



ADS Chapter 470

Pay Under the Foreign Service

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ADS Chapter 470 - Pay Under the Foreign Service

470.1 OVERVIEW

Effective Date: 04/05/2024

An objective of the [Foreign Service Act of 1980, as amended](#), is to strengthen and improve the Foreign Service (FS) of the United States by providing:

- Salaries, allowances, and benefits that will permit the FS to attract and retain qualified personnel; and
- A system of incentive payments and awards to encourage and reward outstanding performance (see [section 101\(b\)\(6\) of the Foreign Service Act](#)).

This chapter provides USAID's policies, regulations, and procedures that govern pay for employees compensated under the FS Salary Schedule that are in line with this objective (see [section 101 of the Foreign Service Act](#)).

This chapter applies to FS career, career candidate, and non-career employees; and eligible family members (EFM).

This chapter does not apply to:

- Employees compensated under the Chief of Mission (COM) salary schedule (see [Section 401 of the Foreign Service Act](#));
- Foreign Service National Direct Hire employees (see [ADS 495, Foreign Service National Direct Hire Personnel Administration](#)); and
- U.S. Personal Service Contractors (USPSCs) (see [ADS 309, Personal Services Contracts with Individuals](#)).

470.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/05/2024

- a. The **Administrator, or designee**, is responsible for approving the Senior Foreign Service (SFS) performance pay policy annually.
- b. The **Chief Human Capital Officer, Office of Human Capital and Talent Management (HCTM/CHCO), or designee**, is responsible for the overall administration of pay for the Agency and decides on exceptions to pay policy, except for employees of BS-08, Audit and Inspections. Note: The Assistant Inspector General for Management, Office of the Inspector General (OIG/AIG/M) is responsible for the administration of pay for BS-08 employees, including developing and publicizing policy that may differ from policy contained in this ADS chapter.
- c. The **Senior Deputy Assistant to the Administrator, Office of Human Capital**

and Talent Management (SDAA/HCTM) is responsible for reviewing appeals of salary determinations made by the Director, Human Capital and Talent Management, Foreign Service Center (HCTM/FSC).

d. The Office of Human Capital and Talent Management, Office for Workforce Planning, Policy, and Systems Management (HCTM/PPSM) is responsible for:

1. Developing an annual recruitment plan, in coordination with HCTM/FSC, to include the number, salary classes, and categories of FS employees to be recruited from inside and outside USAID; and
2. Submitting the plan to the Administrator for approval.

e. The Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC) is responsible for:

1. Determining an applicant's eligibility for class levels and making salary determinations;
2. Advising employees concerning policy related to salary setting;
3. In consultation with the Office of General Counsel (GC), ensuring FS pay policies meet legal and regulatory requirements, including merit promotion regulations; and
4. Ensuring that appropriate personnel actions are initiated and processed.

f. The Office of Human Capital and Talent Management, Office of Overseas Human Capital Initiatives (HCTM/OHCI) is responsible for establishing the standards, guidelines, and procedures for the classification and salary classes of all positions held by EFM spouses of direct hire USAID Foreign Service Officers (FSOs) hired abroad in a Family Member Appointment (FMA) for Appointment Eligible Family Members (AEFMs) or as a Resident Hire Personal Services Contractor (PSC).

g. The Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P), in coordination with HCTM, is responsible for ensuring that all salary and related payments, including changes in pay, are processed, in accordance with applicable laws and regulations and internal policies and procedures.

h. The Office of Civil Rights (OCR) is responsible for providing technical expertise and advice to Agency Leadership and management to carry out USAID's Equal Employment Opportunity (EEO) programs and responsibilities and support the development and implementation of effective Agency policies, programs, procedures, and practices.

i. The Office of General Counsel (GC) is responsible for providing definitive legal

advice.

470.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

470.3.1 Equal Employment Opportunity Requirement

Effective Date: 04/05/2024

USAID, through OCR, in accordance with [section 101 of the Foreign Service Act](#), fosters the development and vigorous implementation of policies and procedures that facilitate and encourage:

- a. Entry into and advancement in the FS by people from all backgrounds in the United States; and
- b. Equal opportunity, inclusion, and equitable treatment for all without regard to race, color, national origin, sex (including pregnancy, gender identity, sexual orientation, or transgender status), age (except, as it relates to the mandatory retirement age, explained below), religion, genetic information, physical or mental disability, marital status, Veteran status, status as a parent, geographic or educational affiliation within the United States, or political affiliation. Retaliation for opposing unlawful discrimination or for engaging in a protected EEO activity is also prohibited.

In consultation with GC and OCR, HCTM/FSC ensures that FS pay policies and procedures meet legal and regulatory requirements, including adherence to EEO and merit principles.

470.3.2 Foreign Service Pay Rates

Effective Date: 04/05/2024

FS pay rates are fixed, in accordance with the following sections of the [Foreign Service Act of 1980](#):

- Sec. 311, United States Citizens Hired Abroad ([22 USC 3951](#));
- Sec. 403, Foreign Service Schedule ([22 USC 3963](#) and [5 USC 5332](#));
- Sec. 407, Salaries for Foreign Service Personnel Abroad who Perform Routine Duties ([22 USC 3967](#)); and
- Sec. 503, Assignments to Agencies, International Organizations and other Bodies ([22 USC 3983](#)).

FS Overseas Comparability Pay provides a locality pay component to basic pay for all FS and Foreign Service Limited (FSL), FS-01 and below, employees who are assigned overseas. Note: locality pay is not a component of SFS pay.

FS employees assigned to USAID/Washington (USAID/W) are eligible to receive locality-based comparability payments. The payments are computed, using the same percentage as is applicable, for the calendar year involved, to General Schedule (GS) positions in the same locality. Comparability payments are considered part of basic pay for purposes of computing retirement, life insurance, and premium pay and for other purposes provided by law or prescribed by the U.S. Office of Personnel Management (OPM) (see [5 USC 5304, Locality-based comparability payments](#)).

470.3.3 Sequence of Pay Changes

Effective Date: 04/05/2024

When an employee is entitled to more than one pay change at the same time, HCTM/FSC processes the changes in the order most beneficial to the employee.

470.3.4 Foreign Service Rank-in-Person System

Effective Date: 04/05/2024

FS employees are compensated based on their personal rank, also known as rank-in-person, unlike Civil Service (CS) employees who are compensated based on the grade of their position. FS employees are generally assigned to positions classified no more than two classes higher or lower than their individual FS rank-in-person. Since FS employees are not compensated based on the position class, they remain at the compensation of their rank (see [ADS 436, Foreign Service Assignments Process and Tours of Duty](#)).

470.3.5 Pay Plan Codes

Effective Date: 04/05/2024

USAID uses the pay plan codes listed below for FS personnel. These codes correspond to particular appointment categories and appear on various employment documents, e.g., Notifications of Personnel Action (SF-50) and Statements of Earnings and Leave (SELs).

Pay Plan Code	Appointment Category
FO	Foreign Service (Career, commissioned)
FP	Foreign Service (Career, non-commissioned); Foreign Service Limited (Non-Career and Career Candidate); and Foreign Service Eligible Family Member employees. These are limited or temporary appointments.

470.3.6 Salary Determination (Career Candidates and Foreign Service Limited)

Effective Date: 04/05/2024

- a. HCTM/FSC develops and maintains qualification standards for each salary class

and occupational specialty approved for recruitment. These qualification standards are included in announcements when positions are advertised. HCTM/FSC personnel screen applications against the standards to determine the qualifications of each applicant (see [ADS 468](#), [ADS 414](#), and [ADS 415](#)).

- b. Once an applicant has qualified for a salary class, HCTM/FSC determines the salary rate within the class to offer the applicant. HCTM/FSC must make salary offers based on the combination of education and experience specified in the table below. When substantiated by appropriate documentation of base salary (e.g., SF-50 Notification of Personnel Action, Statement of Earnings and Leave, pay stubs, etc.), USAID may offer a higher rate within the range of the class for employees, based on current or prior federal service of 90 days or more, in accordance with section **470.3.7.1**.

In making salary determinations, HCTM cannot exceed step 14 of the salary class to which the applicant is appointed (in line with the vacancy announcement).

HCTM must offer applicants for FSL appointments salaries based on the advertised class(es) of the position, applying the salary-setting model in the table below to the published applicable FS salary chart for the year in which they are hired. Applicants for FSL positions advertised at the FS 01 level receive salaries within the salary range specified in the announcement based on the assessment of their qualifications and the specialized expertise required for their position, given the standards established below.

FOREIGN SERVICE PAY SETTING MODEL			
Hiring Level	Education *	Years of Qualifying Experience**	Class/Step***
FS Positions - Classes 06/05/04	Bachelor's Degree	0-5	FS-06/5-10
		6-11	FS-05/7-12
		12-21	FS-04/5-14
	Master's or Juris Doctor (JD)	>21	FS-04/14
		0-5	FS-05/5-10
		6-15	FS-04/5-14
		>15	FS-04/14

	Doctorate (PhD)	0-9	FS-04/5-14
		>9	FS-04/14
FS Positions - Classes 03/02	Bachelor's Degree	0-5	NA
		6-11	FS-03/1-6
		12-21	FS-03/7-14
		>21	FS-03/14
	Master's or Juris Doctor (JD)	0-5	NA
		6-15	FS-03/5-14
		15-21	FS-02/1-7
		21-27+	FS-02/8-14
	Doctorate (PhD)	0-5	NA
		6-15	FS-02/2-10
		15-18	FS-02/11-14
		>18	FS-02/14

Table Notes:

*Minimum education requirements are established in the vacancy announcement. The minimum years of experience and degree requirements for FS entry are defined by Backstop Coordinators, in consultation with HCTM/FSC. Most FS backstops currently require a graduate degree. These requirements are available in [ADS 415maa](#).

**Qualifying Experience is defined on the last vacancy announcement for that grade range.

**Qualifying overseas (O/S)/diverse U.S.-based experience is counted at 150% rate (e.g. 1 year O/S counts as 1.5 years, 4 years O/S counts as 6 years). Relevant overseas/diverse U.S.-based experience includes: (1) working and living in a foreign country, nation, territory, or tribal area or (2) working and living in an economically disadvantaged community in the United States with populations who are economically disadvantaged. The experience must be relevant to the advertised position, including if the experience required learning or using a foreign language; encountering new and or different cultures and practices; and/or coordination and engagement with external partners and local counterparts.

***Language proficiency in one of USAID's Tenure Languages (see [ADS 438maa](#)) is verified

during the interview stage via a phone test. If the candidate is predicted by the tester to be at a tenure level in one of the core languages, they must receive two bonus steps for one language (only one). This provision is not applicable for non-career FSL appointments.

***Prior Federal Salary History: The highest previous rate (HPR) rule is applied when determining the step. The HPR is the highest rate of basic pay previously received by an individual while employed in a non-temporary civilian position for 90 days or more in any part of the Federal Government. It does not apply to work as a contractor.

Documentation of work experience, such as a resume or statement from the employer/supervisor, must show the duties performed, the dates of work, and the number of hours worked. Full-time volunteer work for periods of 90 days or more can be considered, as long as the work is directly related to the USAID mission and the position.

470.3.6.1 Highest Previous Rate (Current/Prior Federal Service)

Effective Date: 04/05/2024

In accordance with OPM's guidance on the [Maximum Payable Rate Rule](#), consideration for a salary rate higher than the step implied by the table above is based on the highest rate of pay the applicant is currently earning under a federal appointment or a previously held federal position. If the highest rate of pay was based on past federal employment, the applicant must have earned the rate for a continuous period of 90 days or more under one or more federal appointments without a break in service. This rate of pay is referred to as Highest Previous Rate (HPR).

If the HPR falls between two steps of the FS salary class of which the applicant is being offered, HCTM/FSC may offer the applicant the higher step during salary negotiations with the applicant. If the HPR exceeds the highest step of the class (step 14), the salary rate can only be set at step 14, the maximum rate of the salary class. USAID may not use the next higher class in order to match the HPR.

If HPR was earned in a FS or CS position, it is increased by subsequent amendments to the pay schedules (i.e., salary determinations will be based on the pay schedule in effect at the time the salary offer is made). For example, the HPR for a former FS-04, step one, appointment is computed on the current salary rate for FP-04, step one, not the actual salary at the time of the previous appointment.

Applicants who are current or former federal employees must have the opportunity to provide documentation to HCTM/FSC to support a higher rate after the salary determination is made up to the date the individual enters on duty. For example, if a federal employee received a promotion 60 days prior to the salary negotiation and their entry on duty is more than 30 days later, their salary offer may be adjusted, if evidence of the higher salary for 90 days or more is provided prior to their start date.

