

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

APHIS DIRECTIVE 416.1
9/27/83

OVERSEAS EMPLOYMENT UNDER PARTICIPATING AGENCY SERVICE
AGREEMENTS WITH AID

I. PURPOSE

This Directive:

- A. Outlines procedures to be followed in staffing Agency for International Development (AID) program activities under Participating Agency Service Agreements (PASA's).
- B. Explains the benefits to which employees serving abroad under these agreements are entitled.

II. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 416.1 dated 1/4/73. The major changes are:

- A. Inclusion of APHIS policy concerning temporary promotion.
- B. Changes in regulations concerning household shipments and personal effects.

III. GENERAL

AID special-projects are carried out under the terms of a general memorandum of agreement between AID and USDA. Each project is covered by a special agreement (PASA) executed by AID and APHIS or by AID and USDA, specifying in detail the extent and terms of the project.

IV. APPOINTMENTS AND ASSIGNMENTS

Overseas positions established to carry out PASA's are filled as competitive positions only when career or career-conditional employees transfer from USDA employment in the United States to assignments overseas; otherwise, they are filled as excepted positions. Excepted appointments (and subsequent renewals) are limited to no longer than 30 months. Selection for an excepted appointment does not confer rights to a permanent assignment in either the Foreign or Civil Service. Excepted employees, upon completion

of the tour, are released and removed from the Agency's rolls.

V TEMPORARY PROMOTION

Generally, employees selected from the Civil Service system for PASA assignments enter the Foreign Compensation pay plan (FC) at a rate of pay equivalent to their grade and step in the Civil Service. In some instances, however, temporary promotion may be given when the duties and responsibilities of the position for which the employee has been selected are of a higher grade. In situations such as these, the procedures for effecting temporary promotions, as outlined in APHIS Directive 444.1, Merit Promotion Plan, will apply. Upon completion of the assignment, the employee will be returned to a position in the Civil Service at the grade and step held prior to the assignment.

VI. SALARIES, RIGHTS, AND BENEFITS

Citizen employees who serve overseas on AID special projects are entitled to pay, allowances, differentials, travel, and other benefits under the Foreign Service Act of 1980, as amended, except as modified or limited by AID administrative regulations.

- A. Salaries, Differentials, and Separation Allowances. Under the present USDA-AID agreement, APHIS may pay employees of AID special projects their basic salaries and, when applicable, their foreign post differentials and separation allowances.
- B. Other Allowances and Costs. AID will pay directly to employees of AID special projects other allowances and costs as prescribed in the PASA (e.g., local or regional travel, educational and visitational travel, post allowance, and quarters allowance). In Developing such agreements, the involved organizational unit is responsible for assuring that the agreement provides for applicable rights and benefits. All APHIS-AID agreements should include the following standard clause:

"APHIS personnel serving overseas under this project shall receive pay, allowances, differentials, travel leave, and other benefits and privileges in accordance with the authority contained in Section 625 (d) (1) of the Foreign Assistance Act of 1961 (P.L. 87-195) as amended, in the same manner as employees of like rank in the Agency for International Development."

Normally, APHIS will authorize and handle the administrative arrangements involving travel to and from the United States on assignment and reassignment of APHIS PASA employees. Any costs incurred are reimbursable and will be paid by AID. All other

overseas allowances will be handled directly by the AID mission.

- C. Weight Limitation on Shipment of Household Goods and Personal Effects Under Certain Circumstances. Employees transferred overseas under a PASA are covered by Department of State, Uniform Foreign Affairs Regulations concerning travel, transportation, and storage of household effects. However, in many instances AID will only authorize a limited household shipment overseas. Employees should contact the International Programs Management and Liaison Staff (IPMLS), Human Resources Division, for guidance concerning their household shipments.

VII. SECURITY CLEARANCES

Security clearances must be obtained in accordance with requirements governing requests for TOP SECRET clearance. IPMLS will make all the arrangements for ensuring that proper clearance and procedures are followed.

VIII. MEDICAL EXAMINATIONS

Information as to requirements for medical examinations, immunizations, and health certificates is available from IPMLS, which will be responsible for making all necessary arrangements for coverage of employees under the Foreign Service Medical and Health Program.

IX. REEMPLOYMENT RIGHTS

- A. Department Employees. Department employees (other than those serving without compensation) selected for overseas assignments under PASA's have mandatory reemployment rights upon termination of the overseas assignment, regardless of how long the overseas assignment lasts. Such reemployment rights must be exercised within 30 days after termination of the overseas assignment.
- B. Employees of Other Federal Agencies. Employees of other agencies of the Government outside the Department who are selected for such overseas assignments also have mandatory reemployment rights. Their reemployment rights, however, expire upon completion of 30 months of continuous employment overseas, unless the releasing Federal agency consents to reemployment rights for a longer period.

/s/ Bert W. Hawkins
Administrator