



USAID
FROM THE AMERICAN PEOPLE

Letter of Agreement between the U. S.
Agency for International
Development and Lending/Borrowing
Organization

A Mandatory Reference for ADS 432

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Letter of Agreement
Between the
U.S. Agency for International Development
And

The U.S. Agency for International Development (USAID) hereby enters into an agreement for the temporary detail of _____ to/from the _____ . This assignment shall be made on a (reimbursable/non-reimbursable) basis in accordance with the provisions set forth herein.

1. PURPOSE:

(Nature of Work, justification for assignment)

2. SCOPE OF WORK:

A. Duties and Responsibilities of Assignee (list specific duties)

B. Controls over Work (list Assignee's location, supervisory relationships, etc.)

3. DURATION, EXTENSION AND TERMINATION OF ASSIGNMENT:

A. This assignment is for the period beginning (date) and ending (date).

B. (IF APPROPRIATE) This agreement may be amended, extended or terminated by mutual consent of both parties, with reasonable notice to the assignee. The desire for such action by either party should be declared in writing at least two months in advance of the effective date for such action.

C. An extension must be documented as an amendment and personnel action, as appropriate.

4. RIGHTS AND BENEFITS:

A. The workweek and hours of duty will be determined by the gaining agency subject to applicable Federal regulations.

B. The assignee will continue to accrue annual and sick leave in accordance with the provisions of the (lending Agency's) regulations on Attendance and Leave. Use of leave will be approved by the supervisor designated for the period of assignment. The gaining agency will advise the losing agency of any leave taken (insert method of reporting). The (gaining agency) will maintain the assignee's official leave record.

C. The assignee's coverage under federal retirement, group health benefits, life insurance and thrift savings programs (if applicable) shall continue during the period of assignment. The assignee's share of costs for such coverage will continue to be withheld from salary. Payment of the employer's share of costs shall be as indicated in 5A below.

D. The gaining agency shall complete the Annual Evaluation Form in accordance with the procedures contained therein.

5. REIMBURSEMENT PROVISIONS:

A. Salary and Fringe Benefits

B. Travel, Transportation and Allowances.

C. Overtime or Other Special Charges.

D. Method of Reimbursement.

E. Accounting Information (see attached page).

6. ESTIMATED COSTS:

Lending Organization

Salary

Fringe Benefits --Post Differential --Retirement --Medicare --Federal Group Life Insurance --Group Health Insurance --Thrift Savings

Allowances

Travel/Transportation

Overtime

Special Charges

7. RULES, REGULATIONS AND POLICIES:

A. The assignee is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. 203, 205, 208 and 209, 5 CFR 734 and 5 CFR 2635); and to any applicable state and local government statutory and regulatory provisions.

B. The Federal tort claims statutes and any other Federal tort liability

statutes shall apply to the assignee.

C. The rules and policies that govern the internal operation and management of the gaining agency are applicable to the assignee.

D. Travel, transportation and related allowances may be authorized only in accordance with the Federal Travel Regulations when such expenses will be funded (or reimbursed) by USAID.

8. SECURITY CLEARANCE

In order to have unescorted access to USAID, the Assignee is required to have a security clearance at the _____ level. While detailed to USAID, the Assignee will comply strictly with USAID's security regulations and procedures, including those specifying handling, transporting, and protecting classified information.

9. PERFORMANCE EVALUATION

(Requirements/agreements related to Assignee's performance evaluation)

10. CONTACTS:

USAID

Other Organization

Personnel Matters:

Office of Human Resources
1300 Pennsylvania Ave., N.W
Washington, DC 20523

Billing Information:

USAID/M/CFO/CMP
SA-44, Room 434
1300 Pennsylvania Ave., N. W
Washington, DC 20523

11. SIGNATURES:

For the
U. S. Agency for International Development

For the
(Other Organization)

DAA/OHR (Signature)

HR Official (Signature)

(Typed Name)
(Title)

(Typed Name)
(Title)

Acknowledged By:

USAID's Borrowing/Lending Bureau/Office

Other Organization's
Borrowing/Lending Bureau/Office

ACCOUNTING DATA - Attachment to Reimbursable Agreement

USAID

ALC (Agency Location Code):	xx-xx-xxxx
TAS (Appropriation Symbol):	xxx -xxxx-xxxx-xxx
Fund code:	2011/2012 OE-R
DUNS:	xxxxxxxxxx
EIN:	xxxxxxxxxx

DoD

Disbursing Station Symbols/ALC: **xxxxxx**
 Treasury Accounting Symbols: xx
 Fiscal Station Number: xxxxxx
 Appropriation Symbol: xxxx
 Program Code (Allot Serial Number): xxx
 Project Code: MIPRxxxxxxxxxx
 Object Class Code: xxxX
 Accounting Processing Code: xxxx
 Amount: \$xx,xxx.xx

FINANCIAL CONTACTS

USAID

[check directory or call office for name of responsible individual]
 M/CFO/CMP-IPAC Unit
 SA-44435K
 Tel. 202-567-5202
 Fax:

DoD

Name: Doe, John, email: doe.john.civ@mail.mil
 Agency: HQ FORSCOM
 Address: 4700 Knox Street, Bldg. 8-1808
 City, State, Zip: Fort Bragg, NC 28310
 Phone: 910-xxx-xxxx
 Fax: