



ADS Chapters and Point of Contact List

A Mandatory Reference for ADS Chapter 501

Partial Revision Date: 01/19/2021
Responsible Office: M/MPBP/POL
File Name: 501maa_101920

ADS Chapters and Points of Contact List

If you have a question about a specific ADS chapter, please contact the office responsible for that chapter. Yellow highlight 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
101	Agency Programs and Functions	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
102	Agency Organization	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
103	Delegations of Authority	GC	Sarah Lavin 202-712-0685
104	Performance of Commercial Activities within USAID	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
105	Federal Advisory Committee Management	M/MPBP	Tyrone Brown 202-921-5100
108	USAID Policy in Response to Fallen Colleagues	ES	Emily Davis 202-712-1916
109	Ethics and Standards of Conduct	GC	Harmony Wade 202-712-5098
110	Equal Employment Opportunity	OCRD	Liza Almo 202-712-1007
111	Procedures for Providing Reasonable Accommodation for Individuals with Disabilities	OCRD	Mark McKay mmckay@usaid.gov
113	Preventing and Addressing Sexual Misconduct	ES	Keetah Salazar-Thompson 202-712-5145
114	OCRD's Anti-Harassment Program	OCRD	Liza Almo 202-689-7497
151	Reporting and Management of Litigation	GC	Bill Buckhold 202-712-1903
152	Tort Claims	GC	Bill Buckhold 202-712-1903
153	Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense	GC	Bill Buckhold 202-712-1903
154	Procurement of Legal Services	GC	Bill Buckhold 202-712-1903
155	Privileges, Immunities, and Tax Exemptions	GC	Matt Cohen 202-216-3293

No.	Chapter Title	Responsible Office	Point of Contact
156	Agency Rulemaking	M/MPBP	Susan Radford 202-921-5096
157	USAID Volunteer Activities Policy	GC	Treyer Mason-Gale 202-712-5053
158	Document Retention and Collection Orders	GC	Megan Metcalf 202-712-1696
200	Development Policy	PPL	Julie Lelek 202-216-3296
201	Program Cycle Operational Policy	PPL	Carissa Page cpage@usaid.gov
204	Environmental Procedures	DDI	Teresa Bernhard 202-712-4313
205	Integrating Gender Equality and Female Empowerment in USAID's Program Cycle	PPL	Cathy Cozzarelli 202-712-1891
206	Prohibition of Assistance to Drug Traffickers	DCHA	Pending Archive
210	Tobacco Policy	GH	Marita Eib 202-916-2412
211	Biosafety Review Procedures for the Research, Testing, and Use of Genetically Engineered Organisms	RFS	Tracy Powell 202-712-4328
212	Breastfeeding Promotion Policy	GH	Anne Peniston apeniston@usaid.gov
219	Microenterprise Development	DDI	Autumn Gorman 202-216-3461
220	Use of Reliable Partner Country Systems for Direct Management and Implementation of Assistance	M/CFO and PPL	Dorothea Malloy/Grace Yang 202-916-2518/ 571-242-4056
221	USAID's Procedures for Implementing International Agreements for Tied and Untied Aid	GC	Jun Jin 202-712-5002
225	Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights"	DDI	Anastasia de Santos 202-712-5837
249	Development Credit Authority (DCA)	GC	Gayle Girod 202-712-5328
250	Urban and Environment Credit Program (UE Credit Program)	DDI	Raul Flores
251	International Disaster Assistance	BHA	Aimee Lauer 202-712-0183
252	Visa Compliance for Exchange Visitors	E3	Ethel Brooks 202-712-4226
253	Participant Training for Capacity Development	E3	Ethel Brooks 202-712-4226

