



USAID
FROM THE AMERICAN PEOPLE

ADS Glossary

Partial Revision Date: 09/02/2021
Responsible Office: M/MPBP
File Name: Glossary_090221

Table of Contents

| | |
|------------------------------|------------|
| Numerical Terms | 3 |
| A | 3 |
| B | 32 |
| C | 40 |
| D | 74 |
| E | 94 |
| F | 110 |
| G | 125 |
| H | 132 |
| I | 136 |
| J | 157 |
| K | 159 |
| L | 160 |
| M | 170 |
| N | 183 |
| O | 191 |
| P | 200 |
| Q | 233 |
| R | 235 |
| S | 256 |
| T | 288 |
| U | 303 |
| V | 310 |
| W | 314 |
| X | 318 |
| Z | 318 |

Numerical Terms

3-Month Rolling Advance

An optional procedure that allows a recipient to simultaneously submit three advance requests covering 30-day sub-periods of a 90-day period for payment just prior to the beginning of each month. This allows for the maintenance of cash flow to the recipient while at the same time limiting the available cash to the recipient to immediate cash needs as required by Treasury's cash management policy. (**Chapter [636](#)**)

360 Degree Sources

Customers, peers, other managers, subordinates, and other individuals with whom or for whom an employee may have worked who can provide feedback, from their various perspectives, about an employee's performance during any period of performance currently being evaluated. Selection panels are prohibited from directly or indirectly soliciting feedback from implementing partners on the performance of Contracting/Agreement Officers (COs/AOs) and Contracting Officer's Representatives/Agreement Officer's Representatives (CORs/AORs). (**Chapter [421](#), [457](#), [461](#), [462](#), [463](#)**)

401(k) Defined Contribution Pension Plan

A pension plan that requires the employer to specify an amount to contribute but does not specify the amount that may be paid as a benefit to the participant. (**Chapter [637](#)**)

802.11

A family of specifications developed by the Institute of Electrical and Electronics Engineers (IEEE) for wireless network technology. 802.11 specifies an over-the-air interface between a wireless client and a base station or between two wireless clients. The range between units can be a few meters to over 450 meters. The IEEE accepted the specification in 1997, and released the most recent updates in 2012 and 2013. (**Chapter [545](#)**)

A

A and B Rolls

Negative rolls of motion picture film, usually 16 mm, in which the shots are distributed between two rolls to permit special effect on printing. (**Chapter [502](#)**)

AA Obligation Recorder

The individual in a Bureau/Independent Office designated to record the obligation in Acquisition and Assistance (A&A) on behalf of a Bureau/Independent Office Assistant Administrator or Deputy Assistant Administrator. (**Chapter [621](#)**)

Abatement

Action by an employer to comply with a cited standard or regulation or to eliminate a recognized hazard. (**Chapter [529](#)**)

Abolished Position

An Senior Executive Service (SES) position which is surplus to the needs of the Agency due to any of the following reasons: (1) lack of work or curtailment of a function, (2) shortage of funds, (3) reorganization, (4) determination that the appointee's position no longer meets the definition for inclusion in the SES because of a change in duties or responsibilities, or (5) another action which results in the elimination or modification of an SES position. (**Chapter [455](#)**)

Abolishment of Position

The actual termination of the job, with the duties being eliminated entirely or combined with the duties of another position or positions. (**Chapter [456](#)**)

Abuse

Use of a government charge card to buy authorized items, but at terms (e.g., price, quantity) that are excessive, for a questionable government need, or both. Examples of such transactions include the purchase of a day planner costing \$300 rather than one for \$45; purchasing bottled water when potable water is accessible; allowable refreshments at an excessive cost; and year-end bulk purchases of computers and electronic equipment for a questionable government need. (**Chapter [331](#)**)

Academic Year of Graduate Education

The number of credit hours that the school attended has determined to represent one academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, then 18 semester hours or 27 quarter hours should be considered as satisfying the one year full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended. (**Chapter [460](#)**)

Academic Year of Undergraduate Education

- A minimum of 30 semester or 45 quarter hours at an accredited college or university; or
- A minimum of 36 weeks at an accredited business, technical, vocational, or qualifying educational institution for at least 20 classroom hours per week. (**Chapter [460](#)**)

Accelerated Payment Methods

A group of payment methods authorized under the Prompt Payment Act Implementation that, in certain instances, allows payment to be made to vendors prior to the normal 30-day waiting period. Accelerated payments have been expanded to include "Fast Pay," payments for invoices under \$2,500, payments to small businesses, and payments related to emergencies and disasters. Accelerated payments may be made to any small business if the Bureau or Mission Director determines that such early payments are necessary. (**Chapter [630](#)**)

Acceptable Level of Competence

For Civil Service employees under the General Schedule, an acceptable level of competence means performance by an employee that warrants advancement of the employee's rate of basic pay to the next higher step of the grade of their position. (**Chapter [471](#)**)

Acceptable Performance

Performance that meets an employee's performance measure(s) at the Needs Improvement level (or higher) in the work objective(s) at issue. (**Chapter [489](#)**)

Access

The ability and opportunity to obtain knowledge of classified information. An individual is considered to have access by being in a place where national security information is kept, processed, handled, or discussed, if the security control measures that are in force do not prevent that person from gaining knowledge of such information. (**Chapter [508](#), [566](#), [567](#), [568](#), [569](#)**)

Access Point (AP)

A location to connect to a device or network. (**Chapter [552](#)**)

Access to Records

Giving members of the public, at their request, federal agency records to which they are entitled by a law such as the Privacy Act or the Freedom of Information Act. (**Chapter [508](#)**)

Accessibility

The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design. (**Chapter [111](#)**)

Accessibility Requirements Tool (ART)

A step-by-step guide to help you easily identify relevant accessibility requirements from the [Revised 508 Standards](#), and incorporate them into your procurement and contracting documentation, as well as in-house IT development. (**Chapter [551](#)**)

Accommodations (Airplane)

- 1) First Class – Air travel accommodations at a higher cost than that for standard – economy class accommodations, but lower than premium fare.
- 2) Premium Fare – Air travel accommodations at a cost higher than that for standard first-class accommodations.
- 3) Business Class – Air travel accommodations at a cost lower than first-class accommodations and higher than the standard, economy fare.
- 4) Economy – Standard coach fare, unrestricted, subject to seasonal variances. (**Chapter [523](#)**)

Account Servicing

The portion of the claim management cycle that includes monitoring the status of accounts of indebtedness, monitoring records of current debts, billing for amounts due, collecting amounts due, handling debtor correspondence, performing follow-up functions, and providing accurate reporting of debt portfolios. (**Chapter [625](#)**)

Accountability

The establishment of clear responsibility for designing and managing strategies, projects, and activities that articulate theories of change and define development objectives and intermediate results to achieve within a specific timeframe and an estimated level of resources; to achieve and report on results; to manage risks; and to use learning from monitoring, evaluation, and other sources to inform design and management decisions and adapt programming so USAID investments are more effective at achieving measurable development outcomes. (**Chapter [201](#)**)

Accountability System

A system that contributes to agency performance by monitoring and evaluating the results of its human capital management policies, programs, and activities; analyzing compliance with merit system principles; and identifying and monitoring necessary improvements. (**Chapter [401](#)**)

Accountable Property

Accountable property for USAID is: (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing \$100.00 or more exclusive of shipping, packing, and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse; and (d) any leased or borrowed nonexpendable property regardless of cost. (**Chapter [518](#), [547](#)**)

Accountable Property Officer (APO)

Official(s) appointed by Agency Property Management Officers (e.g., EXO or AMS/EMT Officers serve in this capacity) who are responsible for IT property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all Federal Information Processing (FIP) resources records and reports within the accountable area. (**Chapter 547**)

Accountable Property Records

Formal records of personal property that assign specific responsibility for control to an individual. (**Chapter 518**)

Accountable Property Officer (APO)

An official appointed by Agency Property Management Officers who is responsible for nonexpendable property or information technology (IT) property. This official is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. For IT property this pertains to all Federal Information Processing (FIP) resources. (**Chapter 534, 629**)

Accounting Standards and Principles

Those conventions, rules, and procedures necessary to define acceptable accounting practice. Accounting standards include broad guidelines of general application and may also include detailed practices and procedures. (**OMB Circular A-134**) (**Chapter 620**)

Accreditation

The granting of authority to speak, negotiate, and engage in multilateral diplomacy on behalf of the U.S. Government. The Office of International Conferences within the Bureau for International Organization Affairs of the Department of State is the only Federal entity authorized to accredit delegations. (**Chapter 580**)

Accrual

The estimated cost of goods and/or services or other performance received but not yet paid for by the Agency. Accruals are calculated for specific instruments and agreements and help provide current information on the financial status of an activity, project, or Development Objective (DO). (**Chapter 201, 621, 631**)

Accrual Accounting

The basis of accounting that records revenues when earned and expenditures (expenses) when the goods are received or services performed, even though the receipt of the revenue or the payment of the expenditure may take place, in whole or part, in another accounting period. (**Chapter 631**)

Accrual Basis

The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid. (**Chapter 631**)

Accrued Expenditure

Charges incurred during a given period that reflect cost/liabilities incurred and the need to pay for (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other payees; (2) goods and tangible property received and accepted; and (3) amounts becoming owed in the future under programs for which no current service or performance is required, such as annuities, insurance claims, and other benefit payments and some cash grants. Accrued expenditure includes both expenditure and accrual components. (**Chapter 631**)

Accrued Leave

The leave earned by an employee during the current leave year that is unused at any given time in that year. (**Chapter 481**)

Accrued Liabilities

The amount owed for expenses or charges incurred but for which payments are not due until a later period. Accrued liabilities will be adjusted for advances to preclude overstated General Ledger balances. (**Chapter 631**)

Accrued Revenue

Revenues are earned by USAID and are owed to USAID as performance occurs, regardless of the timing of collection or whether billing has occurred. Receipts collected in advance of performance are unearned revenue (deferred income) until performance occurs, and develop into accrued revenues as the money is earned by USAID. (**Chapter 623**)

Accumulated Leave

The unused leave remaining to the credit of an employee at the beginning of the leave year. (**Chapter 481**)

Acquisition

Acquisition means the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract (FAR 2.101). For purposes of this chapter, the terms “acquisition” and “procurement” are used interchangeably. (**Chapter 304**)

Acquisition & Assistance Policy Directives (AAPDs)

These directives are issued by the Director, Office of Acquisition & Assistance (M/OAA), to provide information of interest to contracting personnel, such as advance notification or interim implementation of changes in acquisition or assistance regulations, reminders, procedures, and general information. (**Chapter 302**)

Acquisition Manager

The designated official who is responsible for procuring IT services and supplies with appropriated funds. (Chapter [547](#))

Acquisition of Personal Property

Property acquired through purchase, donation, excess from other agencies, or transfer upon completion of a contract. (Chapter [518](#))

Action Office

Bureau/Independent Office that has the lead role in preparing materials requested in a tasker. (Chapter [503](#))

Active Collection

The debt is being collected through the use of all appropriate debt collection remedies, including, but not limited to; demand letters, credit bureau reporting, offset, garnishment, foreclosure, litigation, and referral to the Department of the Treasury (Treasury) for collection (known as cross-servicing). (Chapter [625](#))

Active Duty Period

The portion of the RIF notice period in which an employee is in work status. (Chapter [454](#))

Activity

An implementing mechanism that carries out an intervention or set of interventions to advance identified development result(s). Activities range from contracts or cooperative agreements with international or local organizations, to direct agreements with partner governments, to partial credit guarantees that mobilize private capital, among other examples. Activities also include buy-ins under global agreements (e.g., Field-Support agreements) that generate programmatic results in a given country or region. In Missions, activities should contribute to development result(s) set forth in the Mission's Country Development Cooperation Strategy. (Chapter [201](#))

Activity Approval Memorandum (AAM)

A brief action memorandum that approves an activity design. AAMs may approve one design or multiple, complementary designs depending on the circumstances. An AAM is also used to approve the use of partner government systems in implementation of G2G assistance (formerly known as the Approval for the Use of Partner Government Systems (AUPGS)). (Chapter [201](#), [220](#))

Activity Design

A process by which USAID's Operating Units determine how to advance intended result(s) through a given type of implementing mechanism. The design that results from this process is ultimately approved through a brief Activity Approval Memorandum. In most cases, activity design culminates in a solicitation or the finalization of an agreement. (Chapter [201](#))

Activity Manager

An Activity Manager may be designated by the Mission or Washington Operating Unit to assist the Contracting or Agreement Officer's Representative (COR/AOR) in performing certain technical oversight duties of an awarded activity, but they are not authorized to provide technical direction to implementing partners or any other action that binds the government based on the COR/AOR designation letter. In the case of field support implementing mechanisms, the Activity Manager is often located in the Mission, while the COR/AOR is located in USAID/Washington. (**Chapter 306, 591, 621**)

An individual identified by a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) to assist with post-award administrative oversight and monitoring. Principal roles and responsibilities of the Activity Manager can include the following: 1) providing support to the COR/AOR in administering the award; and/or 2) providing support to the COR/AOR in performing monitoring functions (e.g., collaborating with the COR/AOR to conduct site visits, verify monitoring data, conduct periodic data-quality assessments, and/or file monitoring and uploading other required documentation in the [Agency Secure Image and Storage Tracking \(ASIST\) System](#), the Agency's official electronic repository for all documentation for acquisition and assistance awards, all in accordance with Agency policy and the award's terms and conditions). The COR/AOR remains accountable for delegated responsibilities and is the only person authorized to provide technical direction to the contractor or recipient as described in the COR/AOR designation letter. Activity Managers may support the COR/AOR in providing technical and/or administrative oversight of the activity. (Chapter [201](#))

Activity Planning Approval Memorandum (APAM)

A brief action memorandum that confirms eligibility, establishes viability, and approves the planning parameters that will guide the design for a G2G activity. APAMs may approve one design or multiple, complementary designs depending on the circumstances. (**Chapter [220](#)**)

Actor

An individual responsible for insider betrayals can be labeled as one or more of three different types of actors: 1) psychologically-impaired disgruntled or alienated employees; 2) ideological or religious radicals; and 3) criminals. Moreover, insiders are very often identifiable by more than one of these categories. (**Chapter [552](#)**)

Actual Expense

Payment of authorized actual expenses incurred, up to the limit prescribed by the agency. Entitlement to reimbursement is contingent upon entitlement to per diem and is subject to the same definitions and rules governing per diem. This expense is sometimes called "actual subsistence expense." (**Chapter [522](#)**)

Actuarial Reduction

The reduction applied to an annuity if a redeposit is owed and not repaid. The base for reduction is the numeric age factor multiplied by the amount owed. (**Chapter [494](#)**)

Adaptive Management

Text highlighted in yellow indicates that the material is new or substantively revised.

An intentional approach to making decisions and adjustments in response to new information and changes in context. (**Chapter [201](#)**)

Additional Help

An additional help document provides non-mandatory guidance intended to clarify Agency policy and its application contained in the Automated Directives System (ADS). For example, these may include "how-to" guidelines and non-mandatory reference material created internally or externally. These documents may repeat policy, but do not contain new policy. Additional help documents are optional reading. (**Chapter [501](#)**)

Adequate

One of the seven criteria for selecting a quality metric: a metric is adequate if it and its companion metrics are sufficient to measure the stated result. (**Chapter [597](#)**)

Adequate Incremental Development

The principle that, for the development of software or services, the delivery of new or modified technical functionality to users should take place at least every six months. (**Chapter [509](#)**)

Adequate Quarters

Housing that is comparable to what an employee would occupy in the Washington, DC metropolitan area, with adjustments for family size and locality abroad. (**Chapter [535](#)**)

Adjudicative Guidelines

The Government-wide Adjudicative Guidelines for Determining Eligibility for Access to Classified Information issued pursuant to Executive Order 12968. (**Chapter [566](#)**)

Adjudicative Determination

An examination of a sufficient period of a person's life to make an affirmative decision that the person is an acceptable security risk. (**Chapter [566](#)**)

Adjusted Return on Operations

The core measure used by USAID to assess the financial sustainability of a microfinance institution. A value of one or greater implies full financial sustainability. (**Chapter [219](#)**)

Administrative Approval

The initial approval of an invoice or voucher received for payment. The approving officer is an employee (normally the Contracting Officer's Representative (COR)) directly concerned with acceptance of the supplies, services, etc., billed. The approval is necessary before the invoice or voucher is certified for payment by the authorized certifying officer, except as may be specifically exempted by USAID. (**Chapter [630](#)**)

Administrative Charges

Additional costs incurred in processing and handling a debt because it has become delinquent. Charges should be based on actual costs incurred or cost analyses that estimate the average of actual additional costs incurred for particular types of debt at

Text highlighted in yellow indicates that the material is new or substantively revised.

similar stages of delinquency. Administrative charges must be accrued and assessed from the date of delinquency. (**Chapter [625](#)**)

Administrative Contract Modification

A unilateral contract change, in writing, that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data). (**Chapter [300](#)**)

Administrative Error

An error due to the failure to follow Agency policies and essential procedures that results in loss of annual leave through no fault of the employee, or an error made on official leave records. (**Chapter [480](#)**)

Administrative FOIA Appeal

An independent review of the initial determination made in response to a Freedom of Information Act (FOIA) request. Requesters who are dissatisfied with the response made on their initial request have a statutory right to appeal that initial determination to an office within the Agency which will then conduct an independent review. (**Chapter [507](#)**)

Administrative Inquiry

An internal Agency-driven investigative process, to be distinguished from an “EEO investigation,” in which the Agency seeks to investigate allegations of misconduct regardless of whether an employee decides to file a formal EEO complaint. Inquiries include allegations of misconduct that both do and do not rise to the level of EEO harassment. (**Chapter [113](#)**)

Administrative Judge

Formerly hearing examiner, a person appointed by Equal Employment Opportunity Commission (EEOC) to conduct hearings on equal employment opportunity complaints. (**Chapter [110](#)**)

Administrative Management Staff (AMS)

Reviews internal office operations and provides management, administrative, and logistic support to all elements of the Office of the General Counsel (GC). AMS manages the office's Operating Expense (OE) budget and Full-Time Equivalent (FTEs) and provides services for travel, space planning, administrative procurement, and reproduction and printing services. The staff develops recruitment requirements, recommends selections, and represents GC in the personnel decision-making process. AMS administers the automation program and develops and maintains the GC law library. (**Chapter [552](#)**)

Administrative Offset

The withholding of money payable by the United States to, or held by the United States for a person to satisfy a debt the person owes the government. (22 CFR 213.2) (**Chapter [625](#)**)

Administrative Property

Administrative property is basic common-use furniture, furnishings, and equipment (including residence property) usually available through normal supply channels (e.g., desks, chairs, office machines, sofas, beds, refrigerators, etc.). (**Chapter 534**)

Administrative Sanctions

Corrective or preventative, often disciplinary in nature, actions taken as part of a response to an incident where policy, procedure, or rule of behavior has been violated. (**Chapter 545**)

