



# Assignment of USAID Employees to Non-Federal Organizations

An Additional Help Document for ADS Chapter 437

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**Assignment of USAID Employees to Non-Federal Organizations  
Summary of IPA Provisions**

Topic	IPA Appointment (LWOP)	IPA Detail
Employee Status	Employee takes LWOP. Treated as an employee of the organization or system to which appointed, except can retain Federal retirement coverage, health benefits, and life insurance at own expense. Is subject to all Federal personnel actions that would normally apply.	Remains a USAID employee. Is subject to all personnel actions that would normally apply.
Funding	USAID can reimburse the non-Federal organization for all, some, or none of its expenses. Administrative costs of the assignment (e.g., payroll transaction costs, office space, supplies, tuition credits) are not allowed.	USAID can obtain reimbursement from the non-Federal organization for all, some, or none of its expenses.
Assignment Type	Employee is given an appointment in the non-Federal organization (for example, an appointment may be required if the non-Federal organization desires the USAID employee to exercise certain authorities limited to its own employees).	Employee placed on detail to the non-Federal position.
Salary	Paid directly by the non-Federal organization according to its own policies.	Continues to be paid by USAID.
Special Salary Provisions	If non-Federal salary is higher than that of the USAID position, employee may receive the normal rate of pay for the position even if exceeds Federal pay caps (unless appointment is to a Federally-funded Research and Development Center). USAID must make a supplemental payment to employee if non-Federal salary is less than that of the USAID position. GC must be consulted in both cases.	If non-Federal established rate of pay is higher than the employee's USAID salary, the employee can receive a supplemental payment from the non-Federal organization. GC must be consulted in cases involving supplemental payments.
Salary Changes	Employee receives full service credit for within-grade increases and annual pay adjustments.	Governed by Federal pay rules for employee's permanent position.
Holiday and Leave	Follows the non-Federal organization's policies for holidays. Employee continues to accrue annual and sick leave as if he/she were in the federal position.	Follows Federal leave and holiday provisions. Can be excused for non-Federal holidays. Non-federal supervisor reports time and attendance to USAID supervisor.
Fringe Benefits	Can retain Federal benefits only if employee pays for them. Employee is liable for FICA and Medicare taxes.	Retains federal benefits.
Travel and Relocation Costs	USAID can pay travel, per diem, and/or relocation costs associated with the assignment.	Same as for IPA appointment.