No.	Chapter Title	Responsible Office	Point of Contact
260	Geographic Codes	M/CFO	Dorothea Malloy 202-916-2518
300	Agency Acquisition and Assistance (A&A) Planning	M/OAA	Wayne Cohee 202-916-2630
301	Responsibility for Procurement	M/OAA	Anne Sattgast 202-916-2623
302	USAID Direct Contracting	M/OAA	Carol Ketrick 202-916-2617
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OAA	Anne Sattgast 202-916-2623
304	Selecting Between Acquisition and Assistance (A&A) Implementing Instruments	M/OAA	Anne Sattgast 202-916-2623
305	Host Country Contracts	M/OAA	Anne Sattgast 202-916-2623
306	Interagency Agreements	M/OAA	Michael Gushue 202-916-2631
308	Agreements with Public International Organizations	GC/PPL	Sarah Lavin / Andrew Ditmanson 202-712-0685/ 202-712-0524
309	Personal Services Contracts with Individuals	M/OAA	Richard Spencer 202-916-2629
310	Source, Origin and Nationality	GC	Jun Jin 202-712-5002
312	Eligibility of Commodities	GC	Jun Jin 202-712-5002
313	Eligibility of Suppliers and Contractors	GC	Jun Jin 202-712-5002
314	Eligibility of Delivery Services	GC	Jun Jin 202-567-5002
315	Cargo Preference	M/OAA	Jacqueline Taylor 202-916-2628
316	Procurement Under Intermediate Institutions	M/OAA	Michael Gushue 202-916-2631
317	Procurement Under Fixed Amount Reimbursement Activities	M/OAA	Michael Gushue 202-916-2631
318	Intellectual Property Rights	GC	Gayle Girod 202-712-5328
320	Branding and Marking	LPA	Jane Silcock 202-712-1360
321	Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions	OSDBU	Harry Parker 202-916-2549

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322	Procurement of Insurance	M/OAA	Jacqueline Taylor 202-916-2628
323	Metric Specifications	M/OAA	Jacqueline Taylor 202-916-2628
330	Source Rules for Administrative Procurement	M/OAA	Richard Spencer 202-916-2629
331	Simplified Acquisitions, Micro-Purchases, and Use of the USAID/W Purchase Card	M/OAA	Lyudmila Bond 202-916-2622
349	International Agreements	GC	Matt Cohen 202-216-3293
350	Grants to Foreign Governments	GC	Matt Cohen 202-216-3293
351	Agreements with Bilateral Donors	GC	Sarah Lavin 202-712-0685
401	USAID's Human Capital (HC) Accountability System	HCTM	LeMont Neal hr-helpdesk@usaid.gov
405	Telework	HCTM	Monika Parker hr-helpdesk@usaid.gov
408	Alcohol and Drug Abuse Assistance Program	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
410	Drug Free Workplace Program	SEC	Cynthia Marbury 202- 712-5426
411	Employment Rights and Benefits of Employees Who Perform Active Military Duty	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
412	Reemployment Rights	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
413	Civil Service Appointments and Employment	HCTM	Monika Parker hr-helpdesk@usaid.gov
414	Foreign Service Appointments	HCTM	Michael Lowry hr-helpdesk@usaid.gov
415	Civil Service to Foreign Service Appointment Program	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
418	Merit Staffing Program for Civil Service Employees	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
422	Personnel Operations: Senior Foreign Service	HCTM	Michael Lowry hr-helpdesk@usaid.gov
423	Personnel Operations: Senior Executive Service	HCTM	Michael Lowry hr-helpdesk@usaid.gov
425	Senior Level Scientific and Professional Performance Management System	HCTM	Michael Lowry hr-helpdesk@usaid.gov
432	Details - Civil and Foreign Service	HCTM	Michael Lowry hr-helpdesk@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
434	Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS)	HCTM	Michael Lowry hr-helpdesk@usaid.gov
435	Commissions, Titles and Rank	HCTM	Michael Lowry hr-helpdesk@usaid.gov
436	FS Assignments and Tours of Duty	HCTM	Monika Parker hr-helpdesk@usaid.gov
437	Temporary Assignments under the Intergovernmental Personnel Act	HCTM	Michael Lowry hr-helpdesk@usaid.gov
438	Foreign Language Program	HCTM	Michael Lowry hr-helpdesk@usaid.gov
440	TIC/LCE	HCTM	Michael Lowry hr-helpdesk@usaid.gov
442	Workers' Compensation Program	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
443	Special Assistance to Employees/Beneficiaries	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
446	Termination during Probation	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
450	Termination of Time-Limited Appointments - Foreign Service (FS)	HCTM	Sandra Amin hr-helpdesk@usaid.gov
451	Separations and Exit Clearance	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
452	Reduction in Force - Civil Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
453	Furlough - Civil Service and Foreign Service	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
454	Reduction in Force - Foreign Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
455	Reduction in Force in the Senior Executive Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
456	Personnel Operations: Position Classification	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
458	Training and Career/ Professional Development	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
459	Career Candidate Program	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
460	Pathways Programs	HCTM	Michael Lowry hr-helpdesk@usaid.gov
461	Employee Evaluation Program, Foreign Service and Senior Foreign Service	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
462	Employee Evaluation Program, Civil Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
463	Foreign Service Boards	HCTM	Karen Baquedano hr-helpdesk@usaid.gov
464	FS Performance-Based Actions	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
467	Federal Employees Pay Authorities and Flexibilities	HCTM	Michael Lowry hr-helpdesk@usaid.gov
468	Foreign Service (FS) Personnel Recruitment	HCTM	Michael Lowry hr-helpdesk@usaid.gov
469	Civil Service Personnel Recruitment	HCTM	Monika Parker hr-helpdesk@usaid.gov
470	Pay Under the Foreign Service	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
471	Pay Under the General Schedule	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
472	Premium Compensation	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
476	Benefits	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
477	Allowances and Differentials	HCTM	Michael Lowry hr-helpdesk@usaid.gov
478	Payments to Missing Employees	HCTM	Michael Lowry hr-helpdesk@usaid.gov
479	Hours of Duty	HCTM	Monika Parker hr-helpdesk@usaid.gov
480	Leave	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
481	Family and Medical Leave (FML)	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
482	Voluntary Leave Transfer Program	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
485	Disciplinary Action - Foreign Service	HCTM	Michael Lowry hr-helpdesk@usaid.gov
486	Grievances - Foreign Service	HCTM	Michael Lowry hr-helpdesk@usaid.gov
487	Disciplinary and Adverse Actions Based on Misconduct - Civil Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
489	Performance Based Actions - Civil Service	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
490	Agency Administrative Grievance Procedure	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
491	Incentive Awards Program	HCTM	Michael Lowry hr-helpdesk@usaid.gov

