationality	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
311	Local Procurement	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
312	Eligibility of Commodities	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
313	Eligibility of Suppliers and Contractors	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
314	Eligibility of Delivery Services	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
315	Cargo Preference	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
316	Procurement Under Intermediate Institutions	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206

SERIES 300 - ACQUISITION & ASSISTANCE			
No.	Chapter Title	Responsible Office	Point of Contact
317	Procurement Under Fixed Amount Reimbursement Activities	M/OAA/P 7.09-032 RRB Washington, DC 20523-7801	Michael Gushue 202-712-5831
318	Intellectual Property Rights	GC/LE 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903 Sabrina Segal 202-712-5409
319 - RESERVED			
320	Marking	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206 Michael Gushue 202-712-5831 Warren Leishman 202-712-1757
321	Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
322	Procurement of Insurance	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
323	Metric Specifications	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
324	Post Procurement	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
325-329 - RESERVED			
330	Source Rules for Administrative Procurement	M/OAA/P 7.09-018 RRB Washington, DC 20523-7801	Diane Howard 202-712-0206
331	Small and Micro Purchases in USAID/W	M/OAA/P 7.08-021 RRB Washington, DC 20523-7801	Ken Monsess 202-712-4913
332-348 - RESERVED			
349	International Agreements	GC/AFR 6.06-16 RRB Washington, DC 20523-6601	Idris Diaz 202-712-1717
350	Grants to Foreign Governments	GC/A&A 6.06-071 RRB Washington, DC 20523-6601	Bill Buckhold 202-712-1903
351-399 - RESERVED			

SERIES 400 - PERSONNEL			
No.	Chapter Title	Responsible Office	Point of Contact
401	USAID's Human Capital (HC) Accountability System	HR/PPIM 2.09-026 RRB Washington, DC 20530-2900	Maribeth Zankowski 202-712-1081
402-404 - RESERVED			
405	Telecommuting	HR/PPIM 2.09.014 RRB Washington, DC 20523-2900	Jennifer McKelvey 202-712-5233
406 – RESERVED			
407	Acquired Immune Deficiency Syndrome in the Workplace	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
408	Alcohol and Drug Abuse Assistance Program	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
409 – RESERVED			
410	Drug Free Workplace Program	HR/ELR 2.07-016 Washington, DC 20523-2700 HR/PPIM 2.09-015 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826 Bishop Buckley 202-712-1963
411 – RESERVED			
412	Reemployment Rights	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
413	Civil Service Appointments and Employment	HR/PPIM 2.09-007/2.09-008 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048 Oveta Watkins 202-712-1312
414	DRAFT – Foreign service Appointments	HR/PPIM 2.09-007/2.09-008 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048 Oveta Watkins 202-712-1312
415	Civil Service to Foreign Service Appointment Program	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
416-417 – RESERVED			
418	Promotion and Internal Placement	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
419-420 – RESERVED			

SERIES 400 - PERSONNEL			
No.	Chapter Title	Responsible Office	Point of Contact
421	SES Performance Management System	HR/ELR 2.07-016 RRB Washington, DC 20523-2900 HR/CSP 2.08-170 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826 Melissa Jackson 202-712-1781
422	Personnel Operations: Senior Foreign Service	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
423	Personnel Operations: Senior Executive Service	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
424	DRAFT – Senior Management Group	HR/PPIM 2.09-007 RRB Washington, DC 20523-2800	Joann Jones 202-712-5048
425-431 – RESERVED			
432	Details - Civil and Foreign Service	HR/PPIM 2.09-007/2.09-008 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048 Oveta Watkins 202-712-1312
433 – RESERVED			
434	Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS)	HR/PPIM 2.09-007/2.09-008 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048 Oveta Watkins 202-712-1312
435	Commissions, Titles and Rank	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
436	FS Assignments and Tours of Duty	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
437	Temporary Assignments under the Intergovernmental Personnel Act	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
438	DRAFT – Language Program	HR/FSP 2.08-162, RRB Washington, DC 20523-2700 HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Cecilia Pitas 202-712-1309 Joann Jones 202-712-5048
439 – RESERVED			