470.3.6.2 Salary Setting/Location of Position (Career Candidate and Limited Appointments)

Effective Date: 04/05/2024

If the applicant is being considered for a position in the United States, HCTM must use the applicable locality pay chart for the location of the applicant's position for salary setting. If the applicant is scheduled to be assigned overseas, HCTM must use the [Foreign Service Overseas Locality Salary Table](#), which includes overseas comparability pay for the appropriate salary class, for the salary setting.

470.3.6.3 Offer Letter

Effective Date: 04/05/2024

HCTM/FSC issues the selected candidate a formal offer letter with the proposed type of appointment, salary, class, and position, once all appropriate decisions are completed. Candidates must be given sufficient time to accept or reject the offer. Candidates must sign and return the offer letter indicating their decision in the time frame given.

470.3.6.4 No Salary Appeal or Review After Appointment

Effective Date: 04/05/2024

The applicant has no right of appeal or right to any further review of salary after they have entered on duty in a position under an appointment to the FS.

470.3.7 Salary Determinations for Other Categories of FS Employees

470.3.7.1 Compensation Levels for the Senior Foreign Service

Effective Date: 04/05/2024

Pay levels for the SFS are based on the Executive Schedule and are adjusted for relative performance. SFS Officers may not be paid less than the basic rate payable for the Senior Executive Service (SES), per sec. [402\(b\) of the FS Act](#).

470.3.7.2 Pay Setting Process for SFS Employees

Effective Date: 04/05/2024

- a. **Promotion into the Senior Foreign Service.** USAID FSOs promoted to the rank of Counselor will receive a salary increase that is generally based on three factors: (1) their current FS-01 base salary rate of pay; (2) an adjustment resetting their base pay to reflect Washington, DC locality pay; and (3) a percentage increase. HCTM outlines the specific calculation in the Annual SFS Performance Pay Policy memo approved by the Administrator, or their designee. The new SFS salary takes effect on the effective date of their promotion.
- b. **Promotion within the Senior Foreign Service.** USAID FSOs promoted within the SFS will receive a salary increase reflecting their rating by the Consolidated Senior Foreign Service Performance Board ("C/Board"). HCTM proposes annual SFS salary increases in an Annual SFS Performance Pay Memo approved by

the Administrator, or their designee. The new SFS salary takes effect on the effective date of the promotion.

- c. **Entering from the Civil Service.** CS employees granted limited appointments to the FS for assignment to an FE-OC level position through the Foreign Service Assignment System or the Senior Leadership Group (SLG) assignment process will receive a salary equivalent to their current CS salary.
- d. **Entering from the Senior Executive Service.** A career SES employee who accepts a limited SFS appointment in a salary class for which the highest basic salary rate is less than the employee's existing SES basic salary rate will receive the following pay retention benefits (sec. [402\(b\) of the FS Act](#)):
 1. The employee will preserve the benefits of the SES existing payable rate (and the existing scheduled rate of pay, if different);
 2. The employee's SES existing payable rate will be adjusted by 50 percent of each subsequent SES pay adjustment granted under [5 USC 5382](#); and
 3. The employee will continue to receive the SES existing payable rate, as adjusted, until the new applicable basic salary rate in the appropriate SFS class equals or exceeds the SES payable rate.
- e. **Appointments from Outside the Government.** The salary level for those appointed from outside the government to a limited appointment in the SFS are based on the class level of the position.
- f. **Presidential Appointees.** An FS/SFS employee, who is appointed to any position in the Executive Branch by the President with the advice and consent of the Senate, or by the President alone, is considered to be on assignment under section 302(b) [of the Act](#) and retains career status as a member of USAID's SFS. The employee may elect to continue to receive the salary of the employee's salary class, to remain eligible for performance pay, and to receive the leave to which they are entitled as a member of the SFS. Alternatively, the employee may elect to receive the salary and leave, if any, of the position to which they were appointed by the President.

470.3.7.3 Recall of Retired Career Foreign Service/Senior Foreign Service Officers

Effective Date: 04/05/2024

Any annuitant recalled to duty in the FS under section 308(a) of the [Foreign Service Act of 1980](#), will receive, in lieu of annuity, the full salary of the class in which they are serving (see [sections 308 and 823 of the Foreign Service Act](#)).