No.	Chapter Title	Responsible Office	Point of Contact
492	USAID Employment Memorial Program	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
494	Civil Service Retirement	HCTM	Alexandra Riboul hr-helpdesk@usaid.gov
495	Foreign Service National Personnel Administration	HCTM	Nancy Duroseau hr-helpdesk@usaid.gov
496	FSN Emergency Health and Accident Coverage (HAC)	HCTM	Michael Lowry hr-helpdesk@usaid.gov
499	Overseas Employment Program	HCTM	Michael Lowry hr-helpdesk@usaid.gov
501	The Automated Directives System (ADS)	M/MPBP	Tyrone Brown 202- 921-5100
502	The USAID Records Management Program	M/MS/IRD	Taniesha Tolbert 202-921-5018
503	Correspondence Management	ES	Jennifer Hurley 202-712-1736
504	Agency Notices	M/MPBP	Tyrone Brown 202-921-5100
505	Forms Management Program	M/MS/IRD	Taniesha Tolbert 202-921-5018
506	Reports Management	M/MS/IRD	Taniesha Tolbert 202-921-5018
507	Freedom of Information Act	M/MS/IRD	Alecia Sillah 202- 916-4660
508	Privacy Program	M/CIO	William Morgan 571-218-0829
509	Management and Oversight of Agency Information Technology Resources	M/CIO	Zecharia "Zack" Kahn 202-916-4668
510	Mandatory Declassification Review	M/MS/IRD	Coy Lindsay 202-921-5017
511	Essential Records Program	M/MS/IRD	Kenneth Matthews 202-921-5014
512	Agency Printing and Graphics Services	M/MS/HMD	Charles Reborn 202-712-1568
513	Mail Management	M/MS/HMD	Charles Reborn 202-712-1568
514	Parking Program Administration	M/MS/HMD	Herman Lee 202-921-5065
515	Metro Transit Subsidy Program	M/MS/HMD	Herman Lee 202-921-5065
516	Federal Register Notices	M/MS/IRD	Coy Lindsay 202-921-5017