SERIES 400 - PERSONNEL			
No.	Chapter Title	Responsible Office	Point of Contact
440	TIC/LCE	HR/PPIM 2.09-026, RRB Washington, DC 20523-2900	Maribeth Zankowski 202-712-1081
		HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
441 – RESERVED			
442	Workers' Compensation Program	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
443	Special Assistance to Employees/Beneficiaries	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
444-445 – RESERVED			
446	Termination During Probation - Civil Service	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
447-449 – RESERVED			
450	Termination of Time-Limited Appointments - Foreign Service (FS)	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
451 – RESERVED			
452	Reduction in Force - Civil Service	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
453	Furlough - Civil Service and Foreign Service	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
		HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-1826
454	Reduction in Force - Foreign Service	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
455	Reduction in Force in the Senior Executive Service	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
456	Personnel Operations: Position Classification	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
457—RESERVED			

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No.	Chapter Title	Responsible Office	Point of Contact
458	Training and Education	HR/LS 2.09-006 RRB Washington, DC 20523-2900	Toni Mitchell 202-712-1297
459	International Development Intern Program	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
460	DRAFT, Presidential Management Intern Program	HR/CSP/RS 2.07-011 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
461	Employee Evaluation Program, Foreign Service and Senior Foreign Service	HR/ELR 2.08-016 RRB Washington, DC 20523-5900	Agnes D'Alessandro 202-712-1826
462	Employee Evaluation Program, Civil Service	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
463	Foreign Service Boards	HR/ELR 2.08-013 RRB Washington, DC 20523-590	Darren Shanks 202-712-5685
464-465 – RESERVED			
466	DRAFT – Student Loan Repayment (SLR) Program	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
467	Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
468	DRAFT – Foreign Service (FS) Personnel Recruitment	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355 Oveta Watkins 202-712-1312
469	Civil Service Personnel Recruitment	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 HR/POD/CS 2.07-002 RRB Washington, DC 02523-2700	Oveta Watkins 202-712-1312 Michelle Batie 202-712-1544
470	Pay Under the Foreign Service	HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Susan Riley 202-712-0355
471	Pay under the General Schedule	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544
472	Premium Compensation	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048

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No.	Chapter Title	Responsible Office	Point of Contact
473	Pay Under Prevailing Rate Systems	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
474	Salary and Grade Retention	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
475	DRAFT – Severance Pay and Involuntary Separation Benefits	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
476	Benefits	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
477	Allowances and Differentials	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900 HR/FSP 2.08-001 RRB Washington, DC 20523-2900	Michelle Batie 202-712-1544 Susan Riley 202-712-1826
478	Payments to Missing Employees	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
479	Hours of Duty	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
480	Leave	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
481	Family and Medical Leave (FML)	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
482	Voluntary Leave Transfer Program	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
483-484 – RESERVED			
485	Disciplinary Action - Foreign Service	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
486	Grievances - Foreign Service	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
487	Disciplinary and Adverse Actions Based on Misconduct - Civil Service	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
488 – RESERVED			

