



Consultation

A Mandatory Reference for ADS 522

(Formerly Handbook 25, Chapter 42)

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CONSULTATION

42A. Purpose

This Chapter provides the regulations and procedures which govern the request and approval of consultation by AID Foreign Service and Senior Foreign Service employees at locations other than their regular duty post or en route to a new post.

**** END OF SECTION ****

42B. Applicability

This Chapter applies to U.S. citizen direct hire AID Foreign Service and Senior Foreign Service employees and participating agency employees. It does not apply to experts and consultants, persona1 service contractors, or resident hire employees.

**** END OF SECTION ****

42C. Authorities and References

1. Foreign Assistance Act of 1961, as amended, Section 621(a)
2. Foreign Service Act of 1980, as amended, Section 903(c)
3. International Security and Development Cooperation Act of 1981, as amended
4. AID Handbook 22, Travel and Transportation
5. Standardized Regulations (Government Civilians, Foreign Areas) (for payment of per diem, allowances, and differentials)

**** END OF SECTION ****

42D. Definitions

1. Consultation. A form of temporary duty (TDY) authorized for meetings away from post between AID employees and Government officials or private sector representatives for the purpose of discussions, advice, counsel, or planning relating to AID program, personnel or administrative matter, including TDY for orientation, as in the case of new employees en route to post via AID/W. Consultation is always indicated in workdays (not calendar days) in travel orders.

2. Office Head. As used in this Chapter, the head of an independent office who reports directly to the Administrator.

3. Sending and Gaining Offices. As used in this Chapter, the "sending" office is the employee's current duty or TDY post; the "gaining" office" is the host office for the consultation.

**** END OF SECTION ****

42E. Required Approvals

1. No consultation may be undertaken without the prior approval of the sending and gaining offices. Except as provided in 42E3 below, for consultation in the U.S., whether or not in AID/W, approval of the regional bureau(s) and offices concerned with the subject matter is required and advance notice must be provided M/PM/EPM, M/PM/FSP or IG/EMS, as applicable. Approving officers must ensure that clearances and coordination among interested parties in AID/W and overseas have been secured.

2. Consultation in connection with separation must be approved by M/PM/EPM or M/PM/FSP, as appropriate.

3. Mission Directors may approve up to ten days mission-funded TDY to AID/W without formal AID/W approval, except when in connection with separation.

4. Except as otherwise limited by this Section, the appropriate Office Head or Assistant Administrator may approve consultation for executive personnel (see Chapters 39 and I3 of this Handbook).

5. Except as otherwise limited by this section, the Mission Director or the sending or gaining AID/W Office head, or designees, propose or approve periods of consultation in excess of ten days.

**** END OF SECTION ****

42F. Proposing Consultation

Proposals for consultation in AID/W or at an overseas post are made by telegram or memorandum, providing sufficient information on costs, purpose, and travel arrangements to evaluate the proposal.

** END OF SECTION **

42G. Consultation in Connection With Separation

Consultation in AID/W in connection with resignation, retirement or involuntary separation may be authorized if it is determined to be in the best interests of the Agency. Such may be appropriate for, e.g., Bureau debriefings on projects managed by the employee or briefing of the designated replacement. Consultation will be limited to the time necessary to complete official Agency business, but may not exceed fifteen workdays. The concurrence of the appropriate geographic bureau and office(s) concerned with the consultation is required.

1. An employee at post who is requesting retirement from AID/W may include a request for AID/W consultation as a part of the retirement application (for procedures and approvals, see Handbook 30, Chapter 3). The employee's retirement proposal should identify and justify the requested consultation period. Consultation must be completed by the effective date of retirement.

2. An employee who separates at post is authorized direct travel to the separation residence. However, if it is determined to be in the Agency's best interests, travel may include consultation in AID/W (for repayment responsibilities, see Handbook 30, Chapter 8). During such consultation, only travel and per diem will be authorized since salary/compensation is terminated as of the effective date of separation at post. When a post or office considers such consultation necessary, the head of the initiating office sends the request for consultation to M/PM or IG/EMS, as appropriate. Requests initiated at post must be sent through the appropriate Bureau. Requests must identify the objectives of the consultation and proposed itinerary, and justify the period of time requested.

3. Periods of consultation must be indicated on the separation travel authorization, which must cite the approving authority, e.g., number and date of the AID/W cable approving consultation. All travel under this Section must be performed within the time limits outlined in Handbook 22, Travel and Transportation.

4. Nothing in this Section shall prohibit personnel who wish to stop in AID/W at their personal expense from traveling to AID/W on a constructive cost basis en route to their separation residence.

** END OF SECTION **

42H. Responsibilities of the Sending Office

Upon receipt of the appropriate clearances, the sending office briefs the employee on the purpose of the consultation, itinerary, contacts and liaison officers; assists the employee with such matters as passport, visas, travel reservations and immunization; and, advises the employee concerning procedures for pay, mail and travel vouchers.

** END OF SECTION **

42I. Responsibilities of the Gaining Office

The gaining office designates a liaison officer who is the central point of contact for program and administrative matters for an employee on consultation, e.g., preparing an agenda, scheduling appointments, reporting time and attendance, providing office space and secretarial help, securing visas or exit permits and, when the consultation is in the U.S., coordination with M/PM/EPM for Executive personnel, IG/EMS for IG personnel and M/PM/FSP for others.

** END OF SECTION **

42J. Dependent Travel

The travel of dependents to any location in connection with an employee's consultation must be in the interest of the Agency and in accordance with applicable travel regulations. Proposals for dependent travel must be separately justified, documented and approved in advance.

** END OF SECTION **