No.	Chapter Title	Responsible Office	Point of Contact
517	Acquisition of Domestic Real Property	M/MS/HMD	Wayne Witherspoon 202-921-5058
518	Personal Property Management (Domestic)	M/MS/HMD	Wayne Witherspoon 202-921-5058
519	Building Services	M/MS/HMD	Herman Lee 202-921-5065
520	International Cooperative Administrative Support Services (ICASS)	M/MS/OMD	Leslie Petersen 202-921-5023
521	Claims for Losses of Private Personal Property	M/MS/TTD	Katrina Riley-Sawyer 202-921-5021
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/MS/TTD	Kenneth Hawkins 202-921-5022
523	Foreign Service Assignment Travel	M/MS/TTD	Kenneth Hawkins 202-921-5022
524	Emergency Management	M/MS/HMD	Emory Fristoe (202) 712-4015
526	USAID Guest House Services	M/MS/OMD	Leslie Petersen 202-921-5023
527	Functions of the Mission Executive Officer	M/MS/OMD	Leslie Petersen 202-921-5023
528	Energy Management and Planning Program for USAID Buildings	M/MS/OMD	Leslie Petersen 202-921-5023
529	Safety Program	M/MS/HMD	Chris Orbits 202-712-1603
530	Emergency Planning Overseas	M/MS/OMD	Leslie Petersen 202-921-5023
531	Continuity of Operations Program	M/MS/HMD	Emory Fristoe (202) 712-4015
532	Employee Operated Services and Facilities	M/MS/OMD	Leslie Petersen 202-921-5023
533	Purchasing for USAID's Overseas Activities	M/MS/OMD	Leslie Petersen 202-921-5023
534	Personal Property Management Overseas	M/MS/OMD	Leslie Petersen 202-921-5023
535	Real Property Management Overseas	M/MS/OMD	Leslie Petersen 202-921-5023
536	Use and Control of Official Vehicles	M/MS/OMD	Leslie Petersen 202-921-5023
537	Professional Liability Insurance	M/MS/OMD	Leslie Petersen 202-921-5023
539	Overseas Schools Program	M/MS/OMD	Leslie Petersen 202-921-5023

No.	Chapter Title	Responsible Office	Point of Contact
540	USAID Development Experience Information and Reference Services	M/CIO	Brandon Pustejovsky 202-916-2495
541	Information Management	M/CIO	Changqing Zhen 202-916-2429
542	Identity, Credential, and Access Management (ICAM)	M/CIO	Sankar Das 202-916-2465
545	Information Systems Security	M/CIO	Luis Alvarado 202-916-4316
547	Property Management of Information Technology (IT) Resources	M/CIO	Zecharia (Zack) Kahn 202-916-4668
549	Telecommunications Management	M/CIO	Brian Herson 202-916-4640
551	Section 508 and Accessibility	M/CIO	William Morgan 571-218-0829
552	Classified Information Systems Security	M/CIO	Angel Cruz 202-712-4603
553	Congressional Inquiries	LPA	Lee Walter 202-712-0604
554	Congressional Witnesses	LPA	Sonali Korde skorde@usaid.gov
555	Congressional Delegations	LPA	Sonali Korde skorde@usaid.gov
556	Congressional Reports	LPA	Lee Walter 202-712-0604
557	Public Information	LPA	Gregory Your 202-712-0301
558	Public Activity	LPA	Gregory Your 202-712-0301
559	Inquiries from the News Media	LPA	Ashlei Walker 202-712-1896
560	News Releases and Services	LPA	Pooja Jhunjunwala pjhunjunwala@usaid.gov
561	Security Responsibilities	SEC	David Blackshaw 571-309-9519
562	Physical Security Programs (Overseas)	SEC	Mike Burkly 202-712-4901
563	Armored Vehicle Program	SEC	Mike Burkly 202-712-4901
564	Security Communications	SEC	Mike Burkly 202-712-4901
565	Physical Security Programs (Domestic)	SEC	PJ Butler 571-438-3365