Salary Setting

- a. If the individual being recalled was, at the time of retirement, at class 01 or below of the FS schedule, salary is set at the class level and step encumbered at the time of retirement (using the Locality Salary Table applicable for the position's geographic area).
- b. If the individual being recalled was, at the time of retirement, a member of the SFS, they are recalled to the class level encumbered at the time of retirement. Salary within that class range is set as follows:
 - HCTM confirms the class level/salary the SFS member was earning at the time of retirement. Then, for the purpose of determining the salary position within the applicable SFS salary range, HCTM adds any annual increases awarded by the President to the applicable SFS class during the period after retirement. Then, HCTM sets the salary at the calculated rate, not to exceed the salary cap of the SFS class level to which the employee being recalled and not below the minimal SFS salary range.

470.3.7.4 Reappointment of Former FS/SFS Career Employees

Effective Date: 04/05/2024

Former (non-retired) career (i.e., tenured) members of USAID's FS may be reappointed to USAID's FS/SFS, in accordance with [Section 308\(b\) of the Foreign Service Act](#), if the Director of HCTM/FSC, the Backstop Coordinator, and the HCTM Assignments and Career Counselor (ACC) for the relevant backstop determine that an Agency need exists for reappointment.

Salary/Class Setting

For non-SFS FS employees, if it is determined that an Agency need exists that warrants reappointment, HCTM/FSC:

- a. Ascertains the class and step the applicant for reappointment held at the time of resignation or separation;
- b. Uses the salary chart appropriate to the locale to which the individual is being reappointed (see section **470.3.7.3**), and sets the salary at the class and step held at the time of resignation, unless the Director of HCTM/FSC determines that reappointment to the next higher class is warranted, based on:
 - Resignation occurred five or more years before and the individual has at least five years of non-federal work experience directly related to the backstop to which the individual is being reappointed; or
 - Receipt of a higher-level directly related degree and three years of non-federal work experience directly related to the backstop to which the individual is being reappointed.

If the Director of HCTM/FSC determines that appointment to the next higher class is warranted, then HCTM sets the step according to the individual's education and experience (not to exceed step 14 of the salary class).

If current or previous service is via federal appointment, then HCTM sets the salary according to the HPR described in section **470.3.7.1**.

470.3.7.5 Assignments to Non-Service and Other Positions

Effective Date: 04/05/2024

USAID adheres to [section 503 of the Foreign Service Act](#) and [22 USC 3983, Assignment to non-Service and other positions](#) when awarding higher pay for FS employees on assignment to non-FS positions.

470.3.7.6 Civil Service to Foreign Service Appointments

Effective Date: 04/05/2024

a. Setting Salary for Conversion from a CS appointment to an FS Non-Career Appointment

HCTM/FSC uses the following CS to FS salary equivalency table to determine the appropriate salary classes for employees when making CS to FS appointments under the CS to FS Appointment Program (see [ADS 415](#)).

<u>Civil Service Grade</u>	<u>Foreign Service Class</u>
GS-15	FP-01
GS-14	FP-02
GS-13	FP-03

The non-career FSL appointment is at the FS class level equivalent to the CS employee's CS grade. If the CS salary falls between two step levels, the higher of the two steps will be set.

b. Setting Salary for Conversion from a Non-career FSL appointment to a Career Candidate Appointment

If the employee applies for and is accepted for conversion to a career candidate FS appointment, the new appointment and salary is based on the class at which they are offered conversion, per [ADS 415, CS to FS Appointment Program](#). The provisions for HPR for current/former federal employees apply. If the HPR falls between two steps of the FS salary class approved for the candidate, HCTM/FSC may offer the higher step. If the HPR exceeds the highest step of the class (step 14), the salary rate can only be set at step 14, the maximum rate of the salary class. USAID may not use the next higher class in order to match the HPR.

470.3.7.7 United States Citizens Hired Abroad (Eligible Family Member)

Effective Date: 04/05/2024

All positions held by AEFMs are classified in accordance with the standards, guidelines, and procedures established by HCTM/OHCI. All AEFM appointments are limited non-career appointments. Generally, employees in this category are compensated on the basis of the pay range of the class of their position. However, in some instances, employees may be paid under section [407 of the Foreign Service Act](#), if the duties performed are determined to be routine. Initial appointments are made at the minimum rate of the class (step 1) unless the individual qualifies for a higher rate (see [sections 311, 406](#) and [407 of the Foreign Service Act](#)).