Administrative Wage Garnishment

The process by which Federal agencies require a private sector employer to withhold up to 15 percent of an employee's disposable pay to satisfy a delinquent debt owed to the Federal Government. A court order is not required. (22 CFR 213.2) (**Chapter 625**)

Administrative Workweek

A period of seven consecutive calendar days beginning on Sunday and ending on the following Saturday. (**Chapter 479, 481**)

Administratively Controlled Correspondence

Correspondence which does not require the same protection as National Security Information but must be protected from unauthorized disclosure for official reasons, *i.e.*, Sensitive But Unclassified (SBU). (**Chapter 503**)

Administratively Determined (AD) Appointment

An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (**Chapter 103, 412, 413**)

Administrator Agency Notices

Electronic notices sent from the Administrator's Office to convey official information to the Agency. (**Chapter 503**)

Admonishment

A warning or caution to an employee. (**Chapter 485**)

Adoption

A legal process in which an individual becomes the legal parent of another's child. The source of an adopted child-e.g., whether from a licensed placement agency or otherwise-is not a factor in determining eligibility for leave. (**Chapter 481**)

Adoption Agreement

This is the legal document, filed with the Internal Revenue Service, which allows the employer to establish and implement a 401(k) pension plan. (**Chapter 637**)

ADS Clearing Official

An ADS Clearing Official is a designated person in a specific Bureau/Independent Office obligated to review and clear on Automated Directives System (ADS) material. (Chapter [501](#))

Adult Family Member

Family member 18 years or older. (Chapter [458](#))

Advance

An amount paid prior to the later receipt of goods, services, or other assets. Advances are ordinarily made only to payees to whom an agency has an obligation, and they do not exceed the amount of the obligation. A common example is a travel advance, which is an amount made available to an employee prior to the beginning of a trip for cost incurred in accordance with the Travel Expense Act of 1949 (5 U.S.C 5705) and in accordance with standardized government travel regulations. (Chapter [631](#))

Advance Payment

Payment made by Treasury check or other appropriate payment mechanism to an organization upon their request prior to or in anticipation of outlays for USAID-funded cost for performance or delivery under a contract or other type of procurement arrangement or work under a grant or cooperative agreement; or through the use of pre-determined payment schedules. Advances differ from partial, progress, interim, and mobilization payments because they are not based on actual performance or actual costs incurred. (Chapter [636](#))

Advanced Degree

A professional or graduate degree, e.g., master's, Ph.D., J.D. (Chapter [460](#))

Advanced Encryption Standard (AES)

Products using [FIPS 197, Advance Encryption Standard \(AES\)](#) algorithms with at least 256-bit encryption validated under [FIPS 140-2](#), National Security Agency (NSA) Type 2, or Type 1 encryption. (Chapter [545](#))

Advanced Notice of Proposed Rulemaking (ANPRM)

An information gathering document issued prior to the development of a specific proposed rulemaking. (Chapter [156](#), [516](#))

Adverse Action

An action against an employee in the form of furlough for 30 days or less, suspension in excess of 14 days, removal, or reduction in grade or pay taken for such cause as will promote the efficiency of the service. (Chapter [487](#))

Advisory Committee

A committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or subgroup thereof, which is formed or utilized by USAID to obtain advice or recommendations and is not composed entirely of full-time employees of the Federal Government. (Chapter [516](#))

Advisory Letter (Senior Foreign Service (SFS) only)

Advisory letters are issued to Rating Officials and Appraisal Committee members by Promotion Boards when a current evaluation is deficient in some manner but the deficiency does not adversely affect the employee's competitive standing. These letters are not placed in an employee's Performance Evaluation File. (Chapter [463](#))

Affected Person

Anyone who may use, benefits from, or is harmed by the disseminated information. (Chapter [578](#))

Affidavit

A written statement confirmed by oath or affirmation, for use as evidence in court. (Chapter [507](#))

After-Action Review

A leadership and knowledge-sharing tool that helps USAID learn from experience and better understand important events, activities, or programs. An AAR is a professional discussion of an event and focuses on performance standards that enable development professionals to discover what happened, why, and how, to sustain strengths and improve weaknesses. An AAR can be formal or informal, although those conducted for a Task Force should always be formal. (Chapter [112](#))

Age

Refers to individuals who are at least 40 years old. (Chapter [110](#))

Agency

United States Agency for International Development, its Offices, Bureaus, divisions, and posts abroad. (Chapter [485](#), [523](#))

Agency Acquisition and Assistance (A&A) Plan

The Agency business system that documents all planned acquisition and assistance actions that are to be executed by a USAID contracting officer or agreement officer during a fiscal year and identifies milestones and tracks status in the acquisition or assistance process for each action. (Chapter [300](#), [304](#))

Agency Acronym

The Agency's acronym, USAID, refers to both the Washington, DC office and field Missions. The field Missions use USAID/(name of Mission) and Washington, DC uses USAID/W. (Chapter [503](#))

Agency Audit Follow-up Official

The senior management official designated by the Administrator per OMB Circular A-50 to oversee audit follow-up. The Assistant Administrator for Management is USAID's Audit Follow-up Official. (Chapter [593](#), [595](#))

Agency Biosafety Officer

Appointed by the Assistant Administrator for the Bureau for Food Security (AA/BFS) to provide assistance in the implementation of USAID biosafety policy and procedures. (Chapter [211](#))

Agency-Contracted Audit (ACA)

An audit of specific USAID-funded grants or contracts where the Office of Inspector General (OIG) manages non-Federal auditors and issues the resulting audit report. Non-Federal auditors are contracted by either USAID or the OIG. (Chapter [591](#))

Agency Correspondence Tracking System (ACTS)

The electronic document management and workflow application that facilitates the efficient processing of correspondence and actions via electronic folders. It is used by the Executive Secretariat (ES) to task, track, and manage executive correspondence and memos. (Chapter [503](#))

Agency Employees

Direct-Hire permanent employees with competitive or non-competitive status for appointment or promotion. (Chapter [418](#))

Agency Financial Report (AFR)

An alternative to the Performance and Accountability Report as allowed by OMB Circular A-136. Together, the AFR, the Annual Performance Report, and the Summary of Performance and Financial Information provide performance and financial information that enables Congress, the President, and the public to assess the performance of a Federal agency relative to its mission and the stewardship of the resources entrusted to it. (Chapter [596](#))

Agency GAO Audit Analyst

Provides support to the Government Accountability Office (GAO) Liaison as necessary, including with scheduling, coordinating, attending and facilitating entrance and exit conferences; with tracking GAO information requests and responses to those requests; with packaging of materials for clearance; and with obtaining required clearances. The audit analyst has primary responsibility for entering into Consolidated Audit and Compliance System (CACCS) all relevant emails and documents, including those in USAID's GAO Mailbox, for audits assigned to them. (Chapter [593](#))

Agency Information System

Includes any information system used or operated by the Agency, or by a contractor of the Agency, or by another organization on behalf of the Agency. (Chapter [509](#))

Agency-Issued Letter of Credit (LOC)

An instrument certified by an authorized official of USAID's Bureau for Management, Office of the Chief Financial Officer (M/CFO) that authorizes the recipient to request an electronic draw down (or advance) of funds through the Bureau of Management, Office of Chief Financial Officer, Cash Management and Payment Division (M/CFO/CMP).

LOCs are not issued to non-U.S. organizations organized, located, and operated outside the U.S. unless the organization maintains an account in a U.S. bank able to accept a funds transfer from the U.S. Treasury. LOC financing is available for advance payments where the amount required for advances is at least \$120,000 over the life of the contract or grant and there is a continuing relationship with the organization for at least one year. (**Chapter 636**)

Agency Limitation

Any administrative division or subdivision of funds made by an Agency official that restricts the use of Federal Government funds. (**OMB A-11**) (**Chapter 634**)

Agency Management Control Review Committee (MCRC)

A group of senior USAID officials who provide oversight for the Agency's internal control program. The oversight includes the identification, correction, and reporting on internal control deficiencies. The Agency MCRC also provides oversight and assistance regarding audit management issues. (**Chapter 596**)

Agency Notice

The Agency's official method of disseminating official, unclassified information of significant but temporary interest. Agency Notices are not for material that is to be retained for any length of time, with the exception of Policy Notices. (**Chapter 503, 504**)

Agency Organizations

In USAID/Washington (USAID/W) this includes Bureaus and Independent Offices. Overseas this includes USAID Missions, USAID Offices, USAID Sections of Embassy, Offices for Multi-country Programs, Offices for Multi-country Services, etc. (**Chapter 541, 547**)

Agency Parking

Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking government vehicles. (**Chapter 514**)

Agency Principals

The Administrator, Deputy Administrator, and Counselor to the Agency. Associate Administrators are included when officially designated. (**Chapter 503**)

Agency Profiles

A list of key subject-matter words that are of interest to organizations. (**Chapter 549**)

Agency Tender Official (ATO)

An inherently governmental official with decision-making authority who is responsible for the agency tender and represents the agency tender during source selection. (**Chapter 104**)

Agent of the Class

A class member who acts for the class during the processing of the class complaint. (**Chapter 110**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Aggregate Pay

The sum of all payments made to a physician in a calendar year, exclusive of lump sum annual leave, reimbursement of travel, back pay, and severance pay, which may not exceed the rate of pay for the President of the United States. (Chapter [465](#))

Aggrieved Person

Any person or class of individuals presenting a complaint to an EEO Counselor. (Chapter [110](#))

Agreement Officer (see also Contracting Officer)

A person with the authority to (1) enter into, administer, terminate, and close out assistance agreements, and (2) make related determinations and findings on behalf of USAID. An Agreement Officer may only act within the scope of a duly authorized warrant or other valid delegation of authority. The term "Agreement Officer" includes persons warranted as "Grant Officers." It also includes certain authorized representatives of the Agreement Officer acting within the limits of their authority as delegated by the Agreement Officer. (Chapter [300](#), [303](#), [304](#), [306](#), [319](#), [508](#), [621](#))

Agreement Officer's Representative (AOR)

The individual who performs functions that is designated by the Agreement Officer (AO), or who policy or regulation specifically designates as part of assistance administration. (Chapter [591](#))

AID Form

A form initiated by the U.S. Agency for International Development. AID forms are approved by M/MS/IRD for official use and assigned an AID form number and revision date. (Chapter [505](#))

Airway Bill

A document that provides a written description of goods sent with a common carrier by air. (Chapter [314](#))

All U.S. Citizens

Anyone with U.S. citizenship may apply, including those applicants who are currently working for the Federal Government. (Chapter [418](#))

All-Hazards

The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive incidents. (Chapter [531](#))

Allotment

The authority delegated by the head or other authorized employee of an agency to agency employees to incur obligations within a specified amount, pursuant to Office of Management and Budget (OMB) apportionment or reapportionment action or other

statutory authority making funds available for obligation. ([OMB A-11](#)) ([Chapter 478, 634, 635](#))

Allottee

The recipient of an allotment (Allotment Holder). ([Chapter 634](#))

Allottee Bureaus

The bureaus that have received a funding authorization making funds available for obligation for the purpose of carrying out the program. ([Chapter 628](#))

Allowance

The authority delegated to organizational units to incur obligations within a specified amount in accordance with an allotment of funds. ([Chapter 634, 635](#))

Allowed Costs

An incurred cost questioned by the audit organization that USAID has determined to be an acceptable charge to the government. ([Chapter 595](#))

Allowee

The recipient of a budget allowance. ([Chapter 634](#))

Alteration

A change to existing Information and Communication Technology (ICT) that affects interoperability, the user interface, or access to information or data. ([Chapter 551](#))

Alternate Designated Agency Ethics Official (DAEO)

The individual appointed by the Administrator to serve in an acting capacity in the absence of the DAEO. ([Chapter 109](#))

Alternate Metric Executive

USAID's Alternate Metric Executive is the individual designated to perform the activities and assume the responsibilities of USAID's Metric Executive in his/her absence. The individual designated for this role is identified in Section 323.2. ([Chapter 323](#))

Alternate Service Provider (ASP)

Where it is cost effective and the post International Cooperative Administrative Support Services (ICASS) Council have approved, it is possible for other agencies such as USAID to operate as an ICASS Alternate Service Provider (ASP). ASPs follow the same rules/regulations/timelines as ICASS and operate in the same manner. An ASP may provide one or more services for other agencies, including the Department of State. ([Chapter 520](#))

Alternate Sites

Locations, other than the primary facility, used to carry out essential functions by relocating Emergency Relocation Group (ERG) members following activation of the

continuity plan. These sites refer to not only other facilities and locations, but also work arrangements such as telework and mobile work concepts. (**Chapter [531](#)**)

Alternative Discipline

An optional, non-traditional approach to employee discipline which provides for a variety of both punitive and non-punitive remedial corrective actions. (**Chapter [487](#)**)

Alternative Worksite

A designated location, other than the official worksite, where employees perform work assignments such as the employee's home or an official telework center. (**Chapter [405](#)**)

American Family Member appointment (AFM)

An American Family Member appointment is a type of Foreign Service limited Non-Career appointment available only to 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](#), [470](#)**)

American Ship

Vessel registered under the U.S. (**Chapter [523](#)**)

Annual Accomplishment Record (AAR)

The form completed by Foreign Service Officers at the end of the performance period, or prior to changing assignments or supervisors, to document key accomplishments and contributions, plus any special challenges or circumstances that affected performance during the period. (**Chapter [461](#), [463](#), [464](#)**)

Annual Agency Awards

These awards are given out annually to an employee or group for outstanding performance in a particular area based on criteria specified for an individual award. Annual awards are approved by the Special Awards Committee and are listed in [ADS 491maa](#) under Special Awards Committee (SAC) Awards. (**Chapter [491](#)**)

Annual Appraisal Period

USAID's official performance appraisal period for which an annual summary rating must be prepared. This period runs from October 1 through September 30 of the following year. (**Chapter [421](#)**)

Annual Evaluation Form (AEF)

The form used for evaluating performance under the Employee Evaluation Program (EEP). (**Chapter [415](#), [459](#), [461](#), [462](#), [464](#)**)

Annual Financial Report

An annual document comprised of (a) Management Discussion and Analysis, (b) Consolidated Financial Statements and Independent Auditor's Reports (c) Required Supplementary Information, and (d) Other Accompanying Information. (**Chapter [594](#)**)

Annual FOIA Report

A report required to be filed each year with the Department of Justice by all Federal agencies detailing the agency's administration of the Freedom of Information Act (FOIA). Annual FOIA Reports contain detailed statistics on the number of FOIA requests and appeals received, processed, and pending at each agency. (**Chapter [507](#)**)

Annual Pay

The sum of the General Schedule (GS) base pay rate and market pay. Annual pay is basic pay for purposes of computing civil service retirement benefits; lump sum annual leave payments; life insurance; thrift savings plan; work injury compensation claims; severance pay; recruitment, relocation, and retention incentives; continuation of pay; and advances in pay. (**Chapter [465](#)**)

Annual Performance Evaluation (APE) (Foreign Service Only)

The form used to evaluate (on a Satisfactory/Unsatisfactory scale) FS employee performance for the performance appraisal cycle. Instructions and guidance on the preparation of the Annual Performance Evaluation are found in [ADS 461](#), the Employee Evaluation Program Guidebook, and on the USAID Forms website. (**Chapter [463](#)**)

Annual Plan

The audit plan for the upcoming fiscal year developed by the Office of the Inspector General (OIG) to describe the audits to be conducted. (**Chapter [590](#), [592](#)**)

Annual Rating Cycle

A one-year evaluation period, which is January 1 – December 31. (**Chapter [462](#)**)

Annual Rating Cycle (Foreign Service and Senior Foreign Service)

A one-year evaluation period, also known as the performance period, which is April 1 - March 31. (**Chapter [461](#), [463](#), [464](#)**)

Annual Summary Rating

The overall rating level that an appointing authority (the Administrator) assigns at the end of the appraisal period after considering the Performance Review Board's (PRB's) recommendations. This is the official rating of record. (**Chapter [421](#), [425](#)**)

Annuitant

An annuitant is a retired Foreign Service employee being paid an annuity from the Foreign Service Retirement and Disability System. (**Chapter [470](#)**)

Annuity

An annual sum payable to a former employee who has retired. (**Chapter [494](#)**)

Anticipated Accrued Expenditure Schedule

An on-line screen schedule containing the total estimated amounts of the award that will arise over the life of the award. The schedule contains the accrual date and dollar

amount for each month between the effective and completion date of the award (period of performance). (**Chapter [631](#)**)

Anti-Ram

Description of a barrier meeting the specification for anti-ram, SD-STD-02.01; sufficient, at the maximum threat, to arrest a 15,000 lb. (6810 kg) gross-weight vehicle traveling at a maximum of 50 mph (80 km) perpendicular to the barrier. (**Chapter [562](#)**)

Apparently Successful Applicant(s)

The applicant(s) for USAID funding recommended for an award after technical evaluation, but who has not yet been awarded a grant, cooperative agreement, or other assistance award by the Agreement Officer. Apparently successful applicant status confers no right and constitutes no USAID commitment to an award, which still must be executed by the Agreement Officer. (**Chapter [320](#)**)

Appeal

A request by an employee for review of an agency action by an outside agency. The right to such review is provided by law or regulation and may include an adversary-type hearing and a written decision in which a finding of facts is made and applicable law, Executive Order and regulations are applied. (**Chapter [413](#)**)

Application

Software designed to perform, or to help the user to perform a specific task or tasks. (**Chapter [551](#)**)

Application Software

A program or group of programs designed for end users. These programs are divided into two classes: system software and application software. While system software consists of low-level programs that interact with computers at a basic level, application software resides above system software and includes database programs, word processors, spreadsheets, etc. Application software may be grouped along with system software or published alone. Application software may simply be referred to as an application. (**Chapter [547](#)**)

Appointing Authority

The Agency Head or other official delegated authority to make appointments in the Senior Executive Service who assigns the official rating, approves bonuses, and pay adjustments. (**Chapter [421](#), [423](#), [425](#)**)

Appointing Officer

A person having power by law or by lawfully delegated authority to make appointments. (**Chapter [414](#)**)

Appointment Above the Minimum Rate (also known as a superior qualifications appointment)

An appointment made at a rate above the minimum rate of the appropriate GS grade under authority of 5 U.S.C. 5333, because of the superior qualifications of the candidate or a special need of the Agency for the candidate's services. (**Chapter [467](#)**)

Appointment Authority

The USAID Office of Human Capital and Talent Management (HCTM) is the hiring authority for persons occupying USAID Direct-Hire positions. The Assistant Inspector General for Management (AIG/M) is the hiring authority for all Inspector General Direct-Hire positions. The Office of Acquisition and Assistance (or designated Contracting Officer) is the hiring authority for all U.S. Personal Service Contractors or Institutional Contractors. (**Chapter [566](#)**)

Appointment - Limited

An appointment of a specified duration from one to five years. (**Chapter [413](#), [414](#), [459](#)**)

Appointment - Temporary

An appointment limited to a period of one year or less. (**Chapter [413](#), [414](#)**)

Appointment, Term

Nonpermanent appointment of an employee hired on a project expected to last over one year, but less than four years. (**Chapter [460](#)**)

Apportionment

The distribution made by the Office of Management and Budget (OMB) to agencies of amounts of budgetary resources available for obligation in an appropriation or fund account into amounts available for specified time periods, activities, projects, objectives, or combinations thereof. The amounts so apportioned limit the obligations that may be incurred by the agencies.