SERIES 400 - PERSONNEL			
No.	Chapter Title	Responsible Office	Point of Contact
489	Performance Based Actions - Civil Service	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
490	Agency Administrative Grievance Procedure	HR/ELR 2.08-016 RRB Washington, DC 20523-590	Agnes D'Alessandro 202-712-1826
491	Incentive Awards Program	HR/ELR 2.08-016 RRB Washington, DC 20523-2900 HR/ELR 2.07-037 RRB Washington, DC 20523-2800	Agnes D'Alessandro 202-712-1826 Lynn Mason 202-712-1286
492	USAID Employment Memorial Program	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
493	DRAFT – FS Retirement	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
494	Civil Service Retirement	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
495	Foreign Service National Personnel Administration	HR/PPIM 2.09-022 RRB Washington, DC 20523-2900	Sherri Fennell 202-712- 1866
496	FSN Emergency Health and Accident Coverage (HAC)	HR/ELR 2.07-016 RRB Washington, DC 20523-2900	Agnes D'Alessandro 202-712-1826
497-498 – RESERVED			
499	Overseas Employment Program	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
501	The Automated Directives System (ADS)	M/MPBP/POL 6.08-081 RRB Washington, DC 20523-2701	Colleen Allen 202-712-0378
502	The USAID Records Management Program	M/AS/IRD 2.07-072 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
503	Correspondence Management	M/MPBP/POL 6.08-081 RRB Washington, DC 20523-2701	Colleen Allen 202-712-0378
504	Agency Notices	M/MPBP/POL 6.08-081 RRB Washington, DC 20523-2701	Colleen Allen 202-712-0378
505	Forms Management Program	M/AS/IRD 2.07-106 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
506	Reports Management	M/AS/IRD 2.07-106 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
507	Freedom of Information Act	M/AS/IRD 2.07-072 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
508	Privacy Act - 1974	M/CIO/CISO 1100 Wilson Blvd Rm 10.114 Tech Hub Arlington ,VA 22209 USA	Phil Heneghan 703-666-1293
509	Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals)	M/CIO/CISO 1100 Wilson Blvd Rm 10.114 Tech Hub Arlington ,VA 22209 USA	Phil Heneghan 703-666-1293
510	Mandatory Declassification Review	M/AS/IRD 2.07-106 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
511	Vital Records Program	M/AS/IRD 2.07-072 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
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 2.12-085 RRB Washington, DC 20523-0200	Gaylord Coston 202-712-0024
514	Parking Program Administration	M/AS/FMD 2.12-101 RRB Washington, DC 20523-4100	Stephanie Teasley 202-712-0178

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
515	Metro Transit Subsidy Program	M/AS/FMD 2.12-101 RRB Washington, DC 20523-4100	Stephanie Teasley 202-712-0178
516	Office of the Federal Register	M/AS/IRD 2.07-081 RRB Washington, DC 20523-2700	Sylvia Joyner 202-712-0960
517	RESERVED		
518	Personal Property Management (Domestic)	M/AS/FMD 2.12-085 RRB Washington, DC 20523-0200	Gaylord Coston 202-712-0024
519	Building Services	M/AS/FMD 2.12-085 RRB Washington, DC 20523-0200	Gaylord Coston 202-712-0024
520	International Cooperative Administrative Support Services (ICASS)	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
521	Claims for Losses of Private Personal Property	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
523	Foreign Service Assignment Travel	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
524	Entitlement for Domestic Relocation	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
525	Separation/Retirement Travel for Foreign Service Employees	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
526	USAID Guest House Services	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
527	Functions of the Mission Executive Officer	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
528	Energy Management and Planning Program for USAID Buildings	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
529	Safety Program	M/AS/FMD 2.12-110 RRB Washington, DC 20523-0200	Peter Bedard 202-712-1983
530	Emergency Planning Overseas	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
531	Continuity of Operations Program	M/AS/FMD 2.12-114 RRB Washington, DC 20523-4100	Peter Garcia 202-712-1869
532	Employee Operated Services and Facilities	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
533	Purchasing for USAID's Overseas Activities	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
534	Personal Property Management Overseas	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
535	Real Property Management Overseas	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
536	Use and Control of Official Vehicles	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
537	Professional Liability Insurance	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
538 – RESERVED			
539	Overseas Schools Program	M/OMS 4.06-138 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
541	Information Management	M/CIO/O&M B3-06-011 RRB Washington, DC 20523-2120	Michael Doctor 202-712-5522
542	Planning and Budgeting for Information Technology (IT) Resources	M/CIO/BCIP 2.12-080 RRB Washington, DC 20523-2101	Jerry Sajewski 202-712-1825
543	Corporate Information Systems	M/CIO/BSE 1100 Wilson Blvd Rm 11-049 Tech Hub Arlington ,VA 22209 USA	Pat Kristobek 703-666-1288
544	Technical Architecture Design, Development and Management	M/CIO/CE 1100 Wilson Blvd Rm 10-34/10-106 Tech Hub Arlington ,VA 22209 USA	Rick Pritchett 703-666-1398 Carl Crawford 703-666-1163
545	Information Systems Security	M/CIO/CISO 1100 Wilson Blvd Rm 10.114 Tech Hub Arlington ,VA 22209 USA	Phil Heneghan 703-666-1293