Employees on limited or temporary appointments are not eligible, in the traditional sense of the terms, for promotion, reassignment, or change to a lower grade. However, the same type of movement from one position or class level to another may be accomplished by converting an employee to a new appointment reflecting a different position, class level, or salary. The Mission must submit requests to appoint or to change an employee's appointment to a higher class to the appropriate Human Resources Specialist in HCTM/OHCI for action.

470.3.8 Adjustments to Basic Pay

Effective Date: 04/05/2024

HCTM can make adjustments to basic pay in a variety of ways, as described below. Changes in an employee's salary are effective on the first day of the pay period, following approval of the action.

470.3.8.1 Annual Adjustments to Pay Schedules (Comparability Increases)

Effective Date: 04/05/2024

Congress and the President annually review the salary rates established under the statutory pay systems, which include the FS Salary Schedule, and may adjust them, in accordance with [5 USC 5303, Annual adjustments to pay schedules](#). The National Finance Center (NFC), in coordination with HCTM/PPSM, processes the comparability increases after they are authorized by Congress and issued by an Executive Order. The new rates are effective on the first day of the first pay period beginning on or after January 1 of each calendar year and are reflected in the Statements of Earnings and Leave, beginning with that pay period.

470.3.8.2 Promotions

Effective Date: 04/05/2024

The salary of an employee who is promoted to the next class is set at the step of the new class that exceeds the employee's existing rate by at least two steps. If the promotion causes the employee's pay to exceed the maximum rate (step 14) of the class to which promoted, the employee will be paid at step 14. Pay cannot exceed the rate range of the class.

470.3.8.3 Within-Class Increases

Effective Date: 04/05/2024

Except as provided in section **470.3.11**, FS employees that receive a salary under the FS Schedule who are paid below the maximum step of their class may be eligible to receive periodic within-class increases. Within-class increases are effective at the beginning of the first pay period, following completion of the applicable waiting period:

- Steps 1 through 9 – after 52 calendar weeks of service,
- Steps 10 through 13 – after 104 calendar weeks of service.

A waiting period for a within-class increase begins:

- a. Upon initial appointment in the FS;
- b. Upon receiving an equivalent increase (i.e., increase(s) in basic pay equal to or greater than the amount of the within-class increment of the class in which the employee is serving (e.g., a promotion, a within-class increase or a change in pay systems); or
- c. After a break in service in excess of 52 calendar weeks. As used in this section, a calendar week is a period of any seven calendar days. The waiting period will be extended by the length of a break in service of more than three calendar days but less than 52 calendar weeks.

Credit is granted for all leave without pay that does not exceed six months in the aggregate of any calendar year.

Full credit is allowed for an employee who:

- a. Accepts an assignment with an international or other organization; or
- b. Is assigned for duty to a committee or office of the Congress (see section **470.3.11**, [section 406 of the Foreign Service Act](#), [ADS 434, Details and Transfers to International Organizations Civil Service and Foreign Service](#), and [ADS 432, Details - Civil and Foreign Service](#))

470.3.8.4 Meritorious Step Increases

Effective Date: 04/05/2024

A meritorious step increase (MSI) increases pay to the next higher salary step within a FS class for meritorious service that reflects performance above and beyond the required standards. It is in addition to any regular step increase granted for time-in-class by meeting required earned standards of performance. A decision to grant MSIs depends on the availability of funds.

Limitations

- a. No member will be granted more than one MSI during any 52-week period.
- b. An MSI will delay a within-class increase in cases where an employee moves from a step with a 52-week waiting period (Step 9) to one with a 104-week waiting period (Step 10).
 - (1) If, after receiving an MSI, an employee's salary is then at a step with a 52-week waiting period requirement (i.e., at step 9 or below), the next regular within-class step increase is effective at the beginning of the first pay period, following completion of 52 weeks from the employee's last regular within-class increase.
 - (2) If, after receiving an MSI, an employee's salary is then at a step with a 104-week waiting period requirement (i.e., at step 10 or higher), the next regular within-class step increase is effective at the beginning of the first pay period, following completion of 104 weeks from the employee's last regular within-class increase.

When an MSI and the regular within-class increase are due to take effect on the same date, HCTM and Payroll process the two actions in the following order:

- a. Regular within-class increase, then
- b. MSI.