Category A Apportionments

Apportionments that are made on a quarterly basis.

Category B Apportionments

Apportionments made on a basis other than a quarterly basis. They are made by time periods other than quarterly (by activities, projects, or objects, or by a combination of activity and time period). (JFMIP)

Category C Apportionments

Apportionments that usually result in additional information being requested by the Congress before making the funds available. Obligations and expenditures of category C apportionments without the proper approval from OMB will result in an Antideficiency Act violation. (**Chapter [634](#), [635](#)**)

Appraisal Committee

A committee that reviews and provides management input into employee Performance Elements and Performance Standards (if requested), reviews mid-point performance (if

required or requested), and reviews end-of-year Annual Evaluation Forms (mandatory if requested, or required if “Needs Improvement” or “Unacceptable”). (Chapter [462](#))

Appraisal Committee (Senior Foreign Service)

A committee that reviews and provides management input into employee work objectives and performance measures (if requested), reviews mid-point performance (if requested), and reviews end-of-year Annual Evaluation Forms (AEFs) (mandatory). (Chapter [461](#), [463](#))

Appraisal Committee Representative

A member of the Appraisal Committee (AC), who acts as liaison to the AC for a specific employee and his/her Rating Official. (Chapter [461](#), [462](#))

Appraisal Input Form (AIF)

An evaluation form covering a period of performance that is long enough to require written documentation of performance against an established performance plan but not long enough to be considered representative of the employee's performance for the entire annual rating cycle. (Chapter [459](#), [461](#), [462](#), [464](#))

Appraisal Period

The period of time for which a Senior Executive's performance will be appraised and rated. This period must be a minimum of 90 days. (Chapter [421](#), [425](#))

Appropriation

A form of budget authority provided by law that permits Federal agencies to incur obligations and make payments out of the Treasury for specified purposes. (Chapter [603](#), [621](#), [634](#))

Appropriation Account

Also known as an Allocation Account. An account established by the U.S. Treasury to show the amounts available and related transactions incident to accomplishing certain objectives and purposes as authorized by Congress. (Chapter [634](#))

Appropriations Act

A statute, under the jurisdiction of the House and Senate Committees on Appropriations that generally provides legal authority for Federal agencies to incur obligations and make payments out of the Treasury for specified purposes. (Chapter [621](#))

Appropriation Limitation

A statutory restriction in an appropriation or other authorization of fund that establishes the maximum amount that may be used for specified purposes. (Chapter [634](#))

Approval for the Use of Partner Government Systems (AUPGS)

An addendum to the PDD or approval of a standalone G2G activity that documents the due-diligence requirements and associated fiduciary risk-mitigation plan for using PGS. The AUPGS establishes USAID's and the partner government's fiduciary risk-

management strategy and guidelines for the life of the respective project. (**Chapter [201](#)**)

Approved

Formally reviewed and certified as meeting acceptable technical, operational and security baseline compliance (see “authorized”). (**Chapter [552](#)**)

Approving Officer

The person, usually a supervisor, responsible for administering leave for employees in a work unit. (**Chapter [480](#)**)

Approving Official

For non-supervisory staff, the Division Chief or equivalent second level supervisor is the designated official for approving employee e-telework agreements. For supervisory staff, the immediate supervisor is the approving official. (**Chapter [405](#), [462](#)**)

Formerly designated as the “Designated Accrediting Authority” (AO), the official with the authority to assume formal responsibility for operating information systems at an acceptable level of risk. (**Chapter [552](#)**)

Areas of Consideration (AOC)

The area of consideration describes the individuals from whom the Agency will accept applications to compete for the position. The AOC may also be referred to as “Who May Apply” within the job opportunity announcement. It may be a broad or a limited group of individuals. (**Chapter [418](#)**)

ARIBA

The Department of State procurement system. (**Chapter [621](#)**)

Armored Vehicle

A conveyance modified by armor systems, which are designed to defeat multiple impacts of ballistic rounds. Specific types of opaque and transparent armor are applied to the vehicle without noticeably changing its outward appearance. (**Chapter [562](#), [563](#)**)

Art Bank Program

A domestic fine arts program managed by the Department of State with a permanent collection of contemporary American artwork. (**Chapter [519](#)**)

Assessable Unit

An organizational unit within USAID, *i.e.*, Mission, Bureau, or Independent Office, that is required to submit a statement of assurance on the status of internal controls to the next management level. All Missions, Bureaus, and Independent Offices are assessable units. Additionally, lower-level organizational units can be assessable units, as designated by the responsible Bureaus/Independent Offices/Missions. (**Chapter [596](#)**)

Assessment

A forward-looking process designed to examine country or sector context to inform strategic planning or the design of a project, or an informal review of a Strategy, project, or activity. It is distinct from evaluation. (**Chapter [201](#)**)

Asset (IT)

An information technology (IT)-related item/resource that has value to an organization, including, but not limited to, another organization, person, computing device, IT system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform, and related hardware (e.g., locks, cabinets, keyboards). (NIST IR 7693 Asset Identification [IR 7693]) (**Chapter [545](#)**)

Assets

Tangible or intangible items owned by USAID that would have probable economic benefits that can be obtained or controlled by a USAID entity. (Source: SFFAS 6) (**Chapter [629](#)**)

Assignment

A period of service under chapter 33, subchapter VI of title 5, United States Code. (**Chapter [437](#)**)

Assignment and Performance Counselors (APCs)

APCs provide counsel to Foreign Service (FS) employees grades FS-01 and below on future assignments, advising them of assignments and training needed to develop skills and broaden their experience. They ensure that the employee's interests, preferences, and career development needs are considered in the assignment process. (**Chapter [436](#)**)

Assignment Restriction

Any factor (medical, personnel, suitability, security, marriage, cohabitation, etc.) that would render the assignment of an individual to a particular position or location as not in the best interest of the U.S. Government or USAID. (**Chapter [566](#)**)

Assignment Right

The right of a competing group I or II employee, with a current annual performance rating of record of Level 2 or higher, to be offered placement in another competitive position for which that employee qualifies and which requires no reduction, or the least possible reduction, in representative rate in lieu of separation or furlough in a Reduction in Force (RIF) situation. (**Chapter [452](#)**)

Assistance

Financial support to accomplish a public purpose, including grants, cooperative agreements and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include the provision of services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals;

or contracts which are required to be entered into and administered under procurement laws and regulations. (Chapter [300](#), [303](#))

Assistance Award

A legal instrument to transfer funds (or anything of value) from USAID to a recipient to carry out a public purpose. Includes grants and cooperative agreements. (Chapter [319](#))

Assistance Executive

The Director, Office of Acquisition and Assistance (M/OAA/OD), or designee in USAID/W who:

- Acts as the Agency's coordinator for all assistance matters (that is, financial assistance that provides support to a non-governmental entity to accomplish a public purpose), which may require Office of Management and Budget (OMB) approval (such as deviations to OMB regulations); and
- Makes the final determination of the choice of implementation instrument when there is disagreement between the contracting activity and the Development Objective team. (Chapter [303](#), [304](#))

Assistance Objectives (AOs)

The most ambitious result that a USAID Operating Unit, along with its partners, can materially affect, and for which it is willing to be held accountable. (Chapter [534](#))

Assistant Administrator

The principal officer and advisor in USAID Bureaus who administer programs within delegated authorities and in accordance with policies and standards established by the Administrator. Assistant Administrators are presidentially appointed. (Chapter [101](#))

Assistant to the Administrator

The principal officer and advisor in a USAID Bureau or Independent Office who administers programs within delegated authorities and in accordance with policies and standards established by the Administrator. The Assistant to the Administrator designation is made at the Administrator's discretion rather than presidential appointment. (Chapter [101](#))

Assistive Technology (AT)

Any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. (Chapter [551](#))

Assumptions

The stated conditions, behaviors, and/or critical events outside the control of the Strategy, project, or activity that must be in place to achieve results. Assumptions form

part of the complete theory of change regarding the conditions under which change is envisioned to occur. (**Chapter [201](#)**)

Attributable

One of the seven criteria for selecting a quality metric. A metric is attributable if it can be plausibly associated with the Operating Unit's interventions. (**Chapter [597](#)**)

Attribution

Ascribing a causal link between observed changes and a specific intervention. It is the extent to which the observed change is the result of the intervention, considering all other factors which may also affect the outcome(s) of interest. (**Chapter [201](#)**)

Audio Description

Narration added to the soundtrack to describe important visual details that cannot be understood from the main soundtrack alone. Audio description is a means to inform individuals who are blind or who have low vision about visual content essential for comprehension. Audio description of video provides information about actions, characters, scene changes, on-screen text, and other visual content. Audio description supplements the regular audio track of a program. Audio description is usually added during existing pauses in dialogue. Audio description is also called "video description" and "descriptive narration." (**Chapter [551](#)**)

Audit

A systematic, independent process of reviewing and evaluating documents and processes to determine the extent to which criteria are fulfilled; *i.e.*, merit system principles; veterans' preference rules; and laws, regulations, and policies enacted to prevent prohibited personnel practices. (The Independent Audit Program is a component of USAID's evaluation system designed to review all Human Capital (HC) management systems and select Human Resource (HR) transactions to ensure efficiency, effectiveness, and legal and regulatory compliance.) (**Chapter [401](#)**)

Audit

An independent review and examination of system controls, records and activities. (**Chapter [545](#)**)

Audit Action Official (AAO)

The USAID employee in the lead Mission, Bureau or Independent Office assigned specific responsibility for overseeing the production of information to the Government Accountability Office (GAO), responding to recommendations from audits and ensuring that corrective action is completed. (**Chapter [593](#), [595](#)**)

Audit Documentation

Records that are the principal support for an auditor's report and which provide the documentation allowing others to review the quality of the audit work. (**Chapter [590](#)**)

Audit Finding

An answer to an audit objective. It is supported by relevant, sufficient, and competent evidence. (Chapter [590](#))

Audit Follow-up

The process used to ensure that prompt and responsive action is taken on findings and recommendations contained in final audit reports. (Chapter [593](#), [595](#))

Audit Inventory

A listing of all active awards of a USAID Mission used to identify which awards require an annual audit to be included in the Mission's annual audit plan. (Chapter [591](#))

Audit Management Officer (AMO)

The individual designated to coordinate and monitor the overall audit program at the Mission, Bureau, or Independent Office level. (Chapter [591](#), [593](#), [595](#))

Audit Methodology

The steps necessary to answer the audit objectives. Examples include using data as evidence, testing to determine compliance with specific criteria, and performing management control assessments. (Chapter [590](#))

Audit Notification

A formal notification from the Office of Inspector General to an auditee of the date the audit will commence. (Chapter [592](#))

Audit Objective

The purpose of the audit. The audit objective, normally formed as a question, determines the type of work to be performed and the auditing procedures to be followed in order to achieve the audit's goals. (Chapter [590](#))

Audit Plan

An annual plan developed by USAID Missions which outlines audit requirements for all foreign contractors and recipients. (Chapter [591](#))

Audit Report

The completed report of an auditor containing the final findings, recommendations, and, to the extent possible, comments and actions taken or planned by the management on the audit. Audit reports include those conducted by the Office of Inspector General, independent public accountants, Supreme Audit Institutions, and other government agencies such as the Defense Contract Audit Agency (DCAA) and the U.S. Government Accountability Office (GAO). (Chapter [591](#))

Audit Scope

The extent of a performance audit as defined by factors such as who the auditee is, what is being audited (program, project, grant, etc.), general criteria (grant agreement, policy, law, assistance objective, planned result, etc.), the time period under audit, and the location to be audited. (Chapter [590](#))

Authentication

The verification of an individual's identity, a device, or other entity in a computer system as a prerequisite to allowing access to resources in a system, or the verification of the integrity of data being stored, transmitted, or otherwise exposed to possible unauthorized modification. (Chapter [545](#))

Authoring Tool

Any software or collection of software components that can be used by authors, alone or collaboratively, to create or modify content for use by others, including other authors. (Chapter [551](#))

Authority

An authority is the legally binding instrument that authorizes or contains the policy directives and required procedures issued as USAID direction. These instruments include: laws, regulations, Executive Orders, court decisions, and rulings by Federal Authorities. "Authority" refers to the legal ability or power to give commands, enforce compliance, or make decisions. (Chapter [501](#))

Authority to Operate (ATO)

The formal declaration by the Designated Approving Authority (DAA) that an Information System is approved to operate using a prescribed set of safeguards. (Chapter [545](#))

Authorized

Formally accepted as an approved and deployable technology within the IT enterprise (see "approved"). (Chapter [552](#))

Authorized Classified Conversations

The levels of classified discussion permitted by standard on a secure voice installation in controlled access area (CAA) facilities. (Chapter [562](#))

Authorized Notice Sender

The person responsible for submitting Notices on behalf of their Bureau/Independent Office (B/IO) into the Notice Database for posting. (Chapter [504](#))

Authorized Requestor

Direct-Hire employees designated as: (1) Administrative Support Officers (AMS) in USAID/Washington; (2) Executive Officers (EXO) overseas; (3) the Office of Human Capital and Talent Management (HCTM); and (4) Office of the Inspector General (OIG/M). (Chapter [566](#))

Authorizing Officer

The Executive Management Staff, Administrative Office representative, or Executive Officer responsible for approving overtime work and for overseeing other technical aspects of overtime compensation. (Chapter [472](#))

Authorizing Official

Supervisor/Manager responsible for the activity that generated official Agency records and/or the Agency Records Officer or his/her designee. (Chapter [502](#))

Authorizing Official (AO) (or designated approving/accrediting authority)

A senior management official or executive with the authority to formally assume responsibility for operating an information system at an acceptable level of risk to Agency operations, Agency assets, or individuals. (Chapter [545](#))

Automated Directives System (ADS)

The ADS is USAID's directives program. It contains (1) USAID internal policy directives and required procedures; (2) external regulations applicable to USAID; and (3) non-mandatory guidance to help employees interpret and properly apply internal and external mandatory guidance. (Chapter [501](#))

Automated Information System (AIS)

All activities, information, and material formerly identified as automated data processing (ADP), automation, office information systems, word processing, computers, and telecommunications; referred to as an information system. (Chapter [545](#))

Availability

Assurance of timely and reliable access to, and use of, information. (Chapter [545](#))

Available Paid Leave

Available paid leave includes an employee's accrued, accumulated, re-credited, and restored annual or sick leave. It does not include advanced annual or sick leave, any annual or sick leave in an employee's set aside leave accounts which has not yet been transferred to the employee's regular annual or sick leave account, or other forms of paid time off (for example, compensatory time off for travel or in lieu of paid overtime pay). (Chapter [482](#))

Award

A form of implementing mechanism through which USAID transfers funds to an implementing partner, generally selected through a competitive process resulting in a contract, grant, or cooperative agreement. (Chapter [201](#), [303](#), [319](#), [573](#))

Something bestowed or an action taken to recognize and reward individual or group achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives that are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules. (Chapter [491](#))

Awareness, Training, and Education

Awareness activities increase staff understanding of the importance of security and the adverse consequences of its failure. Training activities teach staff the skills to enable them to perform their jobs more effectively. Educational activities are more in-depth than training. (Source: [NIST SP 800-12](#)) (**Chapter [545](#)**)

B

Backlog

The number of requests or administrative appeals that are pending beyond the statutory time period for a response. (**Chapter [507](#)**)

Backstop

Numeric code used to identify the skill category of a particular position. (**Chapter [414](#), [415](#), [436](#), [459](#)**)

Balance of Payments Support

Resource flows in Development Assistance Committee statistics are measured, as a rule, on a cash basis. (**Chapter [221](#)**)

Balanced Measures

An approach to performance measurement that balances organizational results with the perspectives of distinct groups, including customers and employees. (**Chapter [425](#)**)

Ballistic Resistance or Ballistic-Resistant (BR)

Products and designs certified under the provisions of SD-STD-01.01 (see **12 FAH-5 H-011**, subparagraph (4)) to withstand a minimum of 7.62/5.56 mm rifle rounds fired from approximately 20 feet (6 m) without penetration or spalling. (**Chapter [562](#), [563](#)**)

Bandwidth

The amount of data that can be passed along a communications channel in a given period of time. (**Chapter [564](#)**)

Bank Letter of Commitment

A USAID agreement with a U.S. bank under which USAID guarantees to reimburse the bank for the account of an approved applicant for all amounts paid by the bank and chargeable to the account under the instructions of the approved applicant and in accordance with general and specific conditions established by USAID. (**Chapter [630](#)**)

Bank Letter of Credit

An instrument of credit extended by a bank to a beneficiary guaranteeing payments to the beneficiary upon compliance with the terms and conditions established by the letter of credit. (**Chapter [630](#)**)

Bankruptcy

A legal procedure for dealing with debt problems of individuals and businesses; specifically, a court case filed under one of the chapters of title 11 of the United States Code (Bankruptcy Code). (**Chapter [625](#)**)

Baseline

The value of an indicator before major implementation actions of USAID-supported strategies, projects, or activities. Baseline data enable the tracking of changes that occurred during the project or the activity with the resources allocated to that project or activity. (**Chapter [201](#), [597](#)**)

Basic Ordering Agreement

A written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains (1) terms and clauses applying to future contracts (orders) between the parties during its term, (2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the basic ordering agreement. A basic ordering agreement is not a contract. (**Chapter [300](#)**)

Basic Pay

The rate fixed by applicable law or regulation. Basic pay does not include other types of pay such as bonuses, allowances, overtime, holiday, and military pay or supplemental payments from the Office of Workers' Compensation Program (OWCP). (**Chapter [465](#)**)

Basic Work Requirement

The number of hours, excluding overtime hours, an employee is required to work or account for periods of absence by charging leave, holiday hours, excused absence, compensatory time, or leave without pay. A full-time employee must work 80 hours during a biweekly pay period. (**Chapter [479](#)**)

Basic Workweek

The 40-hour workweek established for full-time employees within each administrative workweek. (**Chapter [479](#)**)

Benchmark Descriptions

An individual performance rating that is assigned to each performance element and standard for the purpose of deriving an annual summary rating. (**Chapter [421](#)**)

Beneficiary

Any foreign national who is a recipient of, derives advantage from, or is helped by USAID development assistance. Such individuals are not employees of USAID nor providers of USAID development assistance. (**Chapter [252](#)**)

