



Assignment of Non-Federal Employees to USAID

An Additional Help Document for ADS Chapter 437

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**Assignment of Non-Federal Employees to USAID
Summary of IPA Provisions**

Topic	IPA Appointment	IPA Detail
Employee Status	Employee is on LWOP from non-Federal position. Treated as a Federal employee except for retirement coverage, health benefits, and life insurance (unless loses non-Federal coverage).	Not treated as a Federal employee, but subject to Federal standards of conduct and conflict of interest provisions. Treated as Federal employee for tort claims. Eligible for benefits under FECA.
Funding	USAID can reimburse the non-Federal organization for all, some, or none of its expenses. Administrative costs associated with the assignment (e.g., payroll transaction costs, office space, supplies, tuition credits) are not allowed.	USAID can obtain reimbursement from the non-Federal organization for all, some, or none of its expenses.
Assignment Type	Employee is given a temporary Federal appointment excepted by law.	Employee remains on the rolls of the non-Federal entity.
Salary	Employee is paid by USAID according to federal pay setting rules. Normally appointed at the minimum rate of the grade, but USAID can allow a higher step based on superior qualifications.	Employee is paid by the non-Federal organization and set by its rules. There is no salary cap for employee detailed to set of unclassified duties. GC must be consulted in cases where employee's non-Federal salary exceeds federal pay caps.
Special Salary Provisions	If non-Federal salary is higher than maximum Federal grade, the non-Federal organization cannot pay the employee a supplement, nor can USAID reimburse the organization, unless specifically authorized in 18 U.S.C. Sec. 209.	If salary for a Federal <i>classified</i> position to which non-Federal employee is detailed is higher than non-Federal organization's rate of pay (including consulting fees and other income) USAID must pay a salary supplement to the non-Federal employee to make up the difference (or reimburse the non-Federal organization for the supplement). If detailed to a set of unclassified duties, rate of pay based on employee's non-Federal job.
Salary Changes	Employee is eligible for within-grade increases and annual pay adjustments if appointed for more than one year.	Governed by the rules of the non-Federal organization.
Holiday and Leave	Follows Federal policies.	Follows leave and holiday provisions of the non-Federal organization. Can be excused for Federal holidays not observed under non-Federal system. Leave is approved by Federal supervisor and reported to home organization.
Fringe Benefits	Employee is not eligible for Federal benefits unless loses previous coverage as a result of appointment. Covered by Social Security only to extent previously covered by permanent employer.	Retains fringe benefits of non-Federal organization. Not eligible for incentive awards governed by 5 USC 45.
Travel and Relocation Costs	USAID can pay travel, per diem, and/or relocation costs associated with the assignment.	Same as for IPA appointment.