470.3.8.5 Other Bases for Increasing Pay

Effective Date: 04/05/2024

Pursuant to [section 606 of the Foreign Service Act](#), an officer's pay may be increased in a remedial action recommended by the Foreign Service Grievance Board, an EEO appeals examiner, or the Special Counsel of the Merit System Protection Board. A remedial pay increase may be made retroactively in a situation where a prospective increase alone would not constitute an adequate remedy (see [section 606 of the Foreign Service Act](#)).

470.3.9 Temporary Service as Principal Officer (Chargé d'Affaires)

Effective Date: 04/05/2024

For an officer temporarily in charge of a post during the absence or incapacity of the principal officer, [22 USC 3971, Temporary service as principal officer](#), [section 411 of the Foreign Service Act](#), and [3 FAM 3123, Chargé d'Affaires Pay](#) authorize compensation, in addition to the officer's base salary.

470.3.9.1 Eligibility

Effective Date: 04/05/2024

All USAID commissioned officers are eligible to receive chargé pay if they complete a waiting period of 28 calendar days in charge of a post in an acting capacity. Upon completion of the 28-day waiting period and submission of the required documentation (see section **470.3.10.3**), the officer may be compensated on a bi-weekly basis for the duration of the period they serve as the principal officer, excluding the 28-day waiting period.

An officer is not eligible for chargé pay unless the notification of transfer of office is transmitted to the Department of State (State) by the USAID post. A notification to State is required each time an officer assumes or relinquishes charge of a post.

470.3.9.2 Computation of Chargé Pay

Effective Date: 04/05/2024

Chargé pay is computed as a percentage of the difference between the basic salary rate of the officer temporarily in charge and the basic salary rate provided for the position of the principal officer or the basic salary of the principal officer most recently in charge, as appropriate. The regular rate of chargé pay is one-half the difference.

Officers are entitled to chargé pay at the regular rate, unless the SDAA/HCTM approves a special rate. The SDAA/HCTM may approve a special rate, 75 percent of the difference or the full amount of the difference, for an officer in charge for extended periods (e.g., 90 calendar days or more) or during periods of unusual political stress or involving abnormally complicated coordinating responsibilities.

The Controller or Executive Officer (EXO), as appropriate, must clear all special rate requests through State, Office of Pay Management and the employee's regional Bureau in USAID/W before submission to the SDAA/HCTM (see [section 552 of the Standardized Regulations](#) for ceiling on post differential when chargé pay is payable).

To initiate payment of either standard or special chargé pay, USAID employees must complete and submit a "Request for Chargé Pay," along with copies of the notification(s) of transfer of office to the USAID Controller and/or the EXO at post (see [ADS 470maa, Request for Chargé Pay](#)). The USAID officer initiating the action must obtain the necessary certification from State's Administrative Officer; upon receipt of certification, they must sign and date the request and submit it, along with all pertinent documentation, through the appropriate USAID/W Bureau for clearance before it goes to M/CFO/P for payment. Chargé pay is subject to U.S. FICA, federal, state, and local taxes, as appropriate. It is not creditable for retirement, Thrift Saving Plans, or life insurance purposes.

470.3.10 Denial of Within-Class or Annual SFS Salary Increase

Effective Date: 04/05/2024

If the FS Promotion Board determines the performance of an employee did not meet the standards of their class during the rating period, or if an FSO is referred to a Performance Standards Board (PSB) during the previous calendar year for unsatisfactory performance, following completion of a Performance Improvement Plan (PIP), the next scheduled within-class increase of the employee is withheld for one year from the date the increase was scheduled. The employee's servicing HR Specialist must document on a Notification of Personnel Action (SF-50), the denial and the date the employee is eligible for the next within-class increase (see [Section 406 of the Foreign Service Act](#) and [ADS 464, Foreign Service Performance-Based Actions](#)).

SFS employees who (1) received a C grade from the C/Board or (2) were determined by the C/Board not to meet the standards of their class or (3) were referred to the PSB during the previous calendar year for unsatisfactory performance, following completion of a PIP, do not receive an annual salary increase in the next calendar year.

470.3.11 Grievance Rights

Effective Date: 04/05/2024

Grievance policies and procedures for FS employees are contained in [ADS 486, Grievances - Foreign Service](#).

