



USAID Distinguished Fellows Programs

A Mandatory Reference for ADS Chapter 413

New Edition Date: 04/11/2014
Responsible Office: OHR
File Name: 413mac_041114

Table of Contents

SECTION 1: EXCEPTED SERVICE SCHEDULE FOR DISTINGUISHED FELLOWS

- 1-1. Purpose and Authority
- 1-2. USAID Distinguished Fellows Program
- 1-3. Responsibility for Administration
- 1-4. Program Evaluation

SECTION 2: STAFFING THE USAID DISTINGUISHED FELLOWS PROGRAMS

- 2-1. Covered Positions
- 2-2. Veterans Preference
- 2-3. Recruitment and Selection
- 2-4. Qualifications
- 2-5. Appointments
- 2-6. Compensation
- 2-7. Promotions
- 2-8. Within-Grade Increases
- 2-9. Distinguished Fellow Separations
- 2-10. Benefits

SECTION 3: PERFORMANCE MANAGEMENT FOR THE USAID DISTINGUISHED FELLOWS PROGRAMS

- 3-1. Performance Management System
- 3-2. Awards
- 3-3. Training

SECTION 1: EXCEPTED SERVICE SCHEDULE FOR DISTINGUISHED FELLOWS

1-1. Purpose and Authority

- 1) This section outlines the USAID policy for appointing Distinguished Fellows through the use of the Schedule A hiring authority under 5 CFR 213.3102(r).
- 2) The USAID Distinguished Fellows Programs implement and supplement the provisions of chapters 2103, 3301, and 3302 of Title 5, United States Code (USC) and Part 213 of Title 5, Code of Federal Regulations (CFR). This policy must be used in conjunction with laws, regulations and references containing guidelines applicable to fellowship programs, including the USAID delegations of administrative authority and other relevant contractual agreements and/or Memorandums of Understanding (MOUs). Contact the Office of Human Resources, Civil Service Personnel Division, Recruitment and Staffing Branch (OHR/CSP/RS) to obtain additional information.

1-2. USAID Distinguished Fellows Programs

This mandatory reference describes the Agency's system for implementing a policy to employ individuals with the Schedule A authority under 5 CFR 213.3102(r). This is an excepted service hiring authority used to help agencies fill positions established in support of fellowship and similar programs. Appointments under this authority at USAID are made for the following purpose:

Professional/industry exchange programs that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, to exchange ideas, or to bring experienced practitioners to the agency.

1-3. Responsibility for Administration

- 1) The Chief Human Capital Officer (CHCO) is responsible for approving specific USAID Distinguished Fellows Program requests:
 - a) Following the concurrence of the Deputy Chief Human Capital Officer, Office of Human Resources (OHR/OD) and
 - b) Before they can be utilized by USAID and its organizations.
- 2) The Deputy Chief Human Capital Officer, OHR/OD, is responsible for:
 - a) Providing concurrence on all USAID Distinguished Fellows Programs before they are submitted to the CHCO for approval.
 - b) Administering the USAID Distinguished Fellows Programs policy and assuring that all programs conform to the policies and requirements of 5 CFR Part 213 and this chapter;

- c) Providing oversight and evaluation of the operational Human Resources program Agency-wide;
 - d) Issuing changes to this plan as new, Government-wide policies are developed;
 - e) Developing program policy statements for implementation throughout the Agency; and
 - f) Periodically reviewing the execution of the USAID Distinguished Fellows Programs to ensure their compliance with regulation and other USAID guidance.
- 3) The Office of Human Resources, Civil Service Personnel Division, Recruitment and Staffing Branch (OHR/CSP/RS) is responsible for the following:
- a) Consulting with managers to determine if a USAID Distinguished Fellows Program or other recruitment tool is suitable to fill vacancies;
 - b) Reviewing job announcements prior to posting;
 - c) Determining qualifications of candidates for Distinguished Fellow positions;
 - d) Determining candidates' veterans' preference, if any;
 - e) Making job offers and formal notifications of selection to candidates;
 - f) Informing selectees about the Agency's Distinguished Fellows provisions and procedures of the program;
 - g) Reviewing Agency components' requests to use the USAID Distinguished Fellows Programs; and
 - h) Providing the requests to the Deputy Chief Human Capital Officer.
- 4) Bureau/Independent Office managers and supervisors are responsible for:
- a) Creating specific criteria for a USAID Distinguished Fellows Program that an operating unit wishes to implement before gaining approval by the CHCO. The following documentation must be provided to OHR/CSP/RS via e-mail to distinguishedfellowsprogram@usaid.gov:
 - Objective(s) and goal(s) of the Program;
 - Information about the specific Distinguished Fellows Program;
 - Explanation why other hiring authorities are not appropriate;
 - What the applicant pool will be;

- How the position will be filled and recruited for;
 - How long the program will be in existence;
 - How long each Distinguished Fellow's appointment will last;
 - Funding Source (USAID or non-Federal organization);
 - Established position description(s); and
 - Placement within the organization, including to whom the employee will report and required timing for appointment.
- b) Applying Agency policies in the recruitment, selection and advancement of candidates for Distinguished Fellows Programs positions;
- c) Fulfilling their affirmative employment responsibilities in accordance with existing affirmative action plans and recruitment strategies;
- d) Actively engaging in the hiring process by:
- Planning current and future workforce requirements within the program area;
 - Partnering with OHR/CSP/RS to assess hiring needs;
 - Collaborating with OHR/CSP/RS to complete the job analysis, if a job analysis will be used;
 - Consulting with OHR/CS/RS, as appropriate, on selection objectives and criteria;
 - Distributing recruitment information;
 - Recruiting diverse qualified talent;
 - Providing all collected and received resumes/applications (whether solicited or not) of candidates for the Distinguished Fellows Programs positions, so that OHR/CSP/RS can ensure that qualifications and other requirements are met;
 - Ensuring that job announcements include information on how to submit applications directly to OHR/CSP/RS, including veterans' preference documentation; and,
 - Conducting interviews, checking references and meeting timelines for making selections.