Benefiting Geographic Area (BGA) Code

A three-digit code used in the Agency Acquisition & Assistance (A&A) and financial management systems to designate Operating Unit, regional programs or other initiatives. (**Chapter [260](#)**)

Best Qualified Candidates

Best qualified candidates are those candidates who rank at the top when compared with other eligible candidates for a position. (Chapter [418](#))

Bilateral Contract Modification

A contract modification that is signed by the contractor and the contracting officer that reflects the agreement of the parties to modify the term of the contract. (Chapter [300](#))

Bilateral Donor

Another country that provides development assistance to a third country (or persons or organizations within a third country), usually acting through its development agency, ministry or organization, such as: DFID (U.K.), GIZ (Germany), CIDA (Canada), NORAD (Norway), SIDA (Sweden), DANIDA (Denmark), Ministry of Development Cooperation (Netherlands). (Chapter [351](#))

Bilateral Grant Agreement or Bilateral Grant

A grant by USAID to a foreign government or a subdivision of it (for example, Ministry of Health, or a local or state government or agency) to finance activities in furtherance of a strategic objective or for other purposes. Bilateral grants range from grants financing specific objectives and limited scope grant agreements (LSGAs) to Strategic Objective Grant Agreements (SOAGs), commodity import program (CIP) grants, and cash transfer grants. (Chapter [350](#))

Bilateral Mission

Bilateral Mission manages \$20M, have multiples sectors, multi-year programs, and full Country Development Cooperation Strategies (CDCS). They have 4+ USAID USDH. (Chapter [102](#))

Bill for Collection

A USAID letter or form sent to a debtor for the amount due, including interest, administrative charges, and late penalties, if applicable. The debtor's due process rights are included in the initial bill for collection. (Chapter [625](#))

Biometrics

A technology that uses behavioral or physiological characteristics to determine or verify a user's identity (*i.e.*, hand geometry, retina scan, iris scan, fingerprints, voice print, etc.). (Chapter [545](#))

Biosafety

The prevention of harm to human, animal, or environmental health. (Chapter [211](#))

Biosafety Risk Determination

A document which summarizes the findings of the Agency Biosafety Officer's (ABO's) Biosafety Risk Assessment of a proposed activity involving Genetically Engineered (GE) organisms and recommends whether the activity should be approved (with or without

conditions), modified, or rejected. (**Chapter [211](#)**)

Biosafety Review

The overarching process by which USAID assesses the potential for a proposed activity involving Genetically Engineered (GE) organisms to result in harm to human, animal, or environmental health. (**Chapter [211](#)**)

Biosafety Risk Assessment

The step in the USAID biosafety review process in which the Agency Biosafety Officer (ABO) (or a designee) uses the Activity Biosafety Summary and other supporting information as the basis to assess, on behalf of USAID, the potential for a proposed activity involving Genetically Engineered (GE) organisms to harm human, animal or environmental health. This process is summarized in a written Biosafety Review Determination. (**Chapter [211](#)**)

Biosafety Summary

Document produced during the USAID biosafety review process which provides sufficiently detailed technical information about a proposed activity involving Genetically Engineered (GE) organisms to assess the likelihood that it will result in harm to humans, animals, or the environment. (**Chapter [211](#)**)

Biweekly Pay Period

The two-week period for which an employee is scheduled to perform work. (**Chapter [479](#)**)

Blanket Purchase Agreement (BPA)

A blanket purchase agreement (BPA) as defined in FAR 13.303-1(a) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply. For example, a BPA could be a procurement agreement between the government and a vendor for recurring purchases that may authorize the use of the purchase card to order against it. (**Chapter [331](#)**)

Blanket Travel

A travel authorization (open authorization) that allows for travel over an extended period of time and/or for multiple trips (see 14 FAM 521.3). (**Chapter [522](#)**)

Bluetooth Technology

A specification for low-cost, wireless communication and networking between PCs, mobile phones, PDAs, and other portable devices. (**Chapter [552](#)**)

Board of Examiners

Board established to develop and supervise the administration of examinations to be given to candidates for appointment in the Foreign Service. The Board includes representatives of agencies utilizing the Foreign Service personnel system and representatives of other agencies which have responsibility for employment testing. (**Chapter [422](#)**)

Bona Fide Job Offer

A bona fide offer of employment at a higher rate than the candidate's existing salary must be in writing and must clearly offer current employment, be no more than six months old, and signed by an official with the authority to make the offer. Usually the offer will include job title, salary or salary range, location, and reporting date. (**Chapter [467](#)**)

Bona Fide Needs Rule

A fundamental principle of appropriations law that an appropriation may be obligated only to meet a legitimate or bona fide need arising in (or in some cases arising prior to but continuing to exist in) the fiscal year(s) covered by the appropriation. To forward fund (*i.e.*, obligate funds in the final fiscal year of the period of availability to cover the cost of goods and/or services to be provided or received in a subsequent fiscal year), the Operating Unit must have a current need or an exception to the bona fide needs rule. (**[32 U.S.C 1502\(a\)](#)**) (**Chapter [603](#)**)

Book Value

The net amount at which an asset or liability is carried on the books of account (also referred to as carrying value or amount). It equals the gross or nominal amount of any asset or liability minus any allowance or valuation amount. (SFFAS 2) (**Chapter [623](#), [629](#)**)

Booking Note/Booking Agreement

A contract for liner shipment, which normally incorporates the provisions of the carrier's standard bill of lading, adding only the cargo and shipment details such as cargo weight, load and discharge ports, rates, etc. The note or agreement may, however, also modify or replace all or some of the bill of lading provisions. (**Chapter [314](#)**)

Branch

An organization unit below the Division level; a Level III or below organization. Branches are established when operating requirements, functional concerns, and/or staffing levels justify dividing a Division into sub-elements. (**Chapter [102](#)**)

Branding

The naming of a program, project, or activity as well as how USAID's sponsorship of the program, project, or activity is communicated. (**Chapter [320](#)**)

Branding Implementation Plan

A Branding Implementation Plan, developed by contractors, describes how sponsorship of the program will be communicated to beneficiaries and promoted to host-country citizens; it outlines the events and materials the contractor will use to deliver the message that the assistance is from the American people. (**Chapter [320](#)**)

Branding Strategy

A Branding Strategy, developed in the case of a contract award by the Development Objective Team or Requesting Office, or in the case of an assistance award by the Apparently Successful Applicant, describes how the program, project, or activity is named and positioned (*i.e.*, as “from the American People,” “jointly sponsored” by USAID and the host-country government or assistance implementing partner, or some other way), as well as how it is promoted and communicated to beneficiaries and cooperating country citizens. It identifies all donors and explains how they will be acknowledged. It includes the desired level of visibility and the communications tools used to publicize the aid as from the American people. (**Chapter [320](#)**)

Breach

The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users, or an authorized user for any other than authorized purpose, have access or potential access to personally identifiable information, whether physical or electronic. (**Chapter [508](#)**)

Break in Program

A period of time when an intern is working but is unable to go to school or not attending classes nor working at the Agency. USAID further defines a break in program as a period of time when the Pathways Participant is on less than half time school status (aside from their last semester prior to graduation). The Agency may use its discretion in either approving or denying a request for a break in program (see [5 CFR 362.203\(h\)](#)). (**Chapter [460](#)**)

Break in Service

The time when a student is no longer on the payroll of the Agency. (In computing creditable service for benefits, *i.e.*, leave accrual and reduction in force retention, a separation of 1, 2, 3, calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee’s total creditable service.) (**Chapter [460](#)**)

Breast Milk Substitutes (BMS)

Any food being marketed or otherwise represented as a partial or total replacement of breast milk, whether or not suitable for that purpose, such as powdered or liquid milks, powdered infant formula (PIF), or ready-to-use infant formula (RUIF)-commonly referred to as baby formula. (**Chapter [212](#)**)

Broad Outreach

The provision of significant benefits to large numbers of a particular target group. (**Chapter [219](#)**)

Budget Authority

The authority provided by law to enter into obligations for specified purposes that will result in immediate or future outlays of Federal Government funds. The basic forms of

budget authority are appropriations, authority to borrow, contracting authority, and spending authority of offsetting collections. (**Chapter 621**)

Budget Officials

Various positions in Operating Units will share these roles, such as program office staff, budget analysts, and financial analysts. Positions participating in this capacity will be recognized by the Funds Control Official and listed in the Allotment Holder's Funds Control Plan. (**Chapter 634**)

Building Energy System

An energy conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of energy consumed. (**Chapter 528**)

Building Water System

A water conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of water consumed. (**Chapter 528**)

Bump

Occurs when a released employee displaces another employee in a lower tenure group or a lower sub-group within the same tenure group who occupies a position that is no more than three grades or grade-intervals lower than the position which the released employee occupied. (**Chapter 452**)

Bundling

A subset of consolidation that combines two or more requirements for supplies or services, previously provided or performed under separate smaller contracts (a contract that has been performed by one or more small business concerns or that was suitable for award to one or more small business concerns), into a solicitation for a single contract, a multiple-award contract, or a task or delivery order that is likely to be unsuitable for award to a small business concern (even if it is suitable for award to a small business with a Small Business Teaming Arrangement) due to: (i) The diversity, size, or specialized nature of the elements of the performance specified; (ii) The aggregate dollar value of the anticipated award; (iii) The geographical dispersion of the contract performance sites; or (iv) Any combination of these factors. This definition does not apply to a contract that will be awarded and performed entirely outside of the United States. (**FAR Part 2**) (**Chapter 321**)

Burden

The total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal Agency. (**Chapter 506**)

Bureau

A major organization unit of the Agency that reports to the Office of the Administrator; a Bureau is a Level 1 organization. A Bureau administers complex and diverse programs involving a designated geographic area; major policy, program and technical advisory services; or management and program support functions. (**Chapter [102](#), [103](#), [486](#)**)

Bureau/Independent Office (B/IO)

Inclusive of any USAID Bureau or Office, with approved authority to engage in or perform classified activities. (**Chapter [552](#)**)

Burn Rate

The rate at which an implementing partner makes expenditures under an agreement, usually quoted in terms of average expenditure per month during a given period of time. (**Chapter [201](#)**)

Business Continuity Plan (BCP)

An overview of the requirements for ensuring that USAID's critical business functions, which are handled by its information systems, remain uninterrupted through time. (**Chapter [545](#)**)

Business Forecast

Informs the public of competitive opportunities for a contract, grant, or cooperative agreement. The forecast is updated quarterly. (**Chapter [300](#)**)

Business Owner

A business owner has varying responsibilities depending on the Mission or business or Information Owner (IO). In general, business owners are responsible for ensuring the mission of the organization is accomplished. In some cases, business owners are responsible for funding and other resources that support their line of business. (ISSO Handbook) (**Chapter [545](#)**)

Business Process Analysis (BPA)

A method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, interdependencies, and facilities inherent in the execution of a function or requirement. (**Chapter [531](#)**)

Business Process Outsourcing for Export (BPO)

This is the contracting by a U.S.-based business of a specific business task, such as payroll or records transcription, to a third-party service provider outside the U.S. (**Chapter [225](#)**)

Business Purposes

(1) Any transportation at post of Chiefs of Mission and Principal Officers at consulates and consulates general;

(2) Transportation of U.S. Government employees (including those employed under Personal Services Contracts) and property directly related to the conduct of U.S. Government business;

(3) Transportation of employees under U.S. Government contracts when considered necessary to further the purposes of the contract, unless the terms of the contract require the contractor to provide such transportation;

(4) Transportation of dependents in furtherance of an official U.S. Government activity where the presence of a family member will further U.S. Government interests, such as official functions by or for representatives of foreign nations;

(5) For agencies that have authorization, transportation between the residence of an officer or employee and various locations when required for the performance of fieldwork, or essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when authorized by the head of the agency. Such authorization must be documented and must be exercised with the concurrence of the Chief of Mission. (See also “Official Use”.) (**Chapter [536](#)**)

Business-Related Activities

The use of measurement units in agency programs and functions related to trade, industry, and commerce. (**Chapter [323](#)**)

Business Submitter

Any person or entity, including a corporation, state, or foreign government, but not including another Federal Government entity, that provides information, either directly or indirectly to the Federal Government. (**Chapter [507](#)**)

C

Calendar Week

A period of any seven consecutive calendar days. (**Chapter [471](#)**)

Canceled Forms

Forms that are canceled or superseded because they are no longer needed, the procedures have changed, or two or more forms have been combined. (**Chapter [505](#)**)

Candidate Development Program

An Office of Personnel Management (OPM)-approved program designed to prepare individuals through developmental assignments and formal training for career appointment to the Senior Executive Service (SES). Participants are chosen through a competitive SES merit staffing process. Those who successfully complete the program are eligible for certification by the Qualifications Review Board and may receive an SES

career appointment without further competition.
(Chapter [423](#))

Candidate or Interviewee

An individual who has applied for (or is being considered for) a position in the Agency who:

- Has never worked for the Federal Government;
- Has worked for the Federal Government in the past; or
- Is currently employed by the Federal Government in a Federal agency outside of the Washington, DC, commuting area, regardless of the type of appointment.
(Chapter [467](#))

Capable of Being Substantially Reproduced

Independent reanalysis of the original or supporting data using the same methods would generate similar analytical results, subject to an acceptable degree of imprecision. (Chapter [578](#))

Capacity

The ability of a human system to perform, sustain itself, and self-renew, that is, the ability of people, organizations, and society to manage their affairs successfully. Capacity encompasses the knowledge, skills, and motivations, as well as the relationships, that enable an actor—an individual, an organization, or a network—to design and take action to implement solutions to local development challenges, to learn and adapt from that action, and innovate and transform over time. Capacity of any one actor is highly dependent upon its fit within the context of a local system and institutions and the enabling environment. (Chapter [220](#))

Capacity-Development

The process of unleashing, strengthening, and maintaining such capacity. Capacity is a form of potential; it is not visible until it is used. Therefore, performance is the key consideration in determining whether capacity has changed. Organizations with improved performance will have undergone a deliberate process undertaken to improve execution of organizational mandates to deliver results for the stakeholders it seeks to serve. (See [Standard Foreign Assistance Indicator CBLD-9 Capacity-Building](#))
(Chapter [220](#))

Capital Leases

Capital leases are leases that transfer substantially all the benefits and risks of ownership to the lessee. If, at its inception, a lease transfers ownership of the property to the lessee at the end of the lease term or contains an option to purchase the leased property at a bargain, the lease should be classified as a capital lease. (Source: SFFAS 6) (Chapter [629](#))

Capital Planning and Investment Control (CPIC)

A decision-making process for ensuring IT investments integrate strategic planning, budgeting, procurement, and the management of IT in support of Agency Missions and business needs. (Chapter [545](#))

Capital Projects

Capital projects include the architectural and engineering design study, construction of physical infrastructure, and operations and maintenance of the facility. In general, capital projects include the following types of activities: transport (roads, ports, and rail), power (generation and transmission), telecommunications, environmental technology, agriculture (irrigation and infrastructure), urban environment, water supply, wastewater treatment, information technology, and construction or reconstruction of physical facilities in any sector under any strategic objective. (Chapter [221](#))

Capitalize

To record and carry forward into one or more future periods any expenditure from which the benefits or process will then be realized. (Source: SFFAS 6) (Chapter [629](#))

Capitalized Personal Property

Capitalized personal property is nonexpendable personal property that has an invoice cost of \$25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. State vehicles are capitalized property regardless of cost. For USAID, vehicles with a basic acquisition cost of under \$25,000, including shipping costs, are not capitalized. (Chapter [518](#), [534](#), [547](#))

Career

Tenure of a permanent employee in the competitive service who has completed three years of substantially continuous creditable Federal service. (Chapter [413](#))

Career Appointee

A career member of the Senior Executive Service (SES) who has completed, or was not subject to, a one-year probationary period. (Chapter [455](#))

Career Appointment

A career appointment is an appointment given to tenured employees. Individuals appointed or converted to career appointments are subject to Time-in Class (TIC) limitations and mandatory retirement rules. (Chapter [412](#), [414](#), [415](#), [459](#), [463](#))

Career Candidate

An employee hired for a time-limited appointment that leads to tenure and a full career with the Agency. Career candidate appointments are appropriate for people who aspire to a long-term USAID Foreign Service career and whose qualifications meet a continuing requirement. (Chapter [438](#), [458](#), [468](#))

Career Candidate Appointment

An employee hired for a time-limited appointment that is intended to lead to a full career with the Agency following successful completion of tenure requirements. (Chapter [412](#), [414](#), [415](#), [459](#), [463](#))

Career Candidate Program

The Career Candidate program is USAID's mechanism for recruiting entry and a limited number of mid-level career candidates into the Foreign Service. The program seeks the best qualified junior professional candidates who are willing to make a long-term commitment to the Foreign Service and international development. (Chapter [468](#))

Career Conditional Appointment

An appointment which gives competitive status upon completion of a probationary period and which automatically converts to a career appointment upon completion of three years of creditable service. (Chapter [412](#), [413](#))

Career Ladder Position

A position of increasing difficulty in the same line of work through which an employee may progress from a lower or entry level to the level of full performance.