Employees and applicants may file a complaint of discrimination (see [ADS 110, Equal Employment Opportunity Program](#)) with OCR. The employee or applicant must initiate contact with an EEO counselor or OCR within 45 calendar days from the date the employee or applicant becomes aware of the alleged discriminatory action or, in the case of a personnel action, within 45 calendar days of the effective date of the action. This chapter creates no rights that are not already contained within any applicable laws and/or regulations.

470.4 MANDATORY REFERENCES

470.4.1 External Mandatory References

Effective Date: 04/05/2024

- a. [3 FAM 3123, Chargé d'Affaires Pay](#)
- b. [3 FAM 8200, Family Member Appointments](#)
- c. [5 USC 5303, Annual adjustments to pay schedules](#)
- d. [5 USC 5304, Locality-based comparability payments](#)
- e. [5 USC 5332, The General Schedule](#)
- f. [22 USC 3963, Foreign Service Schedule](#)
- g. [22 USC 3951, United States Citizens Hired Abroad](#)

- h. [22 USC 3967, Salaries for FS personnel abroad who perform routine duties](#)
- i. [22 USC 3971, Temporary service as principal officer](#)
- j. [22 USC 3983, Assignment to non-Service and other positions](#)
- k. [22 USC 4064, Reemployment](#)
- l. [Foreign Service Act of 1980 as amended, sections 101, 303, 307, 309, 311, 403, 406, 407, 411, 503, 606, 823, and 824](#)

470.4.2 Internal Mandatory References

Effective Date: 04/05/2024

- a. [ADS 414, Foreign Service Appointments](#)
- b. [ADS 415, Civil Service-to-Foreign Service Appointment Program](#)
- c. [ADS 422, Personnel Operations: Senior Foreign Service](#)
- d. [ADS 432, Details - Civil and Foreign Service](#)
- e. [ADS 434, Details and Transfers to International Organizations - Civil Service and Foreign Service](#)
- f. [ADS 435, Commissions, Titles and Rank](#)
- g. [ADS 436, Foreign Service Assignments Process and Tours of Duty](#)
- h. [ADS 461, Foreign Service and Senior Foreign Service Performance Management and Development Programs](#)
- i. [ADS 463, Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures](#)
- j. [ADS 468, Foreign Service Personnel Recruitment](#)
- k. [ADS 470maa, Request for Chargé Pay](#)
- l. [ADS 486, Grievances - Foreign Service](#)
- m. [ADS 495, Foreign Service National Direct Hire Personnel Administration](#)
- n. [ADS 499, Overseas Employment Program](#)
- o. [Foreign Service Salary Charts](#)

p. [Payroll Division \(M/CFO/P\) Website](#)

470.4.3 Mandatory Forms

Effective Date: 04/05/2024

a. [SF-50, Notification of Personnel Action](#)

470.5 ADDITIONAL HELP

Effective Date: 04/05/2024

There are no additional help documents for this chapter.

470.6 DEFINITIONS

Effective Date: 04/05/2024

See the [ADS Glossary](#) for all ADS terms and definitions.

Annuitant

A retired Foreign Service employee being paid an annuity from the Foreign Service Retirement and Disability System. (**Chapter 470**)

Appointment Eligible Family Member (AEFM) appointment

A type of Foreign Service limited non-career appointment available only to U.S. citizen eligible family members, under the authority of sections 309 and 311(a) of the Foreign Service Act of 1980, as amended. Appointments are for more than one year and not to exceed five years. (**Chapter 450** and **470**)

Chargé D' Affaires

A Foreign Service officer or any other officer with appropriate commissioned title, serving as a chargé d'affaires ad interim at a diplomatic mission; or consular officer who is not a Foreign Service officer serving as acting principal officer at a consulate general, a consulate, or a U.S. Interests Section. (**Chapter 470**)

Conversion

A conversion moves an employee without a break in service from one personnel appointment to another personnel appointment in the same agency. (**Chapter 470**)

Equivalent Increase

An increase(s) in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of pay for the next higher step of the class or the next higher rate within the class (as defined in section 531.403 of 5 CFR). (**Chapter 470** and [471](#))

Rate of Basic Pay

Rate of basic pay means, for any pay system, the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and

exclusive of additional pay of any kind, such as night or environmental differentials in the case of a prevailing rate employee. (**Chapters 470**)

U.S. Citizen Resident Appointment

A U.S. citizen living abroad who is not an American Family Member. (**Chapter [450](#) and 470**)

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