1-4. Program Evaluation

- 1) To assure that Distinguished Fellows Programs are effectively implemented, appropriate training and information will be provided to hiring officials, as needed, by OHR.
- 2) OHR will periodically review the Distinguished Fellows Programs established under this mandatory reference to (1) determine if each program complies with statutes and regulations and (2) evaluate the effectiveness of the programs and to implement improvements as needed. Corrective actions will be required if a program is not in compliance with statutes and regulations.

SECTION 2: STAFFING USAID DISTINGUISHED FELLOWS PROGRAMS

2-1. Covered Positions

Distinguished Fellows may be appointed to any series and grade at the mid/upper level, GS-12 through GS-15, provided that they meet the established qualification requirements and the intent of the specific Distinguished Fellows Program, this policy, and the hiring authority.

2-2. Veterans Preference

Veterans Preference rules must be applied as required in 5 CFR Part 302.

2-3. Recruitment and Selection

Public notice requirements do not apply. Positions are filled from limited applicant pools as determined between OHR/CSP/RS, the hiring operating unit, and any applicable non-Federal organization(s).

2-4. Qualifications

Distinguished Fellows must meet the Office of Personnel Management's General Schedule Qualification Standards or any qualifications standards developed by the Agency, as permitted by the regulations. The qualifications of a Distinguished Fellow must be fully documented in writing (for example, in the resume) and retained in the individual's Official Personnel Folder (OPF).

2-5. Appointments

- 1) Distinguished Fellow appointments may be made for a maximum of four years; initial appointments may be made for lesser periods with potential extensions, as long as the total period on the appointment is a maximum of four years.
- 2) Distinguished Fellows cannot be converted to another Schedule A (r) appointment when a total of four years has been served.
- 3) Service under a 5 CFR 213.3102 (r) appointment confers no rights to further Federal employment in either the competitive or excepted service upon expiration of appointment.
- 4) Employees hired under this authority count against the appropriate full-time equivalent (FTE) ceiling.

2-6. Compensation

- 1) Annual salary will be commensurate with the grade/step level and classified position to which the Distinguished Fellow is appointed. Typically, the individual will be hired at the

first step of the grade for which he/she is selected unless his/her superior qualifications and salary history justify an "Above the Minimum" appointment.

- 2) Initial pay setting and all subsequent pay adjustments must be fully documented and made a permanent part of each Distinguished Fellow's OPF.

2-7. Promotions

Distinguished Fellows may receive promotions dependent on program requirements, the availability of work, and the Distinguished Fellow's ability to perform at the higher grade level. This does not confer entitlement to promotion.

2-8. Within-Grade Increases

- 1) Upon completion of the required waiting period, a Distinguished Fellow whose initial appointment is for more than 12 months may be granted a within-grade increase (WGI) dependent on acceptable performance.
- 2) Distinguished Fellows whose appointment is for less than 12 months are not eligible to receive WGIs.
- 3) Distinguished Fellows whose initial appointment is for less than 12 months and then extended beyond 12 months are not eligible for a WGI.

2-9. Distinguished Fellow Separations

- 1) A Distinguished Fellow's appointment may be terminated before the expiration date for misconduct, lack of satisfactory performance, or for administrative reasons. Administrative reasons may include, but are not limited to, programmatic changes or budgetary constraints.
- 2) Any termination of a Distinguished Fellow other than the expiration of their appointment, retirement, or resignation must be addressed with the OHR Employee and Labor Relations Division.

2-10. Benefits

- 1) A Distinguished Fellow appointed for more than 12 months is entitled to the same benefits as term employees such as health insurance, life insurance, retirement, Thrift Savings Plan, etc.
- 2) A Distinguished Fellow appointed for 12 months or less is not entitled to receive such benefits in (a) above.
- 3) Distinguished Fellows appointed for less than 90 calendar days are not entitled to accrue annual or sick leave.

- 4) A Distinguished Fellow who was initially appointed for less than 12 months and then is extended beyond that period may be entitled to some benefits.

SECTION 3: PERFORMANCE MANAGEMENT FOR USAID DISTINGUISHED FELLOWS PROGRAMS

3-1. Performance Management System

Distinguished Fellows appointed under this authority are covered by the USAID Performance Management System.

3-2. Awards

- 1) Distinguished Fellows are eligible for awards that may be given to other non-permanent USAID employees, including honorary and monetary awards.
- 2) Distinguished Fellows employed under this authority are not eligible for Quality Step Increases.
- 3) Managers should follow all applicable policies and requirements when giving awards. The approval of awards must be consistent with USAID's delegations of authority.

3-3. Training

Distinguished Fellows are eligible for the same training that is available to other USAID employees under the Government Employees Training Act.

413mac_041114