- 1) Entry Level - The lowest grade level in a career ladder.
- 2) Full-Performance Level - The ultimate grade reached in a career-ladder position as a result of the original merit staffing action, or as a result of the original competitive appointment. (Chapter [418](#))

Career Position

An appointment without condition or limitation, or an appointment that leads to eligibility for an unlimited career-type appointment without a break in service of a workday between the two appointments. (Chapter [437](#))

Career Reserved Position

A Senior Executive Service (SES) position that must be filled by an SES career appointee. (Chapter [423](#))

Career Senior Executive Service

Executives appointed by the Administrator under the Civil Service Reform Act of 1978 in conformance with the established rules and regulations applicable to other Civil Service employees. (Chapter [412](#))

Career Transition Assistance Plans (CTAP) for surplus and displaced employees

When filling a vacancy, USAID must place a qualified surplus or displaced Agency employee before posting the vacancy or filling the vacancy with any other candidate. (Chapter [418](#))

Cargo Preference

The requirement to use U.S. flag ocean carriers in accordance with the provisions of

Section 901(b) of the Merchant Marine Act of 1936, as amended. (**Chapter [314](#), [315](#)**)

Carpool

A group of two or more people using a motor vehicle for transportation to and from work. (**Chapter [514](#)**)

Case Files

Case files relate to a specific action, event, person, organization, location, product, or thing. Case files often represent the "mission," "function," or work of the office. (**Chapter [502](#)**)

Cash Award

Individuals or groups may receive a monetary award granted for specific commendable acts or contributions in the course of government service. Cash awards include Special Act and On-the-Spot Awards. (**Chapter [491](#)**)

Casualty Response Task Force (CRTF)

A dedicated group of USAID employees assigned to support the Agency and family when an employee(s) dies or is killed in the line of duty. (**Chapter [108](#)**)

Category A Languages

French, Spanish, and Portuguese are Category A languages. (**Chapter [438](#)**)

Category Management

The business practice of buying common goods and services as an enterprise to eliminate redundancies, increase efficiency, and deliver more value and savings from the government's acquisition programs. (**Chapter [331](#)**)

Cause-and-Effect Linkages

The concept of causality, in which one action or event produces a certain response in the form of another event. If a and b happen then c should happen. (**Chapter [597](#)**)

Center

An organizational unit below Bureau level, the head of which reports directly to the Bureau AA. A center is a level 2 organization. A center is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. Generally, centers contain three or more related sub organizational units. (**Chapter [102](#)**)

Central Award

An award managed by a USAID Bureau or Independent Office (B/IO) in Washington, DC, with activities carried out in one or more countries. (**Chapter [319](#)**)

Council on Environmental Quality (CEQ) regulations

Regulations promulgated by the President's Council on Environmental Quality (CEQ) (Federal Register, Volume 43, Number 230, November 29, 1978) under the authority of

NEPA and Executive Order 11514, entitled Protection and Enhancement of Environmental Quality (March 5, 1970) as amended by Executive Order 11991 (May 24, 1977) (22 CFR 216.1(c)(1)). (**Chapter [204](#)**)

Centralized Offset

Centralized Offset (or Treasury Offset Program (TOP)) is a process that allows agencies to submit delinquent debts to one centralized location, Financial Management Service, for collection through the offset of all eligible Federal payments. (TFM/DMS Managing Federal Receivables) (**Chapter [625](#)**)

Certificate Program

Post-secondary education, in a qualifying educational institution, equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum. (**Chapter [460](#)**)

Certification

The comprehensive evaluation of the technical and non-technical security features of an information system and other safeguards, made in support of the accreditation process, to establish the extent to which a particular design and implementation meets a set of specified security requirements. (Source: **[NSTISSI 1000](#)**) (**Chapter [545](#)**)

Certification Authority (CA)

The USAID official who certifies that a particular information system has completed the certification process and is ready for accreditation by the Designated Approving Authority (DAA). (**Chapter [545](#)**)

Certification of Eligible Bidders (CERT)

A document (certificate) that contains specific open position information and a list of eligible bidders who expressed a preference for that position. (**Chapter [436](#)**)

Certification of Identity

To ensure that one person's records are not inadvertently disclosed to another person, individuals requesting records on themselves are asked to certify their identity by signing a sworn statement certifying that they are who they say they are. (**Chapter [507](#)**)

Change Control Board (CCB)

One of the teams that evaluates the impact of proposed changes to the USAID baseline configuration, and determines if, and when, the changes are to be implemented. (**Chapter [545](#)**)

Change to Lower Grade

(Also called "demotion") Personnel action that moves an employee, while serving continuously in the same agency, to a position at a lower grade when both the old and new positions are under the General Schedule. (**Chapter [471](#)**)

Channel Captions

Restrict action telegrams to designated offices or individuals in USAID/Washington (USAID/W) or USAID Missions. (**Chapter [549](#)**)

Character and/or Experience-Based Loans

A form of collateral substitute in which the initial loan is very small, but access to gradually increasing loans is assured as long as the borrower maintains a satisfactory repayment record. (**Chapter [219](#)**)

Charge Card Rebates

Cash received back quarterly from the use of government purchase and travel charge cards based on various contractual factors such as cash volume use or timely bill payment. (**Chapter [635](#)**)

Charter/Charter Party

A contract for the hire of a ship or aircraft or portion thereof, for one or more voyages or flights, or for a period of time. Its clauses include freight rate, dispatch, demurrage brokerage commissions, etc. as well as provisions established by international agreements and, by reference, provisions of law. The charter/charter party usually overrides any provisions of the carrier's bill of lading, although it may provide that the bill of lading will serve as a receipt for the cargo. (**Chapter [314](#)**)

Chief Financial Officer (CFO)

The Chief Financial Officer of USAID or a USAID employee or official designated to act on the CFO's behalf. (22 CFR 213.2) (**Chapter [625](#), [631](#), [634](#)**)

Chief Financial Officers Council

The Chief Financial Officers (CFO) Act of 1990 (Public Law 101-576) CFO Act established a Chief Financial Officers Council. The act specifies that the Council will be chaired by Office of Management and Budget's (OMB's) Deputy Director for Management. Other members will be OMB's Controller, Treasury's Fiscal Assistant Secretary, and the agency CFOs appointed under the act. (CFO Act P.L. 101-576) (**Chapter [630](#)**)

Chief Freedom of Information Act (FOIA) Officer

A designated high-level official within each agency who has overall responsibility for the agency's compliance with the FOIA. (**Chapter [507](#)**)

Chief FOIA Officer Report

A report required to be filed with the Department of Justice which details each agency's progress in improving transparency and compliance with the FOIA. (**Chapter [507](#)**)

Chief Human Capital Officers' Act of 2002 (CHCO Act)

The Act that established the agency CHCO, strategic human capital management systems, the relationship of strategic human capital management to agency

performance plans and reports, and HR flexibilities. The Act clarifies expectations and management's responsibility for managing HR. (**Chapter [401](#)**)

Chief Information Security Officer (CISO)

CISO operates in four primary capacities: 1) Define the security and privacy requirements with which IT systems and telecommunications must comply, based on federal mandates and legislative requirements; 2) monitor systems and projects in development to validate that system security and electronic records privacy complies with established guidance, including that Agency employees are trained in information systems security; 3) detect and respond to information systems incidents; and 4) perform computer forensics investigations.

Specifically, the CISO is responsible for security policy and implementation oversight; developing IT security policy; promoting enterprise security technologies and best practices; implementing and managing security and intrusion detection tools; and monitoring and evaluating security performance. CISO is also responsible for information systems security incident management and response, including detecting, reporting, and responding to security incidents. The CISO performs these same functions in the area of COMSEC within the Agency.

The CISO interacts directly with Mission and B/IO managers and systems administrators in monitoring security performance and advising on resolution of identified problems. (**Chapter [545](#), [552](#)**)

Chief of Mission

The principal officer in charge of a diplomatic Mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a Mission or office. (**Chapter [113](#), [530](#), [535](#)**)

Chief Privacy Officer (CPO)

The individual who has overall Agency responsibility for policy development, oversight, and implementation of an Agency-wide privacy program. (**Chapter [545](#)**)

Chronological Files

Copies of cables, letters, memoranda, etc., maintained for ease of reference in chronological order (by date of issue), or by serial number. (**Chapter [502](#)**)

Circulation Space

The space required for the efficient movement and flow of personnel through the assignable space. When planning for assignable office space, a general space planning tool used to figure the circulation space is referred to as circulation factor. With a factor of 25 to 33 percent of the total, space is efficient. (**Chapter [517](#)**)

Claim

Text highlighted in yellow indicates that the material is new or substantively revised.

An amount of money, funds, or property that has been determined by an agency official to be due to the United States by any person, organization, or entity, except another Federal agency. As used in [ADS 625](#), the terms debt and claim are synonymous. (22 CFR 213.2) (**Chapter [625](#)**)

Claimant

An individual whose claim for entitlement to Federal Employees' Compensation Act (FECA) benefits has been filed according to FECA provisions. (**Chapter [442](#)**)

Claims Collection Litigation Report (CCLR)

A report used when referring debts to the Department of Justice for litigation and enforced collection. The CCLR is also used for the referral of debts to the Department of Justice for concurrence on a proposed suspension or termination of collection action (for example, write-off). (**Chapter [625](#)**)

Class

A group of USAID employees, former USAID employees, and/or applicants for employment with USAID alleging an adverse effect of an Agency personnel management policy or practice which the Agency has the authority to rescind or modify, based on common race, color, religion, sex, national origin, physical or mental disability, and/or age. (**Chapter [110](#)**)

Class Complaint

A written complaint of discrimination filed on behalf of a class by the agent of the class alleging that:

- a. The class is so numerous that a consolidated complaint of the members of the class is impractical;
- b. There are questions of fact common to the class;
- c. The claims of the agent of the class are typical of the claims of the class; and
- d. The agent of the class, or the agent's representative, if any, will fairly and adequately protect the interests of the class. (**Chapter [110](#)**)

Classification

The orderly assignment of positions to a series, title, and grade. Such classification is in accordance with published classification and job grading standards or guides promulgated by the Agency (for Foreign Service positions) or by the U.S. Office of Personnel Management (for Civil Service positions). (**Chapter [456](#)**)

Classification Guide

A documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such

element. (**Chapter [568](#)**)

Classified Activity

Any approved and authorized combined or single classified activity associated with national security information (NSI), NSI systems or NSI resources (discuss, process, transmit video, teleconference, media handling use and/or storage). (**Chapter [552](#)**)

Classified Award

Contracts, grants, or cooperative agreements with positions requiring access to classified information and/or designated Restricted Space. These procedures are applicable to licensees, grantees, and certificate holders to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations. (**Chapter [569](#)**)

Classified Contract

Contracts with positions requiring access to classified information and/or designated restricted space. These procedures are applicable to licensees, grantees, and certificate holders to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations. (**Chapter [567](#)**)

Classified Information

See the definition for classified national security information. (**Chapter [566](#)**)

Classified National Security Information (Classified Information)

Information that has been determined pursuant to E.O. 12958 or any predecessor order to require protection against unauthorized disclosure and is marked (Confidential, Secret, or Top Secret) to indicate its classified status when in documentary form. It is also referred to as classified information.

- a. Confidential: Information, of which the unauthorized disclosure could reasonably be expected to cause damage to the national security that the original classification authority is able to identify or describe.
- b. Secret: Information, of which the unauthorized disclosure could reasonably be expected to cause serious damage to the national security.
- c. Top Secret: Information, of which the unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.
(**Chapter [562](#), [565](#), [566](#), [567](#), [568](#), [569](#)**)

Classified Processing

Computing, processing, discussing, and reviewing physical documents or media, conversation, video, video-teleconference, teleconference, telephone conversations, or any other combination of classified operations. (**Chapter [552](#)**)

Classified Spaces/Workspaces

Text highlighted in yellow indicates that the material is new or substantively revised.

Refers to any authorized area, room, office, workspace, or facility where classified activities do, or may occur within USAID, the term is synonymous with “Restricted Space.” (**Chapter 552**)

ClassNet

Computer system used to process information up to the Secret level. (**Chapter 503**)

Cleared Contractor

Any industrial, educational, commercial, or other entity that has been granted a Facility Clearance (FCL) by a Cognizant Security Agency (CSA). (National Industrial Security Program Operating Manual (NISPOM)) (**Chapter 567**)

Close of Business (COB)

The end of the business day. (**Chapter 552**)

Closed Hearings

Hearings of congressional committees which are closed to the public and the news media, usually due to the sensitive or confidential nature of the information under discussion. (**Chapter 554**)

Close-Out

One of two classifications of write-off. An agency closes out a debt when it determines that further debt collection actions are prohibited (for example, a debtor is released from liability in bankruptcy) or the agency does not plan to take any future actions (either active or passive) to try to collect the debt. At close-out, an agency may be required to report to the IRS the amount of the debt as potential income to the debtor on IRS Form 1099. (TFM/DMS Managing Federal Receivables) (**Chapter 625**)

Close-Out Audit

The final audit conducted upon completion or termination of a cost-reimbursable, time and materials type contract; grant activities; or a cooperative agreement. (**Chapter 591**)

Cloud Computing

Internet-based computing whereby shared resources, software, and information are provided to computers and other devices. (**Chapter 502, 508**)

Co-Creation

Co-creation is a design approach that brings people together to produce collectively a mutually valued outcome, by using a participatory process that assumes some degree of shared power and decision-making. (**Chapter 201**)

Code of Federal Regulations (CFR)

The Code of Federal Regulations is a codification of general and permanent rules (regulations) that have been previously published in the Federal Register. The CFR, which is compiled by the Office of the Federal Register, is divided into 50 titles, which cover broad areas subject to Federal regulation. (**Chapter 516**)

Code of Federal Regulations (CFR) Owner

The Bureau or Independent Office (B/IO) that advises and assists the Initiating Program Office (IPO) by determining the need for changes to the CFR that require rulemaking, establishing rulemaking requirements, and identifying any regulatory analysis required to support rulemaking. The CFR Owner develops the rule that impacts their regulation, ensuring that the rule complies with regulatory drafting requirements and fits within the structure and format of the regulation codified in the CFR. (Chapter [156](#))

Cognizant Agency

The government agency with primary audit responsibility for a particular contractor or recipient. (Chapter [591](#))

Cognizant Security Agencies (CSAs)

Agencies of the Executive Branch that have been authorized to establish an industrial security program to safeguard classified information when disclosed or released to U.S. industry. (Chapter [567](#))

Cohort

Those direct loans obligated or loan guarantees committed by a program in the same year even if disbursements occur in subsequent years. Post-FY 1991 direct loans or loan guarantees will remain with their original cohort throughout the life of the loan, even if the loan is modified. Pre-FY1992 loans and loan guarantees that are modified will each, respectively, constitute a single cohort. (OMB Circular No. A-11, Preparation and Submission of Budget Estimates) (Chapter [623](#))

Collaborating, Learning, and Adapting (CLA)

CLA involves strategic collaboration, continuous learning, and adaptive management. CLA approaches to development include collaborating intentionally with stakeholders to share knowledge and reduce duplication of effort, learning systematically by drawing on evidence from a variety of sources and taking time to reflect on implementation, and applying learning by adapting intentionally. (Chapter [201](#))

Collaborating, Learning and Adapting (CLA)

USAID's approach to organizational learning and adaptive management. It involves strategic collaboration, continuous learning, and adaptive management. CLA approaches to development include collaborating intentionally with stakeholders to share knowledge and reduce duplication of effort, learning systematically by drawing on evidence from a variety of sources and taking time to reflect on implementation, and applying learning by adapting intentionally. (Chapter [201](#))

Collateral Classified National Security Information

Classified information which has no supplemental or additional handling restrictions. (Chapter [568](#))

Collateral Substitute

Text highlighted in yellow indicates that the material is new or substantively revised.

A mechanism for ensuring the repayment of loans other than the provision of formal collateral by the borrower. In the context of microfinance, group lending and character-based (experience-based) lending are the most common forms of collateral substitutes. (Chapter [219](#))

Colleague

Includes all categories of Direct-Hire employees and Personal Services Contractors of USAID and the Office of Inspector General (OIG) including Cooperating Country Nationals (CCNs), Third Country Nationals (TCNs), and U.S. whether locally engaged or offshore. It applies to staff overseas as well as those working on behalf of USAID in the United States or in travel/transit. This may also include implementing partner (contractor or recipient) staff. (Chapter [108](#))

Collection

The process of receiving amounts owed to the government, such as payment on a debt. (Chapter [625](#))

Collection Agency

A private sector entity whose primary business is the collection of delinquent debts. (Chapter [625](#))

Collection of Information

The obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties, or the public of information by or for an agency by means of identical questions posed, to, or identical reporting, record keeping, or disclosure requirements imposed on ten or more persons, whether such collection of information is mandatory, voluntary or required to obtain a benefit. (Chapter [506](#))

Commercial Activity

An activity conducted by a Federal agency that provides a product or service that could be obtained from the private sector. (Chapter [104](#))

Commercial-off-the-Shelf (COTS)

A Federal Acquisition Regulation (FAR) term defining a non-developmental item (NDI) of supply that is both commercial and sold in substantial quantities in the commercial marketplace, and that can be procured or utilized under government contract in the same precise form as available to the general public. (Chapter [545](#))

Commercial Property

Property that is available through lease or purchase in the commercial market. (Chapter [547](#))

Commercial Request

A request that asks for information for a use or a purpose that furthers a commercial, trade, or profit interest, which can include furthering those interests through litigation. A

component's decision to place a requester in the commercial use category will be made on a case-by-case basis based on the requester's intended use of the information. (Chapter [507](#))

Commercial Services Contracts

Contracts set on a commercial basis for the running or management of a utility or distribution network. (Chapter [221](#))

Commercial Telegrams

Telegrams that are sometimes sent to international or domestic addresses that do not have access to governmental telegraphic facilities. In such cases, delivery is by commercial telegraphic systems. The Department of State (DOS) uses commercial telegram systems only for domestic locations. (Chapter [549](#))

Commitment

An administrative reservation of funds in anticipation of their obligation. (Chapter [201](#), [621](#), [634](#))

Commodity

Any material, article, supply, goods, or equipment. (Chapter [221](#), [310](#), [312](#))

Commodity-Related Services

Delivery services and/or incidental services. (Chapter [221](#))

Common Secure Configurations

These provide recognized, standardized benchmarks that stipulate secure configuration settings for specific information technology platforms/products and instructions for configuring those information system components to meet operational requirements. Common secure configurations include the United States Government Configuration Baseline (USGCB), which affects the implementation of several Access and Configuration Management controls. (Chapter [545](#))

Communications and Records (C&R)

Planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records. The purpose of communications and records is to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of Mission operations. (Chapter [527](#))

Communications Security (COMSEC)

Discipline of preventing unauthorized interceptors from accessing telecommunications in an intelligible form, while still delivering content to the intended recipients. In the United States Government culture, it is often referred to by the abbreviation 'COMSEC'. The field includes cryptographic security, transmission security, emission security, traffic-flow security and physical security of COMSEC equipment. COMSEC is used to protect both classified and unclassified traffic

on government networks, including voice, video, and data. It is used for both analog and digital applications, and both wired and wireless links. (Chapter [552](#))

Measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government concerning national security, and to ensure the authenticity of such telecommunications. COMSEC includes crypto-security, transmission security, emissions security, and physical security of COMSEC material and information. (Chapter [568](#))

Communications Security (COMSEC) Material Control System (CMCS)

COMSEC refers to communication security. This consists of all steps taken to protect information of value when it is being communicated. COMSEC has four main components: transmission security, physical security, emission security, and cryptographic security. Transmission security is that component of COMSEC which is designed to protect transmissions from unauthorized intercept, traffic analysis, imitative deception and disruption. CMCS refers specifically to the procedural safeguards placed on COMSEC equipment and materials, covering every phase of their existence from creation through disposition, and are designed to reduce or eliminate the possibility of such compromise. (Chapter [552](#))

Communications Security (COMSEC) Office of Record (COR)

The parent owner or COMSEC service provider of child or sub COMSEC account holders. (Chapter [552](#))

Communications Security (COMSEC) Responsible Officers (CROs)

CROs are formally appointed and trained B/IO personnel who, in coordination with the Agency COMSEC custodian(s), provide direct B/IO COMSEC security support and requirements. (Chapter [552](#))

Communications Security (COMSEC) Utility Program (CUP)

The Communications Security Program is a pool of selected information assurance (IA) security equipment available to Federal departments and agencies on a reimbursable or temporary basis, used to satisfy crisis, contingency, and emergent national security requirements. (Chapter [552](#))

Commuting Area

Commuting area is the geographic area that is normally considered one area for recruitment and employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities where people live and reasonably can be expected to travel back and forth daily to their usual employment. (Chapter [467](#))

