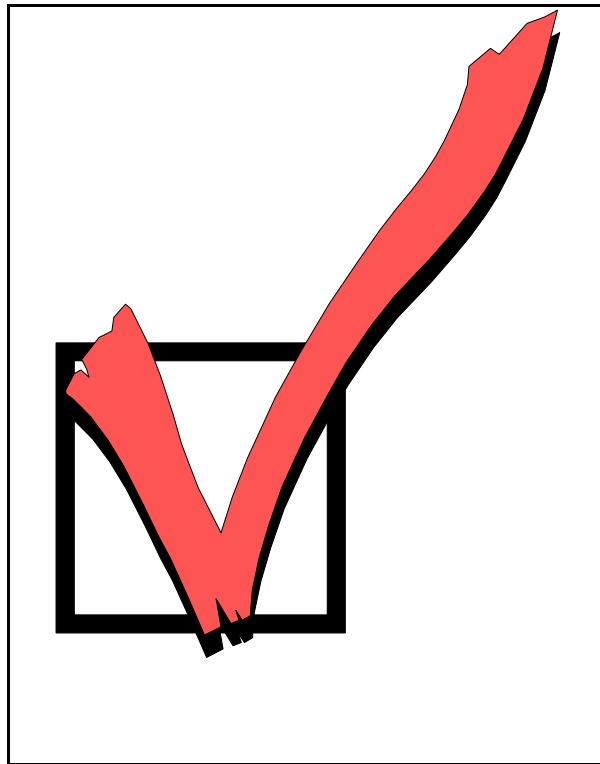


DELEGATIONS OF AUTHORITY AND FUNCTIONS



Bureau for Management Office of Human Resources

October 2006

**The delegations of authority cited in this document supersede
authorities dated prior to October 2006.**

Policy, Planning and Information Management Division

TABLE OF CONTENTS

Category (Delegations):

Allowances.....	1
Appointments.....	1
Assignments.....	6
Awards.....	8
Benefits.....	9
Classification.....	10
Details.....	10
Employee & Labor Relations.....	11
Leave.....	13
Miscellaneous.....	15
Organization and Position Management.....	16
Performance Evaluation.....	17
Personnel Policy.....	18
Promotion and Performance Awards.....	18
Performance Pay - Senior Foreign Service and Senior Executive Service.....	20
Recruitment and Travel	20
Reduction in Force/Furlough	21
Separation and Retirement.....	23
Training.....	25

Notes

1. Where two or more divisions are cited as having been delegated a particular authority, "as appropriate" is used to indicate that a specific office/division will exercise an authority for employees under that office's or division's area of responsibility.

Example: Civil Service Personnel Division (CSP), Foreign Service Personnel Division (FSP), as appropriate. CSP has the authority to exercise an authority that affects Civil Service (CS) employees and FSP for FS employees.
2. Where an office/division is cited as having been delegated a particular authority, it is the Chief of said division that has the authority, unless otherwise stated. Further delegations within a division are permissible as long as there is written documentation from the Division Chief to the employee(s) affected. A copy of the delegation must be placed in the official personnel folder of all employees affected by the delegation.
3. The delegations of authority cited in this document supersede authorities dated prior to October 2006.
4. Some ADS chapters are pending draft or revision. These chapters are reflected in this document as pending (P). The actual authority for the ADS chapters pending is cited under the heading of "Other Authority." Please note the "Other Authority" section cites other ADS chapters, USAID General Notices, Code of Federal Regulations (CFRs), United States Codes (U.S.C.s), the Foreign Affairs Manual (FAM) and Handbook (HB) references. The users of the delegations should review these documents, as necessary; along with the ADS chapter when processing actions. CFRs, USCs and the FAM are accessible through the Automated Directives System (ADS) Intranet Home Page located at: **<http://inside.usaid.gov/ADS/>** and are shown as *External Reference Links*.
5. The delegations document hyperlinks to all ADS chapters except those shown as pending.
6. The [Delegations document](#) is subject to change as new ADS chapters are revised or written and as necessary to change current information.
7. New material is indicated in bold face.

Key Abbreviations

A/AID.....	Administrator
Com.....	Agency Committee
DA/AID.....	Deputy Administrator
AA/Head of Office.....	Assistant Administrator of Bureau Heads of Offices reporting to the Administrator
M/HR/OD.....	Director or Deputy Director Office of Human Resources
PPIM.....	Policy, Planning and Information Management Division
M/HR/CSP.....	Civil Service Personnel Division
M/HR/FSP.....	Foreign Service Personnel Division
M/HR/ELR.....	Employee and Labor Relations Division
M/HR/TE.....	Training and Education Division
MD.....	Mission Director
M.....	Manager
NRd.....	May not be re-delegated
S.....	Supervisor
SAC.....	Special Awards Committee
SES.....	Senior Executive Service
SMG.....	Senior Management Group
Bd.....	Agency Board
SLS.....	Second Line Supervisor
State/S.....	Secretary of State
State/IO.....	Assistant Secretary for International Organization Affairs

Glossary of Acronyms

AD	Administratively Determined
ADS	Automated Directives System
BEX	Board of Examiners
CFR	Code of Federal Regulations
CS	Civil Service
CSRS	Civil Service Retirement System
DSSR	Department of State/Standardized Regulations
ERB	Executive Resources Board
FAM	Foreign Affairs Manual
FAA	Foreign Assistance Act of 1961
FS	Foreign Service
FSA	Foreign Service Act of 1980, as amended
FSGB	Foreign Service Grievance Board
FSN	Foreign Service National
FTR	Federal Travel Regulations
HSTA	Home Service Transfer Allowance
JCC	Joint Career Corps
IDI	International Development Intern
IPA	Intergovernmental Personnel Act
IO	International Organization
LCE	Limited Career Extension
LDPs	Language Designated Positions
LWOP	Leave without Pay
NEPs	New Entry Professionals
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PCA	Physicians Comparability Allowance
RIF	Reduction in Force
RJCC	Reverse Joint Career Corps
R&R	Rest and Recuperation
SES	Senior Executive Service
SFS	Senior Foreign Service
SMA	Separate Maintenance Allowance
SMG	Senior Management Group
TAACS	Technical Advisors in AIDS, Child Survival/Population
TCNDH	Third Country National (Direct Hire)
USAID	United States Agency for International Development
USAID/W	United States Agency for International Development/Washington
USC	United States Code
USG	United States Government
WGI	Within-grade Increase