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
546	Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources	M/CIO/CMS 2.12-017 RRB Washington, DC 20523-7803	Michael Clark 202-712-1323
547	Property Management of Information Technology (IT) Resources	M/CIO/O&M B3-06-011 RRB Washington, DC 20523-2120	Michael Doctor 202-712-5522
548	Program-Funded Information Technology (IT)	M/CIO/BCCS 1100 Wilson Blvd Rm 10-29 Tech Hub Arlington ,VA 22209 USA	Freddy Blunt 703-666-1201
549	Telecommunications Management	M/CIO/O&M B3-06-011 RRB Washington, DC 20523-2120	Michael Doctor 202-712-5522
550	End-User Applications	M/CIO/O&M B3-06-011 RRB Washington, DC 20523-2120	Michael Doctor 202-712-5522
551	Data Administration	Sunsetted in 09/2009	
552	Classified Information Systems Security	SEC/OD 2.06-013 RRB Washington, DC 20523-2120	Don Bisom 202-712-4027
553	Congressional Inquiries	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
554	Congressional Witnesses	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
555	Congressional Delegations	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
556	Congressional Reports	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
557	Public Information	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
558	Public Activity	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
559	Inquiries from the News Media	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
560	News Releases and Services	LPA/PIPOS M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
561	Security Responsibilities	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
562	Physical Security Programs (Overseas)	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
563	Armored Vehicle Program	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
564	Security Communications	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
565	Physical Security Programs (Domestic)	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
566	U.S. Direct-Hire and PASA/RSSA Personnel Security Program	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
567	Classified Contracts and Contractor Personnel Security	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
568	National Security Information Program	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
569	DRAFT – Counterintelligence Program	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
570	RESERVED -- Counterterrorism Vetting Program	SEC/OD 2.06-005 RRB Washington, DC 20523-2600	Jeff Denale 202-712-1264
571-576 – RESERVED			
577	Information Technology Capital Planning and Investment Control	M/CIO/BCIP 2.12-080 RRB Washington, DC 20523-2101	Jerry Sajewski 202-712-1825
578	Information Quality and Peer Review Guidelines	M/CIO/DM 1100 Wilson Blvd Rm 10-103 Tech Hub Arlington ,VA 22209 USA	Paul Eavy 703-666-1444
579-589 – RESERVED			
590	Audit	OIG/A/HLC 8.09-96 RRB Washington, DC 20523-8900	Darren Ramon 202-712-5504

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
591	Financial Audits of USAID Contractors, Grantees And Host Government Recipients	M/CFO/APC 2.10-009 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-96 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143 Darren Ramon 202-712-5504
592	Performance Audits	M/CFO/APC 2.10-009 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-96 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143 Darren Ramon 202-712-5504
593	Reviews Conducted by the General Accounting Office (GAO)	M/CFO/APC 2.10-007 RRB Washington, DC 20523-2052	Diane Travis 202-712-1617
594	Audits of USAID's Annual Financial Statement	OIG/A/HLC 8.09-96 RRB Washington, DC 20523-8900	Darren Ramon 202-712-5504
595	Audit Management Program	M/CFO/APC 2.10-009 RRB Washington, DC 20523-2101 OIG/A/HLC 8.09-96 RRB Washington, DC 20523-8900	Karon Wilson 202-712-5143 Darren Ramon 202-712-5504
596	Management Accountability and Control	M/CFO/FPS 8.09-065 RRB Washington, DC 20523-2101	Christopher Johnson 202-712-5927
597-599 – RESERVED			