Compensating Control

A compensating control, also called an alternative control, is a mechanism that is put in place to satisfy the requirement for a security measure that is deemed too difficult or impractical to implement at the present time. (**Chapter [545](#)**)

Compensation

Nontaxable benefits, including money paid due to loss of wages, medical expenses, rehabilitation expenses, loss of use of major body functions, and death benefits, payable under the Federal Employees' Compensation Act (FECA). (**Chapter [442](#)**)

Competency

A measurable pattern of knowledge, skills, abilities (KSAs), behaviors and other characteristics that an individual needs in order to perform work roles or occupational functions successfully. (**Chapter [418](#)**)

Competing Employee

An employee in tenure groups I, II, or III. (**Chapter [452](#)**)

Competition

A formal evaluation of sources to provide a commercial activity that uses pre-established rules. Competitions between private sector sources are performed in accordance with the Federal Acquisition Regulation (FAR). Competitions between agency, private sector, and public reimbursable sources are performed in accordance with the FAR and OMB Circular A-76. The term "competition" includes streamlined and standard competitions performed in accordance with Circular A-76 and FAR-based competitions for agency-performed activities, contracted services, new requirements, expansions of existing work, and activities performed under fee-for-service agreements. The term also includes cost comparisons, streamlined cost comparisons, and direct conversions performed under previous versions of OMB Circular A-76. (**Chapter [104](#)**)

Competition Advocate

An individual charged by FAR 6.5 and AIDAR 706.5 with promoting full and open competition. For the designation of competition advocates, see AIDAR 706.501. (**Chapter [302](#), [305](#)**)

Competition Officials

The agency officials appointed before a standard competition is announced who perform key roles and have essential responsibilities for the successful completion of the standard competition. Competition officials are the Agency Tender Official, Contracting Officer, Source Selection Authority, Human Resource Advisor, and Performance Work Statement (PWS) team leader. (**Chapter [104](#)**)

Competitive Area

The organizational unit(s) or subdivision and geographical location within the Agency in which employees compete for retention under Reduction in Force (RIF) procedures. Separate competitive areas are established for each Bureau or equivalent organization

listed in the USAID Competitive Areas mandatory reference. Employees in a competitive area compete only with each other; they do not compete with employees in another competitive area. (Chapter [452](#), [454](#), [455](#))

Competitive Level

A grouping of all positions within a competitive area which are in the same grade (or occupational level) and classification series, and which are similar enough in duties, qualification requirements, pay schedule, and working conditions so that reassignment of one employee to any other position within that level may occur without undue interruption. (Chapter [452](#), [453](#), [454](#), [455](#))

Competitive Service

All civilian positions in the Federal Government that are not specifically excepted from civil service laws by or pursuant to statute, by the President, or by Office of Personnel Management under Rule VI, and that are not in the Senior Executive Service. (Chapter [412](#), [413](#), [418](#))

Competitive Sourcing Official (CSO)

An inherently governmental agency official responsible for the implementation of Circular A-76 within USAID. (Chapter [104](#))

Competitive Status

Basic eligibility of a person to be selected to fill a position in the competitive service without open competitive examination. Competitive status may be acquired by career-conditional or career appointment through open competitive examination, or may be granted by statute, executive order, or civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted subject to the conditions prescribed by civil service rules and regulations. (Chapter [413](#))

Complainant

Any individual who files a formal equal employment opportunity complaint with USAID. (Chapter [110](#))

Complementary Feeding

The appropriate addition of other foods while continuing breastfeeding, starting at about six months based on the infant's developmental readiness. World Health Organization (WHO) and UNICEF recommend that all parents should have access to skilled support to initiate and sustain exclusive breastfeeding for six months and ensure the timely introduction of adequate and safe complementary foods with continued breastfeeding up to two years or beyond. (Chapter [212](#))

Complex Emergency

A humanitarian crisis in a country, region or society where there is total or considerable breakdown of authority resulting from internal or external conflict and which requires an

international response that goes beyond the mandate or capacity of any single agency and/or the ongoing United Nations country program. (**Chapter [212](#), [251](#)**)

Complex Request

Complex requests typically seek a high volume of material or require additional steps to process such as the need to search for records in multiple locations. (**Chapter [507](#)**)

Compliance Risk

The risk of failing to comply with applicable laws and regulations, and the risk of failing to detect and report activities that are not compliant with statutory, regulatory, or organizational requirements. A lack of awareness or ignorance of the pertinence of applicable statutes and regulations to operations and practices can cause compliance risk. (See [Playbook: ERM in the U.S. Federal Government](#)) (**Chapter [220](#)**)

Component Activity

An activity bundled with other activities under a project approach. Taken together, component activities support the achievement of project-level result(s). (**Chapter [201](#)**)

Composite Print

Film print combining picture and soundtrack. (**Chapter [502](#)**)

Compound Access Control (CAC)

System of gates, barriers, and guard booths used to pre-screen personnel and vehicles entering a secure perimeter. (**Chapter [562](#)**)

Compromise

To accept less than the full amount of the debt owed from the debtor in satisfaction of the debt based on the unlikely recovery of the full amount and other practical considerations. Also referred to as a settlement. (**Chapter [625](#)**)

Conditional Gifts

Gifts made for a specific purpose with conditions on their use. (**Chapter [628](#)**)

Conference

For the purposes of ADS 580, a seminar, meeting, retreat, symposium, workshop, training activity or other such event funded in whole or in part by USAID. (**Chapter [580](#)**)

Conference Coordinator

The person designated by the sponsoring Bureau, Independent Office, or Mission to plan and serve as the point of contact for a conference. (**Chapter [580](#)**)

Conference Lodging Allowance

A pre-determined maximum allowance of up to 25 percent greater than the applicable locality portion of the per diem rate. (**Chapter [580](#)**)

Confidential Information

Information for which the unauthorized disclosure could reasonably be expected

Text highlighted in yellow indicates that the material is new or substantively revised.

to cause damage to the national security, which the original classification authority is able to identify or describe. (**Chapter 545**)

Confidentiality

Assurance that information is held in confidence and protected from unauthorized disclosure. (**Chapter 545**)

Configuration Management (CM)

A discipline to ensure that the configuration of an item and its components is known and documented, and that any changes are controlled and tracked. (**Chapter 545**)

Configuration Management Plan (CMP)

A plan that establishes and maintains consistency of a product's performance and functional and physical attributes with its requirements, design, and operational information throughout its life. (**Chapter 545**)

Configuration Settings

The set of parameters that can be changed in hardware, software, or firmware components of the information system that affect the security posture or functionality of the system. All organizations establish organization-wide configuration settings and subsequently derive specific settings for information systems. The established settings become part of the system's configuration baseline. See also **security-related parameters** and **common secure configurations**. (**Chapter 545**)

Confined Field Trial (CFT)

In the context of activities involving Genetically Engineered (GE) organisms, an activity conducted in confined but non-contained facilities (for example, a fenced field rather than a laboratory) but in a limited area. The trial is physically and biologically contained through several approaches to eliminate movement of genetic material outside the trial site (isolation distances, surveillance, restricting flowering, nets, etc.). (**Chapter 211**)

Conforming Amendment

Policy that does not require ADS Agency clearance because it meets one of the following criteria:

- 1) Written policy approved by the Administrator or Deputy Administrator;
- 2) Conforming amendments to policy that incorporate new or revised external regulations (this must be word for word and not a policy on how USAID will implement the regulation);
- 3) Conforming amendments to policy that complies with policy already contained in other cleared and issued ADS chapters or internal mandatory references; and

- 4) ADS material that is subjected to high level Agency review. (**Chapter 501**)

Congressional Briefing

Non-public appearances by USAID officers before the members of the United States House or Senate, or their staff, to provide information regarding the activities of USAID and related issues. (**Chapter 554**)

Congressional Correspondence

Any written request from Members of Congress or congressional staff regarding the activities of USAID and related topics. (**Chapter 553**)

Congressional Delegation (CODEL)

A congressional delegation is an official visit abroad taken by a member or members of the United States Congress or by Congressional staff. (**Chapter 555**)

Congressional Hearing

Public appearances before formal committees, commissions, or other bodies of the United States House or Senate. (**Chapter 554**)

Congressional Testimony

All appearances by USAID officers before committees of the United States House or Senate to testify regarding the activities of USAID and related issues. (**Chapter 554**)

Congressional Inquiries

Requests for information from Members of Congress or congressional staff regarding the activities of USAID and related topics. (**Chapter 553**)

Connection

A connection is any established communications path between two or more devices or services. (**Chapter 545**)

Consolidated Audit and Compliance System (CACs)

A worldwide web-based management information system which 1) provides for a repository of information, including Federal Managers' Financial Integrity Act (FMFIA) certifications, validity of obligations and review of unexpended balances certifications, and audit-related documentation that can be accessed and/or updated worldwide and 2) is used to track actions, the status of FMFIA material weaknesses and deficiencies, Office of Inspector General (OIG) management and performance challenges, A-123 and audit recommendations, and corrective action plans; submit requests for final action (closure); upload supporting documentation; and print reports. (**Chapter 591, 593, 595, 596**)

Consolidation

Consolidation or consolidated requirement means a solicitation for a single contract, a multiple-award contract, a task order, or a delivery order to satisfy; (i) Two or more requirements of the Federal agency for supplies or services that have been provided to

or performed for the Federal agency under two or more separate contracts (a contract that has been performed by any business, including small and other than small business concerns), each of which was lower in cost than the total cost of the contract for which offers are solicited; or (ii) Requirements of the Federal agency for construction projects to be performed at two or more discrete sites. (**FAR Part 2**) (**Chapter [321](#)**)

Constructed Cost Data

Cost data extracted from various sources (usually parts of various contractors' invoices) which is used to accumulate expenses associated with a particular internal software development effort. Once the data is accumulated, and if the capitalization criteria are met, the constructed cost data becomes the source documentation for recording the accounting entry. This requires the worksheet (usually an electronic spreadsheet) and the supporting documentation to be readily available for audit and retained in accordance with the requirements for retention of financial documentation in **[ADS 502](#)**. (**Chapter [629](#)**)

Construction

Construction activities include construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures. (**Chapter [304](#)**)

Consultant

A person serving as an advisor to an officer or instrumentality of the government, as distinguished from an officer or employee carrying out an agency's duties and responsibilities. Ordinarily, consultants are expert in the field in which they advise but need not be specialists. (**Chapter [413](#)**)

Consultation

When an agency locates a record that contains information of interest to another agency, it will ask for the views of that other agency on the ability to disclose the records before any final determination is made. This process is called a "consultation." (**Chapter [507](#)**)

Contained Use

In the context of activities involving Genetically Engineered (GE) organisms, use of GE organisms in a physically contained facility such as a laboratory, hospital, or greenhouse. (**Chapter [211](#)**)

Content

Electronic information and data, as well as the encoding that defines its structure, presentation, and interactions. (**Chapter [551](#)**)

Context

Conditions and external factors relevant to implementation of USAID strategies, projects, and activities. Context includes the environmental, economic, social, or political factors that may affect implementation, as well as how local actors, their relationships, and the incentives that guide them affect development results. It also includes risks that may threaten or provide opportunities to achieve greater development impact. (**Chapter [201](#), [220](#)**)

Context Indicator

A means to monitor factors outside the control of USAID that have the potential to affect the achievement of expected results. Context indicators may be tracked at any level of a Results Framework or logic model. Context indicators may be used to track country/regional context; programmatic assumptions of strategies, projects, and activities; and operational context. Context indicators do not directly measure the results of USAID activities. (**Chapter [201](#), [220](#)**)

Context Monitoring

The systematic collection of information about conditions and external factors relevant to the implementation and performance of an OU's Strategy, projects, and activities. Context monitoring includes the monitoring of local conditions that could directly affect implementation and performance (such as non-USAID programming operating within the same sector as USAID-funded programming) or external factors that could indirectly affect implementation and performance (such as macro-economic, social, or political conditions). It also includes monitoring risks such as programmatic, fiduciary, reputational, legal, security, human capital, and information technology. (**Chapter [201](#), [220](#)**)

Contextual Risk

The range of potential adverse outcomes that could arise in a particular context, such as the risk of political destabilization, a return to violent conflict, economic deterioration, natural disaster, humanitarian crisis, or cross-border tensions. Development agencies only have a limited influence on contextual risk in the short term, but they seek to fund interventions that create conditions for reduced contextual risk in the long term, for example by promoting state-building and peace-building processes, strengthening the management of disaster risk, and promoting economic reforms that increase resilience in the face of shocks. (See [Development Assistance Committee of the Organization for Economic Co-operation and Development](#)) (**Chapter [220](#)**)

Continental United States

The 48 contiguous states and the District of Columbia. (6 FAM-111.3) (**Chapter [443](#), [552](#), [633](#)**)

Contingency

A possible event that must be prepared for such as an emergency. (**Chapter [502](#)**)

Contingency Operation

Defined in [section 101\(a\)\(13\) of Title 10, United States Code, Part I](#) – a military operation that –

Text highlighted in yellow indicates that the material is new or substantively revised.

- 1) Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
- 2) Results in the call or order to, or retention on, active duty of members of the Uniformed Services under section 688, 12301(a), 12302, 12304, 12304(a), 12305, or 12406 of this title, chapter 15 of this title, section 712 of Title 14, or any other provision of law during a war or during a national emergency declared by the President or Congress. (**Chapter [201](#), [411](#)**)

Contingency Plan

A written plan of actions to be taken to safeguard assets and provide reasonable continuity of support should normal operations be disrupted due to the occurrence of an emergency situation or other undesirable event. (**Chapter [511](#)**)

Contingency Planning

Instituting policies and essential procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. (**Chapter [502](#), [511](#)**)

Continuation of Pay (COP)

Continuation of regular salary for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury, intended to eliminate interruption of income while the Office of Workers Compensation Program (OWCP) is processing the employee's claim. Continuation of Pay (COP) is subject to taxes and all other usual payroll deductions. (**Chapter [442](#)**)

Continued Service Agreement

An agreement an employee makes to continue to work for the U.S. Government for a pre-established length of time in exchange for non-U.S. Government sponsored training. (**Chapter [458](#)**)

Continuing Resolution (CR)

An "appropriation" for an entire fiscal year, pending enactment of a standard appropriation, but subject to time limitations, usually a few days to a few months, on how long it remains in effect. The funding available under a CR usually is based on the prior-year appropriation level and the portion of the fiscal year during which the CR is in effect. (**Chapter [603](#), [621](#)**)

Continuity

To go on with selected USAID programs in an actual state of contingency operating conditions. (**Chapter [502](#), [511](#)**)

Continuity Coordinators

Accountable person from each B/IO at the Deputy Assistant Administrator or Senior AMS Officer level at a minimum, who represents their B/IO at the Continuity Working

Text highlighted in yellow indicates that the material is new or substantively revised.

Group (CWG) meetings. Ensure continuity information is relayed from the Continuity Manager to those responsible within each B/IO and provides recommendations for continuity policy of same. The Agency Continuity Coordinator is supported primarily by the Continuity Manager and by other continuity planners or coordinators, at their subordinate levels (mainly Headquarters Management Division (HMD)) and throughout the agency. (Chapter [531](#))

Continuity Evaluation Tool (CET)

Establishes evaluation criteria and a grading scale for an accurate assessment of the Agency's entire continuity program. Composed of separate Annexes – A-N, with N being the Annex used for exercise evaluations. (Chapter [531](#))

Continuity Facilities

The term “continuity facilities” is comprehensive, referring to both continuity and devolution sites where essential functions are continued or resumed during continuity plan activation. “Alternate sites” are locations, other than the primary facility, used to carry out essential functions by relocating Emergency Relocation Group (ERG) members following activation of the continuity plan. “Devolution sites” are locations used to carry out essential functions by devolving them to a geographically separated facility and staff - the Devolution Emergency Response Group (DERG), following activation of the devolution plan. These sites refer to not only other facilities and locations, but also work arrangements such as telework and mobile work concepts. (Chapter [531](#))

Continuity of Government (COG)

A coordinated effort within each branch of government (e.g., the Executive Branch) to ensure that National Essential Functions (NEFs) continue to be performed during a catastrophic emergency. (Chapter [531](#))

Continuity of Government Readiness Conditions (COGCON)

For the Federal Executive Branch, the COGCON system establishes readiness levels in order to provide a flexible and coordinated response to escalating threat levels or actual emergencies, focusing on possible threats to the National Capital Region (NCR). The COGCON system establishes, measures, and reports the readiness of executive branch continuity programs, which is independent of other Federal Government readiness systems. (Chapter [531](#))

Continuity Manager

The senior continuity planner, who manages day-to-day continuity programs, represents their department or agency on the Continuity Advisory Group (CAG) and working groups, as appropriate, and reports to the Continuity Coordinator on all continuity program activities. (Chapter [531](#))

Continuity of Operations Planning (COOP)

An effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of

nature, accidents, and technological or attack-related emergencies. (**Chapter [405](#), [511](#), [524](#), [531](#), [545](#)**)

Continuity Personnel

Personnel, both senior and core, who provide to the leadership advice, recommendations, and the functional support necessary to continue essential operations. Continuity personnel are referred to as Emergency Relocation Group (ERG) members. (**Chapter [531](#)**)

Continuity Plan

A plan that details how an individual organization will ensure it can continue to perform its mission essential functions during a wide range of emergencies. (**Chapter [531](#)**)

Continuity Program Management Cycle

An ongoing, cyclical model of planning, training, evaluating, and implementing corrective actions for an executable continuity capability. (**Chapter [531](#)**)

Continuity Status Report (CSR)

Monthly report submitted to FEMA via the Cross Domain Server (CDS) utilizing an RSA Token. Report indicates the status of the Agency's continuity program utilizing the Continuity Evaluation Tool (CET). (**Chapter [531](#)**)

Continuous Evaluation Program

The uninterrupted assessment of a person for retention of a security clearance or continuing assignment to sensitive duties. (**Chapter [566](#)**)

Continuous Learning Points (CLPs)

CLPs are hour equivalent training points for activities that maintain skill currency in the area of certification. Continuous learning activities include, but are not limited to, teaching; self-directed study and mentoring; courses completed to achieve certification at the next higher level; professional activities, such as publishing; attending, speaking, and presenting at professional seminars, symposia, conferences, and workshops; and education activities, such as formal training and formal academic programs. (**Chapter [458](#)**)

Contract

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see FAR Part 16. (**Chapter [300](#), [304](#), [319](#), [621](#)**)

Contract Actions

The steps necessary to conduct the procurement of goods and services covered by the Development Assistance Committee Recommendation. (**Chapter [221](#)**)

Contract Management

The management and direction of USAID's procurements, including implementation of USAID's unique procurement policies, regulations, and standards in both USAID/W and overseas. (**Chapter [527](#)**)

Contract Review Board (CRB)

