



ADS Chapters and Point of Contact List

A Mandatory Reference for ADS Chapter 501

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ADS Chapters and Points of Contact List

If you have a question about a specific ADS chapter, please contact the Bureau/Independent Office responsible for that chapter. Partial revisions to this reference contain yellow highlights which indicates that the chapter is new or that the author information or office location information has changed.

| No. | Chapter Title | Responsible Office | Point of Contact |
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| 101 | Agency Programs and Functions | HCTM/PPSM | Krista Hulburt hr-helpdesk@usaid.gov |
| 102 | Agency Organization | HCTM/PPSM | Krista Hulburt hr-helpdesk@usaid.gov |
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| 104 | Performance of Commercial Activities within USAID | HCTM/PPIM | Olga Lagares hr-helpdesk@usaid.gov |
| 105 | Federal Advisory Committee Management | M/MPBP | Ann Lemau alemau@usaid.gov |
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| 109 | Ethics and Standards of Conduct | GC/EA | Treyer Mason-Gale tmasongale@usaid.gov |
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| 111 | Procedures for Providing Reasonable Accommodation | OCR | Mark McKay reasonableaccommodations@usaid.gov |
| 112 | Standard Operating Procedures for Task Forces | M/MS | Karyn Mauch readiness@usaid.gov |
| 113 | Preventing and Addressing Sexual Misconduct | ES OCR HCTM | Keetah Salazar-Thompson ksalazar-thompson@usaid.gov |
| 114 | Anti-Harassment Program | OCR | Tanya Shorter OCRharassment@usaid.gov |
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| 151 | Reporting and Management of Litigation | GC/LE | Bill Buckhold wbuckhold@usaid.gov |
| 152 | Tort Claims | GC/LE | Bill Buckhold wbuckhold@usaid.gov |

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| 154 | Procurement of Legal Services | GC/LE | Bill Buckhold wbuckhold@usaid.gov |
| 155 | Privileges, Immunities, and Tax Exemptions | GC/LE | David Rush drush@usaid.gov |
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| 204 | Environmental Procedures | REFS | Teresa Bernhard tbernhard@usaid.gov |
| 205 | Integrating Gender Equality and Female Empowerment in USAID's Program Cycle | PLR and IPI | Sara Head shead@usaid.gov Catherine Bollinger cbollinger@usaid.gov |
| 206 | Prohibition of Assistance to Drug Traffickers | M/MPBP/POL | Eileen Simoes esimoes@usaid.gov |
| 210 | Tobacco Policy | GH/P3 | Nicholas Enrich nenrich@usaid.gov |
| 211 | Biosafety Review Procedures for the Research, Testing, and Use of Genetically Engineered Organisms | REFS | Tracy Powell tpowell@usaid.gov |
| 212 | Breastfeeding and Infant and Young Child Nutrition Promotion, Protection, and Support | GH/SPBO/SPB | Jeniece Alvey jalvey@usaid.gov |
| 219 | Microenterprise Development | IPI | Steven Shira sshira@usaid.gov Ana Villa avilla@usaid.gov |
| 220 | Strengthening the Capacity of Partner Governments through Government-to-Government (G2G) Assistance | M/CFO and PLR | Charleta Dixon cdixon@usaid.gov Ilirjana Tahmazi itahmazi@usaid.gov |

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| 221 | USAID's Procedures for Implementing International Agreements for Tied and Untied Aid | GC/A&A | Greg Marchand gmarchand@usaid.gov |
| 225 | Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights" | IPI and REFS | Moussa Traore moutraore@usaid.gov Marina Colby macolby@usaid.gov |
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| 252 | Visa Compliance for Exchange Visitors | M/MPBP | Whitney Lopez evpolicy@usaid.gov |
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| 301 | Responsibility for Procurement | M/OAA/P | Wayne Cohee wcohee@usaid.gov |
| 302 | USAID Direct Contracting | M/OAA/P | Wayne Cohee wcohee@usaid.gov |
| 303 | Grants and Cooperative Agreements to Non-Governmental Organizations | M/OAA/P | Wendy Fujka wfujka@usaid.gov |
| 304 | Selecting the Appropriate Acquisition and Assistance (A&A) Instrument | M/OAA/P | Wayne Cohee wcohee@usaid.gov |
| 305 | Host Country Contracts | M/OAA/P | Wendy Fujka wfujka@usaid.gov |
| 306 | Interagency Agreements | M/CFO and M/OAA/P | Charleta Dixon cdixon@usaid.gov Wendy Fujka wfujka@usaid.gov |
| 308 | Agreements with Public International Organizations | GC/A&A and PLR | Courtney Magill cmagill@usaid.gov Elizabeth (Liz) Buckingham ebuckingham@usaid.gov |
| 309 | Personal Services Contracts with Individuals | M/OAA/P | Richard Spencer rspencer@usaid.gov |
| 310 | Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | GC/A&A | Greg Marchand gmarchand@usaid.gov |

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| 313 | Eligibility of Suppliers, Contractors, and Recipients | GC/G | Greg Marchand gmarchand@usaid.gov |
| 314 | Eligibility of Delivery Services | GC/A&A | Greg Marchand gmarchand@usaid.gov |
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| 316 | Procurement Under Intermediate Credit Institutions | M/OAA/P | Wendy Fujka wfujka@usaid.gov |
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| 320 | Branding and Marking | LPA | Gregory Your gyour@usaid.gov |
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| 350 | Grants to Foreign Governments | GC | David Rush drush@usaid.gov |
| 351 | Agreements with Bilateral Donors | GC/A&A | Greg Marchand gmarchand@usaid.gov |
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| 402 | Elevating and Institutionalizing the Expertise of Foreign Service Nationals | HCTM/OHCI and M/MS/OMD | Sherri Fennell, sfennell@usaid.gov Eric Adams eadams@usaid.gov |
| 405 | Telework and Remote Work Program | HCTM | Donald Freeman hr-helpdesk@usaid.gov |

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| 412 | Reemployment Rights | HCTM | Audrey Armstrong hr-helpdesk@usaid.gov |
| 413 | Civil Service Appointments and Employment | HCTM | Akeem Samuels hr-helpdesk@usaid.gov |
| 414 | Foreign Service (FS) Appointments | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 415 | Civil Service-to-Foreign Service Appointment Program | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 416 | Reserved | HCTM | |
| 418 | Merit Staffing Program for Civil Service (CS) Employees | HCTM/HCSC | Akeem Samuels hr-helpdesk@usaid.gov |
| 422 | Personnel Operations: Senior Foreign Service | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 423 | Senior Executive Service | HCTM | Audrey Armstrong hr-helpdesk@usaid.gov |
| 424 | Senior Leadership Group for Publication | HCTM | Norris Bethea hr-helpdesk@usaid.gov |
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| 432 | Details - Civil and Foreign Service | HCTM/FSP | Donald Freeman hr-helpdesk@usaid.gov |
| 434 | Details and Transfers to International Organizations—Civil Service and Foreign Service | HCTM/PPIM | Donald Freeman hr-helpdesk@usaid.gov |
| 435 | Commissions, Titles, and Rank | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 436 | Foreign Service Assignments Process and Tours of Duty | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 437 | Temporary Assignments under the Intergovernmental Personnel Act | HCTM/FSP | Donald Freeman hr-helpdesk@usaid.gov |
| 438 | Foreign Language Program | HCTM/FSC | Kathy Kullik hr-helpdesk@usaid.gov |
| 440 | Time-in-Class (TIC) Limitations and Limited Career Extensions (LCEs) | HCTM/PPIM | Kathy Kullik hr-helpdesk@usaid.gov |
| 442 | The Workers' Compensation Program | HCTM/HCSC/ESB | James Walker hr-helpdesk@usaid.gov |
| 443 | Special Assistance to Employees/Beneficiaries | HCTM/ELR | James Walker hr-helpdesk@usaid.gov |

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| 446 | Termination During Probation – Civil Service | HCTM/ELR | Audrey Armstrong hr-helpdesk@usaid.gov |
| 450 | Termination of Time-Limited Appointments - Foreign Service (FS) | HCTM/FSC | Kathryn Kullik hr-helpdesk@usaid.gov |
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| 452 | Reduction in Force - Civil Service | HCTM/PPIM | Akeem Samuels hr-helpdesk@usaid.gov |
| 453 | Furlough - Civil Service and Foreign Service | HCTM/PPSM | Audrey Armstrong hr-helpdesk@usaid.gov |
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| 456 | Personnel Operations: Position Classification | HCTM/HCSC | Donald Freeman hr-helpdesk@usaid.gov |
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| 458 | Training and Career/ Professional Development | HCTM/TE | Audrey Armstrong hr-helpdesk@usaid.gov |
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| 460 | Pathways Programs | HCTM/XOSR | Akeem Samuels hr-helpdesk@usaid.gov |
| 461 | Foreign Service and Senior Foreign Service Performance Management and Development Programs | HCTM/CPE | Kathy Kullik hr-helpdesk@usaid.gov |
| 462 | Employee Evaluation Program, Civil Service | HCTM/CPE | Edith Tuda-Torboh hr-helpdesk@usaid.gov |
| 463 | Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures | HCTM/CPE | Kathy Kullik hr-helpdesk@usaid.gov |
| 464 | Foreign Service Performance-Based Actions | HCTM/CPE | Kathy Kullik hr-helpdesk@usaid.gov |
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| 467 | Federal Employees Pay Authorities and Flexibilities | HCTM | Joseph Allen hr-helpdesk@usaid.gov |
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| 469 | Civil Service Personnel Recruitment | HCTM/PPIM | Akeem Samuels hr-helpdesk@usaid.gov |

