



**USAID**  
FROM THE AMERICAN PEOPLE

# Sample External Rotation Memoranda for Presidential Management Fellows Additional Help for ADS Chapter 460

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**MEMORANDUM OF UNDERSTANDING BETWEEN THE U.S. AGENCY FOR  
INTERNATIONAL DEVELOPMENT AND THE U.S. DEPARTMENT OF STATE  
FOR ROTATION OF REBECCA PMF**

**SUBJECT:** March 30 – July 31, 2012 Rotation, 2010 PMF Rebecca PMF

**DATE:** March 12, 2012

The U.S. Agency for International Development, hereafter USAID, enters into an understanding regarding the temporary developmental rotational assignment of Presidential Management Fellow (PMF) Rebecca PMF to the Department of State, Bureau of Population, Refugees, and Migration (PRM). Ms. PMF's assignment shall be made on a non-reimbursable basis, whereby the U.S. Agency for International Development will continue to pay Ms. PMF's salary and benefits in accordance with the provisions set forth herein. The U.S. Agency for International Development will not be obligated for any additional funds during the period of this rotation unless specifically stated in this MOU.

**1. PURPOSE**

Ms. PMF will assist the Bureau of Population, Refugees, and Migration at the Department of State's work related to coverage of refugees, conflict victims and, in some cases, internally displaced persons, in and from Northeast Asia and South Asia (Japan, Mongolia, China, Taiwan, North Korea, South Korea, India, Nepal, Sri Lanka, Maldives, and Bhutan). The primary refugee populations covered in this portfolio are Tibetans, Bhutanese, Sri Lankans, Uighurs, and North Koreans.

**2. SCOPE OF WORK**

Ms. PMF's responsibilities will consist of tasks including, but not limited to:

Information Management and Outreach

- Collect and analyze pertinent information from USG staff, humanitarian agencies, diplomats, experts, journalists, displaced persons and conflict victims
- Report (verbally and in writing) on humanitarian conditions and developments in the region
- Clear USG documents pertaining to the protection of or assistance to these populations
- Represent PRM/ANE, PRM, and the State Department at events (including meetings, conferences, simulations, etc.) pertaining to these populations
- Coordinate PRM efforts with other relevant USG entities: DOS (SCA, EAP, DRL, and S/CRS), USAID (Country Desks, OFDA, and FFP), the NSC, and Congress
- Liaise with key implementing partners in the region: UNHCR, ICRC, international NGOs, and other donors

Policy Development and Implementation

- Develop DOS policy priorities based upon specific protection and assistance needs and opportunities in the region
- Recommend and implement specific diplomatic and programmatic efforts to address these needs
- Support USG contingency planning and timely responses to humanitarian crises

Program Management

- Oversee PRM's protection and assistance budget in the region
- Solicit, evaluate and process international organization and non-governmental organization requests for PRM protection and assistance funding in the region
- Monitor and evaluate PRM-funded programs in the region

### **3. DURATION, EXTENSION AND TERMINATION OF ROTATION**

This rotation will begin on March 30, 2012, and end on July 31, 2012. This assignment may be terminated by mutual consent of both parties, but there must be at least a 15-day notice in writing by either party of intention to terminate the assignment.

### **4. RIGHTS AND BENEFITS**

- A. The workweek and hours of duty will be determined by the gaining agency, subject to applicable federal regulations.
- B. Ms. PMF will continue to accrue annual and sick leave; all leave will be approved by the supervisor designated for the period of assignment. However, USAID will continue to maintain Ms. PMF's official time and attendance record. Ms. PMF is responsible for advising her supervisor at USAID of any leave taken during this rotation.
- C. Ms. PMF's coverage under federal retirement, group health benefits and life insurance programs will continue during the period of assignment. The assignee's share of costs for such coverage will continue to be withheld from salary.
- D. State/PRM Office of Asia and the Near East Deputy Director will complete an Appraisal Input Form (AIF) prior to her departure to reflect a rating of Ms. PMF's performance for the duration of the rotation for inclusion in her Annual Evaluation Form (AEF).