A board comprised of Contracting Officers and a General Counsel (GC) representative responsible for reviewing documentation for acquisition actions exceeding \$10 million in order to minimize vulnerabilities that could lead to protests, disputes, claims, and litigation against the Agency; providing senior level advice on contracting actions to the Contracting Officer; and, ensuring the consistency of procurement documentation. (**Chapter [302](#)**)

Contracting Activity

An element of the Agency designated by the Agency head and delegated broad authority regarding acquisition functions. In USAID, the contracting activities consist of the Office of Acquisition and Assistance (M/OAA), the Office of U.S. Foreign Disaster Assistance (DCHA/OFDA), the Bureau for Economic Growth, Education and Environment, and Office of Education (E3/ED) (see AIDAR 702.170). (**Chapter [331](#)**)

Contracting Agency

Any entity of the host country designated by the country as responsible for negotiating contracts financed by a USAID loan or grant. This includes, but is not limited to, ministries of the national government and their sub-unit authorities (such as port or regional), units of local government at any level, and government-owned, private, or mixed corporations and similar entities. (**Chapter [301](#), [305](#)**)

Contracting Officer (CO)

A person representing the U.S. Government through the exercise of his or her delegated authority to enter into, administer, and terminate contracts and make related determinations and findings. This authority is delegated by one of two methods: to the individual by means of a "Certificate of Appointment", SF 1402, as prescribed in FAR 1.603-3, including any limitations on the scope of authority to be exercised, or to the head of each contracting activity (as defined in AIDAR 702.170), as specified in AIDAR 701.601. (**Chapter [300](#), [302](#), [304](#), [309](#), [331](#), [552](#), [566](#), [567](#), [621](#)**)

An individual with delegated authority to award contracts on behalf of the U.S. Government. (**Chapter [319](#)**)

Contracting Officer's Representative/Agreement Officer's Representative

The individual who performs functions that are designated by the Contracting or Agreement Officer, or who is specifically designated by policy or regulation as part of contract or assistance administration (see Activity Manager and [ADS 300](#)). (**Chapter 201, 300, 306, 319, 552, 567, 591, 621, 635**)

Contractor

This term refers to any U.S. citizens who are employed as Personal Service Contractors (PSC), independent contractors, fellows, institutional contractors, or any other category of individual, not a Direct-Hire, requiring a security clearance to work on USAID information or material or have unescorted access in USAID space. (**Chapter 545**)

An organization or individual from which USAID or one of the Agency's recipients acquires supplies or services. (**Chapter 319**)

Any industrial, educational, commercial, or other entity that has been granted a Facility Clearance (FCL) by a Cognizant Security Agency (CSA). ([National Industrial Security Program Operating Manual \[NISPOM\]](#)) (**Chapter 566**)

Contractor Armored Vehicle

An armored vehicle purchased by a USAID contractor, using USAID funds, for the purpose of transporting contractor personnel in support of USAID development program. (**Chapter 563**)

Contractor Inventory

Government property in the possession of a contractor under contract terms where title is vested in the government. There are two types: Contractor Acquired Property (CAP) cost reimbursement and Government Furnished Property (GFP) contract cost reduction. Property purchased by a recipient under a grant or cooperative agreement is governed by the terms of the agreement and 2 CFR 200. (**Chapter 518**)

Contractor Personnel

An individual who performs work for or on behalf of any agency under a contractor and who, in order to perform work specified under the contract, will require access to space, information, information technology systems, staff or other assets of the Federal Government. Such contracts include, but are not limited to services contracts, contracts between any non-federal entity and any agency, and sub-contracts between any non-federal entity and another non-federal entity to perform work related to the primary contract with the agency. (**Chapter 567**)

Control

The function of maintaining management accountability and oversight of personal property throughout its complete life cycle using various property management tools and techniques. (**Chapter 518**)

Control Deficiency

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A design deficiency exists when a control necessary to meet the control objective is missing or an existing control is not properly designed, so that even if the control operates as designed the control objective is not always met. An operation deficiency exists when a properly designed control does not operate as designed or when the person performing the control is not qualified or properly skilled to perform the control effectively. ([OMB Circular A-123](#)) ([Chapter 596](#))

Control Environment

The organizational structure and culture created by management and employees to sustain operational support for effective internal control. ([OMB Circular A-123](#)) ([Chapter 596](#))

Controlled Access Area (CAA)

A specifically designated area within a building where classified information may be handled, stored, discussed, or processed. There are two types of CAAs: core areas and restricted areas. ([Chapter 562](#))

Controlled Cryptographic Items (CCIs)

A U.S. National Security Agency term for secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated may be unclassified but are subject to special accounting controls and required markings. ([Chapter 552](#))

Controversion

The formal administrative procedure through which the Agency presents evidence to the Office of Workers' Compensation Program challenging an employee's claim. ([Chapter 442](#))

Conversion

Conversion moves an employee without a break in service from one personnel appointment to another personnel appointment in the same agency. ([Chapter 470](#))

Convenience Files

Convenience files consist of extra non-record copies of correspondence, forms, and other papers, kept solely to satisfy a particular reference need. ([Chapter 502](#))

Cooperating Country (see also host country and local country)

The country receiving the USAID assistance. ([Chapter 305](#), [322](#), [496](#))

Cooperating Country National (CCN)

An individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. (**Chapter [322](#), [495](#)**)

Cooperative Agreement

A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated. (**Chapter [300](#), [304](#)**)

Copyright

Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works. (**Chapter [318](#)**)

Copyrighted Materials

Materials that have had a copyright placed upon them. A copyright is the collection of rights relating to the reproduction, distribution, performance and so forth of original works. The copyright owner has the exclusive right to do, or allow others to do, the acts set out by the owner's copyright. (**Chapter [545](#)**)

Core Financial System

The system of record that maintains all transactions that result from financial event; may perform all financial functions, including management of the General Ledger, funds, payments, receivables, and costs. (**[OMB Circular A-123 Appendix D](#)**) (**Chapter [509](#), [620](#)**)

Core Hours

The time periods of the workday during which an employee covered by a flexible work schedule is required by the Agency to be present for work or on approved leave. Agency core hours are 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. (**Chapter [479](#)**)

Core Skills

The four core skills that are required for all Foreign Service and Senior Foreign Service Officers are Leadership, Results and Impact Focused, Professionalism, and Talent Management. (**Chapter [461](#), [463](#), [464](#)**)

Core Team

The core team leads and supports all aspects related to formulating and producing the Operations Management Plan. (**Chapter [597](#)**)

Corporate Invoice

The Corporate Invoice is the bank document that lists all purchase cards assigned to an organization and details the transactions - broken down by category, such as Cardholder, merchant, dollar amount, office, and total amount due. The Designated

Billing Office receives it electronically from the bank card management system. (Chapter [331](#))

Corrective Action

Measures taken to implement audit findings and recommendations. (Chapter [595](#))

Corrective Action Plan (CAP)

Management's plan of action that describes an internal control deficiency and provides a schedule, including milestones and target dates, to remediate the deficiency.

Corrective actions should be cost-beneficial to implement. ([OMB Circular A-123](#)) (Chapter [596](#))

Corrective Action Program (CAP)

An organized method used to document and track improvement actions for an Agency's continuity program. (Chapter [531](#))

Correspondence

Correspondence includes letters, form letters, telegrams (cables), memoranda, endorsements, summary sheets, postal cards, memo routing slips, and other written or electronic forms of communication. (Chapter [503](#))

Correspondence: Classified

Correspondence containing information which requires protection in the interest of national security, *i.e.*, TOP SECRET, SECRET, or CONFIDENTIAL. (Chapter [503](#))

Correspondence Control Contacts (CCCs)

Designated B/IO personnel that liaise with Executive Secretariat (ES). (Chapter [503](#))

Correspondence Management

Correspondence management is the program that establishes standards for managing correspondence across the Agency. (Chapter [503](#))

Cost Construct

A cost that reflects the total amount of per diem, travel, transportation, and incidental expenses the U.S. Government would pay for an employee's direct travel. For cost constructing purposes, only the travel and transportation costs may be used as a basis for the cost construct. (14 FAM 500) (Chapter [522](#))

Cost-Constructed Travel

Travel based on a cost comparison between the cost of official (*i.e.*, direct) travel and the cost of personal (*i.e.*, indirect) travel. When cost constructing travel, the traveler can only claim the cost of the fare(s) the U.S. Government would have paid to the contract and/or common carrier or the cost of the commercial fare(s) the traveler actually paid to common carriers, whichever is less. Cost-constructed travel is subject to the provisions of 14 FAM 546, 14 FAM 585.2, and other department travel regulations and policies. (Chapter [522](#))

Cost of Doing Business

Those general activities that are required or expected to be carried out by any Federal agency, irrespective of the mandate/program of the agency. (Chapter [601](#))

Counterintelligence

Information gathered and activities conducted to detect, deter, or defend against espionage and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons, or their agents, or international terrorist organizations or activities. (Chapter [568](#), [569](#))

Counterintelligence Analysis

The conversion of processed information into intelligence through the integration, evaluation, analysis, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. (Chapter [569](#))

Counterintelligence Awareness and Education

Training is designed to ensure that USAID personnel recognize and report incidents and indicators of attempted or actual espionage, subversion, sabotage, terrorism or extremist activities directed against USAID and its personnel, facilities, resources, and activities; indicators of potential terrorist associated insider threats; illegal diversion of technology; unauthorized intrusions into automated information systems; unauthorized disclosure of classified information; and indicators of other incidents that may indicate foreign intelligence or terrorism targeting of USAID. (Chapter [569](#))

Counterintelligence Inquiries and Investigations

An official, systematic, detailed examination or inquiry to uncover facts to determine the truth of a matter regarding a person or other entity who is or may have engaged in espionage; to detect and identify foreign intelligence collection against USAID; to detect and identify other threats to national security; to determine the plans and intentions of a terrorist group or other foreign adversary which presents a threat to lives, property, or security of USAID; to determine the extent and scope of damage to national security; and to identify systemic vulnerabilities. (Chapter [569](#))

Counterintelligence Threat Assessment

Examining the capabilities, intentions, and activities, past and present, of Foreign Intelligence Services and terrorist organizations as well as the security environment within which friendly forces operate to determine the level of threat. (Chapter [569](#))

Country Development Cooperation Strategy (CDCS)

The strategy that defines a Mission's chosen approach in country and provides a focal point of the broader context for projects and activities. A CDCS presents expected results within a time-defined period, provides a common vision and an organizing framework, and summarizes the status of the ongoing portfolio and how that will be

continued, updated, or revised to address new priorities, lessons learned, or changing circumstances. The CDCS is usually five years long. (**Chapter 201**)

Country Development Cooperation Strategy (CDCS) Goal

The highest-level long-term outcome USAID and its development partners will achieve or influence. The Goal could be related to U.S. foreign-policy interests in a country or the country's own national development plan. While USAID is not accountable for achieving the Goal, the Goal should incorporate the purpose of USAID's in-country presence and provide guidance for all choices made within a CDCS. The Mission is responsible for progressing toward the CDCS Goal as it advances toward achieving the DOs. (**Chapter 201**)

Country Roadmap

USAID's primary visualization tool for illustrating each country's overall level of self-reliance, and relative strengths and challenges, by looking at performance on each of the self-reliance metrics that comprise it. While the Country Roadmap cannot capture every issue and nuance driving self-reliance, it is ultimately meant to serve as a conceptual anchor and a set of entry points to gauge a country's overall progress towards self-reliance, and therefore its relative ability to plan, finance, and manage its own development journey. The Agency will produce Country Roadmaps for all low- and middle-income countries on an annual basis and, in so doing, will provide an objective and inclusive snapshot of the full self-reliance journey that encompasses the entire developing world—not just to the extent of USAID's presence or engagement. (**Chapter 201**)

Country Team

An interagency group made up of the head of each State Department section in the Embassy, the USAID Mission Director, and the heads of the other U.S. Government Departments and Agencies represented at post. (**Chapter 201**)

Covered Countries

Countries identified annually as major illicit drug-producing or drug-transit countries under Section 490(h) of the Foreign Assistance Act (FAA) as well as any country or portion of a country that the State Department determines is to be treated as a covered country under the 487 regulations. (**Chapter 206, 252**)

Covered Participant

USAID-financed participant (including in-country) receiving a scholarship, fellowship, or other structured training of more than six hours but only where USAID specifically approves the individual participant. In the case of agreements with Public International Organizations (PIO), "covered participant" refers only to participants who are specifically designated by USAID. (**Chapter 206**)

Credentials

Reliable forms of identification for employees, United States Personal Service Contractors (USPSCs) and institutional contractors who access Federal facilities and Federal information systems. (**Chapter 566**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Credit Reporting Agency

A credit reporting agency (also called a consumer reporting agency or credit bureau) is any person (or organization) that regularly engages in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer credit reports to third parties. (**Chapter [625](#)**)

Creditor Agency

The Federal agency to which the debt is owed, including a debt collection center when acting on behalf of a creditor agency in matters pertaining to the collection of a debt. (22 CFR 213.2) (**Chapter [625](#)**)

Critical Assumptions

A general condition under which the operations hypothesis will hold true. Critical assumptions are outside the control or influence of an Operating Unit (in other words, they are not results), but they reflect conditions likely to affect the achievement of a Results Framework. (**Chapter [597](#)**)

Critical Element

A work objective that contributes to accomplishing organizational goals and objectives and is of such importance that unacceptable performance would result in unacceptable performance in the position. (**Chapter [489](#)**)

Critical Function

A function that is necessary to the agency being able to effectively perform and maintain control of its mission and operations. Typically, critical functions are recurring and long-term in duration. (**Chapter [300](#)**)

Critical Human Intelligence (HUMINT) Threat Post

A posting in a region or country where counterintelligence (CI) and/or HUMINT threat-levels are listed as high. (**Chapter [569](#)**)

Critical Infrastructure

Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (**[National Infrastructure Protection Plan 2013](#)**) (**Chapter [531](#), [545](#)**)

Critical Letter (Senior Foreign Service Only)

Critical letters are issued to Rating Officials and employees by the Promotion Boards when a current evaluation is so deficient that the Promotion Board's ability to make confident judgments on the employee's competitive standing has been affected, disadvantaging the employee. Critical letters are placed in the Rating Official's and Employee's Performance Evaluation File for two years. (**Chapter [463](#)**)

Critical or Performance Element

A key component of a Senior Executive’s work that contributes to the achievement of organizational goals and results and is so important that unsatisfactory performance of the element would make the executive’s overall job performance unsatisfactory. (Chapter [421](#))

Critical Threat Mission/Post

This term refers to those Missions/posts that are defined by the Department of State and are available from the USAID Office of Security (SEC). These Missions/posts are often located in regions where excessive local threats such as social, political and natural disasters are likely to occur. (Chapter [545](#))

Cross-Servicing

The process whereby agencies refer delinquent Federal non-tax debts to the Financial Management Service (FMS) for collection. FMS applies a variety of collection tools once agencies refer their debts. (TFM/DMS Managing Federal Receivables) (Chapter [625](#))

Cryptographic Ignition Key (CIK)

A physical (usually electronic) token used to store, transport, and protect cryptographic keys and activation data. (Chapter [552](#))

Cumulative (multi-class) Time-In-Class (TIC) Limitation

It is the time period in which the employee must be promoted up through a series of classes to a specified higher class. For example, a career employee has 25 years to be promoted from Class 4 to the Class of Counselor, or the Agency must separate the employee due to expiration of TIC. (Chapter [440](#))

Currently Not Collectible (CNC) Debt

Debt that has been written off and thereby removed as an active receivable. A record of the account may still be held by the organization unit for possible future offset or collection as well as for future credit prescreening purposes. (Chapter [625](#))

Curtailment

Shortening of the tour of duty to which the employee is currently assigned, up to and including the employee's immediate departure from a Bureau or post. (Chapter [436](#))

Customer Premises Equipment (CPE)

Equipment used on the premises of a person (other than a carrier) to originate, route, or terminate telecommunications service or interconnected VoIP service, including software integral to the operation of telecommunications function of such equipment. Examples of CPE are telephones, routers, switches, residential gateways, set-top boxes, fixed mobile convergence products, home networking adaptors and Internet access gateways which enable consumers to access communications service providers’ services and distribute them around their house via a Local Access Network (LAN). (Chapter [551](#))

Cyber Forensics

Cyber forensics, also called computer forensics or digital forensics, is the process of extracting information and data from computers to serve as digital evidence for civil purposes or, in many cases, to prove and legally prosecute cyber-crime. (Chapter [552](#))

Cycling (cycle)

The periodic removal of obsolete copies of essential records and replacing them with copies of current essential records. This may occur daily, weekly, quarterly, annually, or at other designated intervals. (Chapter [502](#), [511](#))

D

Danger Pay Post

An overseas post designated by the Secretary of State where civil insurrection, civil war, terrorism, or wartime conditions have been determined to threaten physical harm or imminent danger to the health or well-being of employees. (Chapter [436](#))

Data

Recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information. (Chapter [318](#))

Data File

The actual information files within the system. It can be numeric, text, graphic, or combo. (Chapter [502](#))

Data Quality Assessment (DQA)

An examination of the quality of performance indicator data in light of the five standards of data quality (validity, integrity, precision, reliability, and timeliness) to ensure that decision makers are fully aware of data strengths and weaknesses and the extent to which data can be relied on when making management decisions and reporting (see data quality standards). (Chapter [201](#), [597](#))

Data Quality Standards

Standards for determining the quality of performance-monitoring data for evidence-based decision-making and credible reporting. The five standards of data quality are 1) validity, 2) integrity, 3) precision, 4) reliability, and 5) timeliness. (Chapter [201](#))

Data Steward

The term “Data Steward” refers to a role assigned to a USAID staff member under their existing position. A Data Steward provides guidance to their Operating Unit to ensure that the Operating Unit’s USAID-funded data is made open to the public and machine readable by default, in accordance with [White House Executive Order](#)

[13642](#) and [Office of Management and Budget \(OMB\) Policy M-13-13 on Open Data](#). The Data Steward also provides periodic reports to their Operating Unit and USAID leadership on data inventoried by their Operating Unit and cleared for public release. (Chapter [579](#))

Data Telecommunication

This includes local area networks (LANs), wide area networks (WAN), mainframe, mini and gateway microcomputers, electronic bulletin boards, electronic mail (email), X.400, Internet, and other network-enabled applications provided through the USAID Network (AIDNET) (e.g., sending faxes through email, synch dial-out/dial-in, File Transfer Protocol (FTP), telecommunication network, etc.) for both USAID/W and overseas locations. (Chapter [549](#))

Database

A set of data, consisting of at least one data file, that is sufficient for a given purpose. (Chapter [502](#))

Database Management System

A software system used to access and retrieve data stored in a database. (Chapter [502](#))

Dataset

An organized collection of structured data, including data contained in spreadsheets, whether presented in tabular or non-tabular form. For example, a dataset may represent a single spreadsheet, an extensible mark-up language (XML) file, a geospatial data file, or an organized collection of these. (Chapter [508](#), [540](#), [579](#))

Day

Unless otherwise specified, a calendar day. (Chapter [442](#), [450](#), [485](#), [487](#), [490](#))

Days

For the purposes of the Equal Employment Opportunity (EEO) complaint process, the term days refers to calendar days. Due dates that fall on weekends or holidays require action on the next business day. (Chapter [110](#))

Debarment

An action taken by a debarring official to exclude a contractor from government contracting and government-approved subcontracting for a reasonable, specified period; a contractor so excluded is "debarred". (Chapter [313](#))

Debt

An amount of money or property that has been determined by an appropriate organization unit official to be owed to the United States by any person, organization, or entity except another Federal agency. The term "debt" is interchangeable and synonymous with the term "claim." (Chapter [625](#))

Debt Collection

Text highlighted in yellow indicates that the material is new or substantively revised.