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| 471 | Pay Under the General Schedule | HCTM/HCSC | Joseph Allen hr-helpdesk@usaid.gov |
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| 478 | Payments to Missing Employees | HCTM/HCSC/ESB | Joseph Allen hr-helpdesk@usaid.gov |
| 479 | Hours of Duty | HCTM/PPIM | Edith Tudae-Torboh hr-helpdesk@usaid.gov |
| 480 | Leave Program | HCTM/PPSM | Edith Tudae-Torboh hr-helpdesk@usaid.gov |
| 481 | Family and Medical Leave (FML) | HCTM/PPSM | Edith Tudae-Torboh hr-helpdesk@usaid.gov |
| 482 | Voluntary Leave Transfer Program | HCTM | Edith Tudae-Torboh hr-helpdesk@usaid.gov |
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| 486 | Grievances - Foreign Service | HCTM/ELR | Kathy Kullik hr-helpdesk@usaid.gov |
| 487 | Disciplinary and Adverse Actions Based Upon Employee Misconduct – Civil Service | HCTM/ELR | Audrey Armstrong hr-helpdesk@usaid.gov |
| 489 | Performance Based Actions - Civil Service | HCTM | Audrey Armstrong hr-helpdesk@usaid.gov |
| 490 | Agency Administrative Grievance Procedure | HCTM/ELR | Audrey Armstrong hr-helpdesk@usaid.gov |
| 491 | USAID Incentive Awards Program | HCTM/CPE | Edith Tudae-Torboh hr-helpdesk@usaid.gov |
| 492 | The USAID Employee Memorial Program | HCTM/SCC | Audrey Armstrong hr-helpdesk@usaid.gov |
| 495 | Foreign Service National Direct-Hire Personnel Administration | HCTM/OHCI | Kathy Kullik hr-helpdesk@usaid.gov |
| 496 | FSN Health and Accident Coverage (HAC) | HCTM/OHCI | Kathy Kullik hr-helpdesk@usaid.gov |
| 499 | Overseas Employment Program | HCTM/PPIM | Kathy Kullik hr-helpdesk@usaid.gov |
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| 502 | The USAID Records Management Program | M/MS/IRD | Taniesha Tolbert ttolbert@usaid.gov |

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| 510 | Mandatory Declassification Review | M/MS/IRD | Taniesha Tolbert ttolbert@usaid.gov |
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| 518 | Personal Property Management (Domestic) | M/MS/HMD | Stanley Smith stansmith@usaid.gov |
| 519 | Building Support Services in USAID/Washington | M/MS/HMD | Deandra Joefield djoefield@usaid.gov |
| 520 | International Cooperative Administrative Support Services (ICASS) | M/MS/OMD | Sue Chan suchan@usaid.gov |
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| 559 | Public Activity | LPA/PE | Sara Reef sreef@usaid.gov |
| 560 | News Releases and Services | LPA/AA | Rebecca Chalif rchalif@usaid.gov |
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| 568 | National Security Information Program | SEC/CTIS | Phillip Dixon pdixon@usaid.gov |
| 569 | Counterintelligence and Insider Threat Program | SEC/OD | Nicole Williams inwilliams@usaid.gov |
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| 579 | USAID Development Data | M/CIO | Brandon Pustejovsky bpustejovsky@usaid.gov |

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| 580 | Conference Planning and Attendance | M/MS | Michele Williams micwilliams@usaid.gov |
| 590 | USAID as the Audited Entity | M/CFO | Charleta Dixon cdixon@usaid.gov |
| 591 | Financial Audits of USAID Contractors, Recipients, and Host Government Entities | M/CFO | Charleta Dixon cdixon@usaid.gov |
| 596 | Management's Responsibility for Enterprise Risk Management and Internal Control | M/CFO/FPS | Charleta Dixon cdixon@usaid.gov |
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| 602 | Forward Funding, Program Funds | PLR | Sherif Zohdi sahmed@usaid.gov |
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| 610 | Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment | GC | Youshea Berry yberry@usaid.gov Sarah Lavin slavin@usaid.gov |
| 620 | Financial Management Principles and Standards | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 621 | Obligations | M/CFO/FPS | Charleta Dixon cdixon@usaid.gov |
| 623 | Financial Management of Loan Guarantee Programs | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 624 | Host Country-Owned Foreign Currency | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 625 | Accounts Receivable and Debt Collection | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 626 | Payroll and Time and Attendance Transactions | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 627 | Local Currency Trust Fund Management | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 628 | Gifts and Donations and Dollar Trust Fund Management | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 629 | Accounting for USAID-Owned Property and Internal Use Software | M/CFO/FPS | Tony Addae-Kumi aaddaekumi@usaid.gov |
| 630 | Payables Management | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
| 631 | Accruals | M/CFO/FPS | Charleta Dixon cdixon@usaid.gov |

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| 634 | Administrative Control of Funds | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |
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| 636 | Program Funded Advances | M/CFO/FPS | Charleta Dixon cdixon@usaid.gov |
| 637 | U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan | M/CFO/FPS | Osman Masahudu mosman@usaid.gov |

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