SERIES 600 - BUDGET AND FINANCE			
No.	Chapter Title	Responsible Office	Point of Contact
604-609 – RESERVED			
610	Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment	GC/LP 6.06-070 RRB Washington, DC 20523-6601	Don Gressett 202-712-4139
611-619 – RESERVED			
620	Financial Management Principles and Standards	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
621	Obligations	M/CFO/APC 8.09-065 RRB Washington, DC 20523-2101	Christopher Johnson 202-712-5927
622	Performance and Accountability Report	M/CFO/APC 2.10-005 RRB Washington, DC 20523-2101	Gloria White 202-712-5339
623	Financial Management of Credit Programs	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
624	Host Country-Owned Foreign Currency	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
625	Administrative Accounts Receivable	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
626 – RESERVED			
627	Local Currency Trust Fund Management	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
628	Gifts and Donations and Dollar Trust Fund Management	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
629	Accounting for USAID Owned Property and Internal Use Software	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
630	Payables Management	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
631	Accrued Expenditures	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
632 - RESERVED			
633	Financial Management Aspects of Temporary Duty Travel (TDY)	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928

SERIES 600 - BUDGET AND FINANCE			
No.	Chapter Title	Responsible Office	Point of Contact
634	Administrative Control of Funds	M/ICFO 2.10-053 RRB Washington, DC 20523-2052	Robbin Burkhart 202-712-1928
635	Working Capital Fund	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
636	Program Funded Advances	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
637	U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	M/CFO/APC 2.10-008 RRB Washington, DC 20523-2100	Jeanetta Marshall 202-712-4887
638-699 - RESERVED			

ACTIVE HANDBOOK CHAPTERS			
No.	Handbook Title	Responsible Office	Point of Contact
HB 9	Food for Peace (HB 9 is no longer an active Handbook but is considered an Additional Help document.)	DCHA/OFDA 7.06-52 RRB Washington, DC 20523-7600	Julie Majernik 202-712-4088
HB 18, Part 3, Ch. 13	Policies and Procedures Communications Review Board	LPA/PIPOS Part 3, M.01-066 RRB Washington, DC 20523-6100	Joe Fredericks 202-712-0502
HB 23, Ch. 11	Regional Conferences	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-7513
HB 24, Ch. 2	Employee Responsibilities, Conduct and Political Activity	GC/EA 6.06-090 RRB Washington, DC 20523-6601	Jim Peters 202-712-4785
HB 25, Ch. 35	Foreign Service Appointments	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 25, Ch. 39	Executive Level Assignments - AID Foreign Service	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 25, Ch. 40, Supplement E	Performance Awards for Foreign Service Employees	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 25, Ch. 42	Consultation	M/AS/TT 2.9-062 RRB Washington, DC 20523-4800	Kenneth Hawkins 202-712-5713
HB 25, Ch. 46	Career Development Program	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 26, Ch. 7	Salary Allotments and Deductions	M/CFO/FPS 2.10-040 RRB Washington, DC 20523-2100	Eddie Morton 202-712-0519
HB 28, active chapters 1-4, 7-9, and 11	Training and Staff Development	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 30, Ch. 1	Voluntary Separations	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 30, Ch. 3	Foreign Service Retirement and Disability System	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048
HB 32, Ch. 1	Official Personnel Files and Records	HR/PPIM 2.09-007 RRB Washington, DC 20523-2900	Joann Jones 202-712-5048