### **5. REIMBURSEMENT PROVISIONS**

There are no reimbursement provisions with this agreement. USAID will continue to fund only salary and benefits expenses for Ms. PMF for the duration of this rotation. Any cost incurred associated with overtime, travel, or training will be covered by the Department of State Bureau of Population, Refugees, and Migration.

### **6. ESTIMATED COST**

There are no cost provisions with this agreement.

### **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.
- B. The federal tort claims statutes and any other federal tort liability statute 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 Federal Travel Regulations when such expenses will be funded by the Department of State. The travel authorization prepared by the Department of State will serve as documentation of authorized allowances.

**8. SECURITY CLEARANCE**

This agreement is contingent upon Ms. PMF’s successful adjudication and receipt of a Secret Security Clearance. Clearance must be received prior to the assignment.

**9. CONTACTS**

John Doe, PMF Coordinator  
U.S. Department of State  
HR/REE/REC  
2401 E Street NW, Rm. H-518  
Washington, DC 20520  
(202) 261-8909

Delisia Carpenter, PMF Coordinator  
U.S. Agency for International Development  
HR/CSP/RS  
1300 Pennsylvania Avenue NW, 2.08-123  
Washington, DC 20523  
(202) 712-1678

**10. SIGNATURES**

For  
U.S. Department of State  
Bureau of Population, Refugees, and Migration  
Office for Asia and Near East

For  
U.S. Agency for International Development  
Bureau for Democracy, Conflict, Humanitarian Assistance  
Office of Democracy and Governance

\_\_\_\_\_  
Rotation Supervisor  
State/PRM/ANE Deputy Director

\_\_\_\_\_  
USAID PMF Supervisor  
USAID/DCHA/DG/CS Division Chief

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Concurrence by:

Concurrence by:

\_\_\_\_\_  
PMF Coordinator  
State/HR/REE/REC

\_\_\_\_\_  
USAID PMF Coordinator  
HR/CSP/RS

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



**USAID**  
FROM THE AMERICAN PEOPLE

**MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT AND THE INTER-AMERICAN DEVELOPMENT BANK, OFFICE OF THE MULTILATERAL INVESTMENT FUND**

The United States Agency for International Development (USAID) hereby enters into an understanding regarding the temporary developmental rotational assignment of the Presidential Management Fellow, XXXXXXXXXXXX, to the Inter-American Development Bank, Office of the Multilateral Investment Fund (IADB/MIF). Mr. XXXXXX's assignment shall be made on a non-reimbursable basis, whereby USAID will continue to pay Mr. XXXXXX's salary and benefits in accordance with the provisions set forth herein. USAID will not be obligated for any additional funds during the period of this rotation.

**1. PURPOSE**

Under the requirements of the Presidential Management Fellows (PMF) Program, Mr. XXXXXX must complete a development rotational assignment of at least four months in length which includes full time management and/or technical responsibilities consistent with his target position within the Bureau for Latin America and the Caribbean (LAC) at USAID. This four month rotation with the IADB/MIF will provide Mr. XXXXXX the opportunity to take on management and technical responsibilities in the areas of financial sector and enterprise development which will contribute to his professional development as a technical officer in the Economic Growth sector for USAID/LAC. In addition, the first-hand knowledge that Mr. XXXXXX will gain of the IADB/MIF as well as the IADB more widely will be valuable given the importance of the IADB as a key donor in the LAC region. As a result, Mr. Pulse will be in a stronger position to advise USAID/LAC field missions on coordinating and/or partnering with the IADB in achieving development objectives related to economic growth.

**2. SCOPE OF WORK**

Mr. XXXXXX will work under the supervision of Sandra H. Supervisor, Chief of the Access to Finance Unit within the IADB/MIF. Mr. XXXXXX will support IADB/MIF initiatives in the technical areas of: micro, small, and medium enterprise (MSME) financing; microenterprise development; and small and medium enterprise (SME) development. Specific areas of work may include: planning an evaluation of IADB/MIF microenterprise development grants and/or investments; contributing to a joint IADB/MIF-U.S. Department of Treasury-Overseas Private Investment Corporation (OPIC) initiative to expand commercial bank lending to SMEs in the LAC region; managing a portfolio of IADB/MIF grants and/or investments related to MSME financing, microenterprise development, and/or SME development; and contributing to the IADB/MIF's knowledge management initiative in these technical areas.