No.	Chapter Title	Responsible Office	Point of Contact
566	U.S. Direct-Hire and PASA/RSSA Personnel Security Program	SEC	Tara Debnam 202-712-1752
567	Classified Contracts and Contractor Personnel Security	SEC	Diane Sloan 202-712-0894
568	National Security Information Program	SEC	Diane Sloan 202-712-0894
569	Counterintelligence Program	SEC	Jimmy Dyer 202-712-1606
572	Personnel Recovery Program	SEC	Mike Burkly 202-712-4901
573	Partner Liaison Security Offices	SEC	Mai Huang 202-712-4974
578	Information Quality and Peer Review Guidelines	M/CIO	Brandon Pustejovsky 202-916-2495
579	USAID Development Data	M/CIO	Brandon Pustejovsky 202-916-2495
580	Conference Planning and Attendance	M/MPBP/POL	Susan Radford 202-921-5096
590	Audit	M/CFO	Dorothea Malloy 202-916-2518
591	Financial Audits of USAID Contractors, Grantees And Host Government Recipients	M/CFO	Dorothea Malloy 202-916-2518
592	Performance Audits	M/CFO	Dorothea Malloy 202-916-2518
593	Reviews Conducted by the General Accounting Office (GAO)	M/CFO	Dorothea Malloy 202-916-2518
594	Audits of USAID's Annual Financial Statement	M/CFO	Dorothea Malloy 202-916-2518
595	Audit Management Program	M/CFO	Gary Jacobs 202-916-4184
596	Management Accountability and Control	M/CFO	Dorothea Malloy 202-916-2518
597	Operations Performance Policy	M/MPBP	Erin Brown 202-921-5117
601	Funding Source Policy	M/MPBP	Diana Fernandez 202-921-5139
602	Forward Funding of Program Funds	FA and BRM	Chris VandenAssem 202-647-2850
603	Forward Funding, Non-Program Funds	M/MPBP	Diana Fernandez 202-921-5139

No.	Chapter Title	Responsible Office	Point of Contact
610	Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment	GC	Youshea Berry 202-712-5427
620	Financial Management Principles and Standards	M/CFO	Dorothea Malloy 202-916-2518
621	Obligations	M/CFO	Dorothea Malloy 202-916-2518
623	Financial Management of Credit Programs	M/CFO	Dorothea Malloy 202-916-2518
624	Host Country-Owned Foreign Currency	M/CFO	Dorothea Malloy 202-916-2518
625	Accounts Receivable and Debt Collection	M/CFO	Dorothea Malloy 202-916-2518
626	Payroll	M/CFO	Dorothea Malloy 202-916-2518
627	Local Currency Trust Fund Management	M/CFO	Dorothea Malloy 202-916-2518
628	Gifts and Donations and Dollar Trust Fund Management	M/CFO	Dorothea Malloy 202-916-2518
629	Accounting for USAID Owned Property and Internal Use Software	M/CFO	Dorothea Malloy 202-916-2518
630	Payables Management	M/CFO	Dorothea Malloy 202-916-2518
631	Accrued Expenditures	M/CFO	Dorothea Malloy 202-916-2518
633	Financial Management Aspects of Temporary Duty Travel (TDY)	M/CFO	Dorothea Malloy 202-916-2518
634	Administrative Control of Funds	M/CFO	Dorothea Malloy 202-916-2518
635	Working Capital Fund	M/CFO	Matthew Talbert 202-916-4494
636	Program Funded Advances	M/CFO	Dorothea Malloy 202-916-2518
637	U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	M/CFO	Dorothea Malloy 202-567-4973

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