### 3. DURATION, EXTENSION AND TERMINATION OF ROTATION

This rotation will begin on Monday, November 7, 2011 and end on Friday, March 16, 2012. This assignment may be terminated by mutual consent of both parties, but there must be at least a 15-day notice in writing by either party of intention to terminate the assignment.

### 4. RIGHTS AND BENEFITS

- E. The workweek and hours of duty will be determined by the IADB/MIF subject to applicable federal regulations.
- F. Mr. XXXXX will continue to accrue annual and sick leave; all leave will be approved by the supervisor designated for the period of assignment. However, USAID will continue to maintain Mr. XXXXX's official time and attendance record. Mr. XXXXX is responsible for advising the timekeeper at USAID of any leave taken during this rotation.
- G. Mr. XXXXX's coverage under federal retirement, group health benefits and life insurance programs shall continue during the period of assignment. The assignee's share of costs for such coverage will continue to be withheld from salary.
- H. The designated supervisor will complete an Appraisal Input Form (AIF) to reflect a rating of Mr. XXXXX's performance for the duration of the rotation for inclusion on his Annual Evaluation Form (AEF).

### 5. REIMBURSEMENT PROVISIONS

There are no reimbursement provisions with this agreement. USAID will continue to fund Mr. XXXXX's salary and benefits expenses for the duration of this rotation. Any other costs incurred, such as those associated with travel, will be covered by the IADB/MIF.

### 6. ESTIMATED COST

There are no cost provisions with this agreement.

### 7. RULES, REGULATIONS AND POLICIES

- E. 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.
- F. The federal tort claims statutes and any other federal tort liability statute shall apply to the assignee.
- G. The rules and policies that govern the internal operation and management of the IADB/MIF are applicable to the assignee.

### 8. CONTACTS

DeLisia Carpenter, PMF Coordinator  
U.S. Agency for International Development  
Office of Human Resources  
1300 Pennsylvania Avenue, NW  
Room 2.08-123  
Washington, DC 20523  
DCarpenter@usaid.gov  
(202) 712-1678

Appropriate Official  
Technical Office  
Inter-American Development Bank  
1300 New York Avenue, N.W.  
Washington, D.C. 20577  
(202) 942-8124  
Email address  
Telephone

9. SIGNATURES

For the  
U.S. Agency for International Development

For the  
Inter-American Development Bank

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Home Supervisor

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Sandra H. Supervisor

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(Date)

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(Date)

CLEARANCE PAGE FOR MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT AND THE INTER-AMERICAN DEVELOPMENT BANK, OFFICE OF THE MULTILATERAL INVESTMENT FUND FOR PMF ROTATION

Clearances: **(MOU must be cleared by GC/EA; B/IO and other GC clearances as appropriate)**

LAC/AA-EMT: \_\_\_\_\_ Date:\_\_\_\_\_

LAC/RSD: \_\_\_\_\_ Date:\_\_\_\_\_

GC/LAC: \_\_\_\_\_ Date:\_\_\_\_\_

GC/EA \_\_\_\_\_ Date:\_\_\_\_\_

LAC/RSD/BBEG: \_\_\_\_\_ Date:\_\_\_\_\_

Drafter: LAC/RSD/BBEG: DPulse: x25871: 09/19/2011:



**SAMPLE OUTSIDE AGENCY ROTATION AGREEMENT**  
**For PMF Rotation from Outside Organizations to USAID**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE (PMF's AGENCY GOES  
HERE) AND THE U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT**

The **(PMF AGENCY NAME HERE)** hereby enters into an understanding regarding the temporary developmental rotational assignment of Presidential Management Fellow **(PMF NAME HERE)** to the U.S. Agency for International Development. **(PMF NAME's)** assignment shall be made on a non-reimbursable basis, whereby **(PMF AGENCY NAME HERE)** will continue to pay **(PMF NAME's)** salary and benefits in accordance with the provisions set forth herein. The **(PMF AGENCY NAME HERE)** will not be obligated for any additional funds during the period of this rotation.

**1. PURPOSE**

**(PMF NAME HERE)** will assist the U.S. Agency for International Development **(BUREAU/OFFICE NAME HERE)** on **(GIVE PURPOSE FOR ROTATION HERE)**.

**2. SCOPE OF WORK**

In a broad sense, **(PMF NAME HERE WITH THE DUTIES THEY WILL BE PERFORMING, BELOW IS A SAMPLE)** will work on information and communication technology issues, especially as relates to e-commerce initiatives. The PMF will also react to priority initiatives set forth by the Administrator that may include, but are not limited to, Tsunami Relief initiatives, e-commerce symposiums and barriers to trade. Sample rotation deliverables include: a written assessment of current USG IT initiatives and strategies to bridge the digital divide and the preliminary organization of an e-commerce symposium. It is hoped that the following IDP skill areas/competencies will be strengthened during this rotation: program analysis and management skills, fluency in inter-agency coordination and international economic policy analysis and coordination.

**3. DURATION, EXTENSION AND TERMINATION OF ROTATION**

This rotation will begin on **(EXACT BEGINNING DATE)** and end on **(EXACT ENDING DATE)**. This assignment may be terminated by mutual consent of both parties, but there must be at least a 15-day notice in writing by either party of intention to terminate the assignment.

**4. RIGHTS AND BENEFITS**

- a. The workweek and hours of duty will be determined by the gaining agency the Department of State, subject to applicable federal regulations.

- b. **(PMF NAME)** will continue to accrue annual and sick leave; all leave will be approved by the supervisor designated for the period of assignment. However, **(PMF's agency here)** will continue to maintain **(PMF NAME)** official time and attendance record. **(PMF NAME HERE)** is responsible for advising the timekeeper, **(PMF TIMEKEEPER'S NAME HERE)**, at **(PMF's agency here)** of any leave taken during this rotation. All time and attendance records submitted must be signed off by the PMF's rotation supervisor.
- c. **(PMF NAME HERE)**'s coverage under federal retirement, group health benefits and life insurance programs shall continue during the period of assignment. The assignee's share of costs for such coverage will continue to be withheld from salary.
- d. The **(BUREAU SUPERVISOR NAME HERE)** will complete an interim report to reflect a rating of **(PMF NAME HERE)**'s performance for the duration of the rotation for inclusion on his/her Annual Performance Appraisal Report **prior** to **his/her** departure.

## **5. REIMBURSEMENT PROVISIONS**

There are no reimbursement provisions with this agreement. The Department **(PMF's Agency here)** will continue to fund salary expenses only for **(PMF name)** for the duration of this rotation. Any cost incurred associated with overtime or training will be covered by the US Agency for International Development **(Bureau/Office name here)**.

## **6. ESTIMATED COST**

There are no cost provisions with this agreement. **(If there are cost provisions, please use the following statement:** The attached Financial Agreement Memorandum of Understanding makes clear the financial obligations of the involved parties.

## **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.
- b. The federal tort claims statutes and any other federal tort liability statute 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 Federal Travel Regulations when such expenses will be funded by the US Agency for International Development as outline in the attached Financial Agreement. The travel

authorization prepared by the Department of State will serve as documentation of authorized allowances.

## 8. SECURITY CLEARANCE

This agreement is contingent upon **(PMF's NAME HERE)** successful adjudication and receipt of a SECRET Security Clearance. **Clearance must be received prior to the assignment.**

## 9. CONTACTS

DeLisia Carpenter, PMF Coordinator  
U.S. Agency for International Development  
Office of Human Resources  
Personnel Operations Division  
1300 Pennsylvania Avenue NW  
Room. 2.07-002  
Washington, D.C. 20523  
(202) 712-1678

**(The PMF's Agency Here)**

Personnel matters:

**(PMF's Agency  
Address)**  
Washington, DC 20520

## 10. SIGNATURES

For the  
U.S. Agency for International Development

For the  
**(PMF's Agency Name Here)**

\_\_\_\_\_  
**(PMFs Rotation Supervisor's Name Here)**  
**(Title)**

\_\_\_\_\_  
**(PMF's Agency Supervisor Name Here)**  
**(Title)**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)