That portion of the claim management cycle dealing with the recovery of delinquent amounts due after routine account servicing fails. This activity includes the assessment of the debtor's ability to pay, the exploration of possible alternative arrangements to increase the debtor's ability to repay, and other efforts to secure payment. (**Chapter [625](#)**)

Debt Collection Strategy

An organized plan of action incorporating the various collection tools to be used by an agency to recover debt. Each agency should establish and implement effective collection strategies that suit the agency's programs and needs. (**Chapter [625](#)**)

Debt Forgiveness

All actions relating to debt (forgiveness, swaps, buy-backs, rescheduling, and refinancing). (**Chapter [221](#)**)

Debtor

An individual, organization, association, corporation, or a state or local government indebted to the United States or a person or entity with legal responsibility for assuming the debtor's obligation. (22 CFR 213.2) (**Chapter [625](#)**)

Deciding Official

The designee authorized by the agency head to impose suspension and/or debarment. For USAID the deciding official is the Procurement Executive/Assistance Executive. This is the same as "Debarring official" and "Suspending official" in **[FAR 9.4](#)**. (**Chapter [313](#), [485](#), [487](#)**)

In the case of an employee, the supervisor, or in the case of an applicant, an HCTM officer, who makes the decision on reasonable accommodation or Personal Assistance Services (PAS) in response to a request for reasonable accommodation or PAS. (**Chapter [111](#)**)

Deciding Officials

Chief, Employee and Labor Relations Division, Office of Human Capital and Talent (HCTM/ELR) and the Chief Human Capital Officer (CHCO/HCTM) or designee, in the case of an appeal of a disapproval decision by HCTM/ELR. (**Chapter [482](#)**)

Decision-Maker

Refers to the individual with direct responsibility for managerial decisions related to the subject of allegations. For contractual matters, the Contracting Officer is the warranted individual with authority over a contract. (**Chapter [113](#)**)

Decision Officer

The officer designated by the Administrator who is responsible for determining that an exigency of the public business exists, and that there is no alternative to cancellation of approved leave. Decision officers are (a) assistant administrators and heads of Independent Offices reporting directly to the Administrator, and (b) heads of overseas

Missions (limited to determining that an exigency exists and concurring in cancellation of scheduled annual leave by the supervisor or other approving officer). If the officer's leave is affected or if the decision officer approved the leave in question, the decision authority passes to the next higher level. (**Chapter [480](#), [490](#)**)

Declassification Officer

The person who reviews classified documents and makes the determination on whether documents may be declassified. (**Chapter [510](#)**)

Dedicated Machine

A machine exclusively used for a single purpose which performs no other major function. (**Chapter [545](#)**)

Deductions

The amounts withheld for retirement purposes from the basic pay of an employee subject to the retirement law. (**Chapter [494](#)**)

Deep Outreach

The provision of significant benefits to particularly disadvantaged members of a broader target group. In the case of microenterprise development programs, these typically include the poorest microentrepreneurs, female microentrepreneurs, etc. (**Chapter [219](#)**)

Default

Failure to meet any obligation or term of a credit, grant, or contract agreement that causes the lender to accelerate demand on the borrower because of the severity of the borrower's breach of the agreement. Default is often used to refer to accounts more than 180 days delinquent. (**Chapter [625](#)**)

Defense Base Act Insurance

Worker's compensation insurance for contractor employees working overseas; required by statute (the Defense Base Act) for all contractors and subcontractors, regardless of the duration of their assignment. Not applicable to Personal Service Contracts (PSCs), who are covered by the Federal Employees Compensation Act. (**Chapter [322](#)**)

Defense Information Security Agency (DISA)

A United States Department of Defense agency that provides IT and communications support to the President, Vice President, Secretary of Defense, the military services, and the Combatant Commands. (**Chapter [552](#)**)

Deferred Annuity

An annuity payable to a separated employee which is scheduled to begin when the separated employee reaches age 62. (**Chapter [494](#)**)

Delegated Cooperation

The arrangement under which two or more Donors combine their funds and/or resources in order to achieve a development objective. The USAID Outward Grant Agreement is an example of Bilateral Delegated Cooperation whereby USAID grants funds to another Bilateral Donor. (**Chapter [351](#)**)

Delegated Examining

Authority delegated from Office of Personnel Management (OPM) to USAID allowing USAID to advertise and examine applicants for positions in the civil service when a) the applicant is applying from outside the Federal workforce, b) the applicant is a Federal employee but does not have competitive status, or c) the applicant is a Federal employee and does not have competitive service. Appointments made through delegated examining authority are subject to civil service laws and regulation in order to ensure fair and open competition, recruitment from all segments of society, and selection on the basis of the applicant's merit (competencies, knowledge, skills, and abilities (5 USC§ 2301). (**Chapter [401](#)**)

Delegation

An official U.S. Government Delegation is a group of individuals accredited by the U.S. Department of State to speak, negotiate, and engage in multilateral diplomacy on behalf of the U.S. Government. (**Chapter [580](#)**)

Delegation of Authority (DOA)

A document that officially recognizes when an official, vested with certain powers (authorities), extends that power (authority) to another individual or position within the chain of command. (**Chapter [201](#), [331](#), [531](#)**)

Delinquency

The failure of a borrower to make interest and/or principal payments on time. A delinquent loan is one on which payments have not been made on time. (**Chapter [219](#)**)

Delinquency Rate

The total outstanding principal on loans with payments past due more than a given number of days, as a percent of a financial institution's TOTAL loan portfolio (TOTAL unpaid balance on outstanding loans). In the context of this guidance, 90 days past due is used as the threshold of delinquency. (**Chapter [219](#)**)

Delinquent Debt

Any claim that has not been paid by the date specified in the agency's bill for collection or demand letter for payment or which has not been satisfied in accordance with a repayment agreement. (22 CFR 213.2) (**Chapter [625](#)**)

Deliver or Supply

Any service customarily performed in a commercial export transaction which is necessary to affect a physical transfer of commodities to the cooperating country. Examples of such services are export packing, local drayage in the source country. (**Chapter [408](#)**)

Delivery Services

Services customarily performed in a commercial export transaction which are necessary to affect a physical transfer of commodities to the cooperating country. Examples of such services are the following: export packing, local drayage in the source country (including waiting time at the dock), ocean and other freight, loading, heavy lift, wharfage, tollage, switching, dumping and trimming, lighterage, insurance, commodity inspection services, and services of a freight forwarder. Delivery services may also include work and materials necessary to meet USAID marking requirements. (**Chapter [314](#)**)

Demand Letter

A letter in lieu of a bill for collection sent to a debtor giving notification that a debt is due by a certain date and requiring the debtor to pay applicable interest, administrative costs, and/or late penalties if not paid by the date due. The debtor must also be informed of his or her due process rights in the demand letter. (**Chapter [625](#)**)

Demilitarized Zone (DMZ)

A small subnet that “sits” between a trusted internal network, such as a private local area network, and an untrusted external network, such as the Internet. Typically, the DMZ contains devices accessible to Internet traffic, such as web servers, file servers, and email servers. The term comes from military use, meaning a buffer area between two enemies. (**Chapter [545](#)**)

Demotion

Also called change to lower grader or reduction in grade; a change of an employee to a lower grade or to a position with a lower rate of pay. (**Chapter [418](#)**)

Demurrage

The charge for the failure to remove cargo from equipment within the allowed time. Also a charge for failure to load or unload a ship within the allowed time. (**Chapter [314](#)**)

Denial of Authorization to Operate (DATO)

Is determined when the Agency Authorizing Official (AO) (Chief Information Officer), after reviewing the authorization package, determines that the risk to organizational operations and assets, individuals, other organizations, and the nation is unacceptable and immediate steps cannot be taken to reduce the risk to an acceptable level. The Agency AO issues a DATO for the information system or for the common controls inherited by organizational information systems. When a DATO is issued, the information system is not authorized to operate, or if the system is in operation, all activity is halted. (**Chapter [545](#)**)

Denial-of-Service (DOS)

A DOS attack is an attack designed to make a resource unavailable to its intended users. (**Chapter [545](#)**)

De-obligation

The process of removing unneeded funds from an obligating instrument. This is typically done during the annual review process for certification of unliquidated balances and the separate certification of the validity of recorded obligations and upon completion of activities when unliquidated obligations might have become excessive or might no longer be needed for their original purpose. (Chapter [201](#), [621](#), [635](#))

Department

Includes independent establishment, agency, or Federally-owned or -controlled corporation. (Chapter [443](#))

Department of Homeland Security (DHS)

A cabinet department created in response to the September 11 attacks, with the primary responsibility of protecting the United States and its territories (including protectorates) from and responding to terrorist attacks, man-made accidents, and natural disasters. (Chapter [531](#))

Department of State (DS) Form

A form initiated by the U.S. Department of State and used by USAID. Usually carries a DS form number. (Chapter [505](#))

Department of the Army (DA)

One of the three military departments within the Department of Defense, subject to the limits of the law, and the direction of the Secretary of Defense and the President. (Chapter [552](#))

Department of the Navy (DON)

A military department within the Department of Defense, subject to limits of the law, and the direction of the Secretary of Defense and the President. (Chapter [552](#))

A spouse (defined as a partner in any legally-recognized marriage, regardless of the employee's state of residency. The term "spouse" does not include unmarried domestic partners, unless they meet the requirements of being spouses in a common-law marriage in states where such marriages are recognized), unmarried child (including unmarried dependent stepchild or adopted child) under 21 years of age, a dependent mother or father, a dependent designated in official records, or an individual determined to be a dependent by the Chief Human Capital Officer (CHCO), Office of Human Capital and Talent Management (HCTM), or designee. (Chapter [442](#), [443](#), [478](#), [496](#))

Deposit

A sum of money paid into the fund by an employee or survivor to cover a period of service during which deductions were not withheld from pay. (Chapter [494](#))

Depreciation

Depreciation is the systematic and rational allocation of the acquisition cost of an asset, less its estimated salvage or residual value, over its estimated useful life. (Source: SFFAS 6) (**Chapter 629**)

Deputy

A position that serves as an alter ego to a high-level manager. A deputy either shares equally with the manager in the direction of all phases of the organization's program and work or is assigned continuing responsibility for managing a major part of the manager's program when the total authority and responsibility for the organization is equally divided between the manager and the deputy. This excludes positions informally referred to as "deputies" that require expertise in management subjects but do not include responsibility for directing either the full organization or an equal half of the total organization. (**Chapter 103**)

Derivative Classification

The act of reproducing, extracting, or summarizing classified information, or applying classification markings derived from source material or as directed by a classification guide. (**E.O. 13526**) (**Chapter 568**)

Designated Agency Ethics Official (DAEO)

The individual designated by the Administrator to coordinate and manage USAID's ethics program in accordance with the provisions of **5 CFR § 2638.203**. (**Chapter 109**)

Designated Approving Authority (DAA)

The senior management official who has the authority to authorize processing (accredit) an automated information system (major application or general support system) and accept the risk associated with the system. (Source: **NIST SP 800-12**) (**Chapter 545**)

Designated Billing Office (DBO)

The Agency office responsible for paying bills. The Office of the Chief Financial Officer, Cash Management and Payment Division (M/CFO/CMP), is the DBO for USAID/W corporate accounts and the Controller at each overseas Mission is the DBO in that location. (**Chapter 331**)

Designated Official (DO)

The designated official (as defined in Federal Management Regulation, Subchapter C-Real Property §102-71.20) is responsible for developing, implementing and maintaining an Occupant Emergency Plan (as defined in §102-71.20 of this chapter). The Designated Official's responsibilities include establishing, staffing and training an Occupant Emergency Organization with agency employees. Federal agencies, upon approval from General Services Administration (GSA), must assist in the establishment and maintenance of such plans and organizations. The Designated Alternate Official (DAO) serves as the DO if the DO is incapacitated or otherwise unavailable. (**Chapter 524**)

Desk Review

A limited review of a financial audit report prepared by non-Federal auditors. The objective is to determine whether the report contains all the required elements and appears to be accurate and logical. (Chapter [590](#), [591](#), [595](#))

Despatch

An incentive payment paid to a carrier for loading and unloading the cargo faster than agreed. Usually negotiated only in charter parties. (Chapter [314](#))

Detail

The temporary assignment or loan of a Direct-Hire employee to a different position within USAID, or an outside organization, for a specified period, with the expectation that the employee will return to the official position of record upon the expiration of the detail. (Chapter [418](#), [423](#), [432](#), [434](#))

Detention

The penalty paid by the charterer for delay of a vessel beyond the contracted terms. (Chapter [314](#))

Development Actors

The range of stakeholders engaged in development efforts in a partner country, often including the partner-country government, civil society, other bilateral and multilateral organizations, non-governmental organizations (NGOs) (both local and international), other U.S. Government Departments and Agencies, and the private sector (both local and international). (Chapter [201](#))

Development Assistance Committee (DAC)

The committee of the Organization for Economic Cooperation and Development that deals with development cooperation matters. (Chapter [221](#))

Development Credit Authority (DCA) Guarantee

An Agency tool that can be used to assist with mobilizing private capital by providing credit guarantees to private lenders and investors to encourage them to lend in support of specific development objectives. (Chapter [201](#))

Development Data Library (DDL)

The DDL is USAID's repository of USAID-funded, machine readable data created or collected by the Agency and its implementing partners. (Chapter [579](#))

Development Environment

This term refers to an isolated network, machine or other environment where development and testing takes place without the possibility of harm to any production system. (Chapter [545](#))

Development Experience

The cumulative knowledge derived from implementing and evaluating development assistance programs. Development experience is broader in scope than "lessons

Text highlighted in yellow indicates that the material is new or substantively revised.

learned", and includes research findings, applications of technologies and development methods, program strategies, and assistance mechanisms, etc. (**Chapter [540](#)**)

Development Experience Clearinghouse (DEC)

The unit in the Knowledge Management Branch, under the aegis of the Chief Information Officer (M/CIO/ITSD/KM), which acquires, processes, and disseminates by request intellectual materials that describe the planning, design, implementation, evaluation, and results of USAID development assistance activities. As of 2010, the term "DEC" also refers to the database that the DEC unit manages. The databases provide access to USAID-produced and USAID-funded development experience documents and to descriptions of USAID development assistance activities. (**Chapter [540](#)**)

Development Experience Materials

Materials that describe the planning, design, implementation, evaluation, and results of development assistance and are generated during the life cycle of development assistance programs or activities. (**Chapter [540](#)**)

Development Hypothesis

Describes the theory of change, logic, and relationships between the building blocks needed to achieve or contribute to a long-term result; relies on development theory, practice, literature, and experience; is country-specific; and explains why and how the proposed investments from USAID and others collectively contribute to, or lead to achieving, the Development Objectives in a CDCS. It is a short narrative that explains the relationships between results upwards from the sub-Intermediate Results, to the Intermediate Results, to the Development Objectives. (**Chapter [201](#)**)

Development Information

The body of published literature, unpublished "gray literature," statistical data, current awareness information, and knowledge bases that document, describe, measure, and communicate the methods, technologies, status, performance, results, and experience of development practices and activities by the international development community and local, indigenous development practitioners. (**Chapter [540](#)**)

Development Objective (DO)

Typically the most ambitious result to which a Mission, together with its development partners, can contribute through its interventions. (**Chapter [201](#)**)

Development Objective Agreement (DOAG)

A bilateral obligating document under which a USAID Mission may make sub-obligations for contracts, grants, and cooperative agreements; bilateral project agreements; etc. It generally sets forth a mutually agreed-upon understanding between USAID and the partner government of the timeframe; results expected to be achieved and the means of measuring them; and the resources, responsibilities, and contributions of participating entities for achieving a clearly defined objective. (**Chapter [201](#)**)

Development Objective (DO) Team

Text highlighted in yellow indicates that the material is new or substantively revised.

A group of USAID employees and those partners and customers with complementary skills empowered to work toward a result outlined in a DO. The primary responsibility of a DO Team is to make decisions in designing and implementing projects that will contribute to the result. Another essential function is to ensure open communication and collaboration across organizational boundaries at all phases of the development process. DO Teams may decide to organize sub-teams if they wish to manage complex projects more efficiently. (**Chapter 201**)

Development Policy

Guidance and analysis that covers the content and substance of USAID's programs, including Agency policies, strategies, and vision papers, as well as U.S. Government policies and those in support of international development agreements and approaches. (**Chapter 201**)

Developmental Assignment

An assignment lasting at least four consecutive months during the fellowship in a functional area related to the Fellow's target position. The developmental assignment must be full time with management or technical responsibilities consistent with the Fellow's Individual Development Plan (IDP) and must be outside the Presidential Management Fellow's (PMF's) home office. (**Chapter 460**)

Devolution

The transition of roles and responsibilities for the performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization's primary operating staff to other employees internal or external to the organization in order to sustain essential functions for an extended period. Devolution is a continuity option instead of or in conjunction with relocation in order to ensure the continued performance of essential functions. (**Chapter 531**)

Devolution Emergency Response Group (DERG)

Personnel stationed at the devolution site that are identified to conduct essential functions during a devolution incident. (**Chapter 531**)

Devolution Reconstitution Manager

Coordinates with the USAID Continuity Manager for preparedness and training activities and to the USAID Incident Commander during the recovery phases of an incident or exercise. (**Chapter 531**)

Devolution Site

Locations used to carry out essential functions by devolving these functions to a geographically separated facility and staff (the DERG) following activation of the devolution plan. These sites refer to not only other facilities and personnel, but also work arrangements such as telework and mobile work concepts. (**Chapter 531**)

Diplomatic Telecommunications Service (DTS) Network

A system of interconnected secure data and voice circuits supporting foreign affairs agency headquarters in Washington, DC, and U.S. diplomatic Missions abroad. All

Department of State telecommunications circuits are integrated into the DTS network. (Chapter [564](#))

Direct

One of the seven criteria for selecting a quality metric: a metric is direct if it is straightforward and a valid measure of the result. (Chapter [597](#))

Direct Acquisition

When USAID is a direct party, a signatory, in a mutually binding legal relationship obligating the seller ("contractor") to furnish supplies or services and the buyer ("USAID") to pay for them. (Chapter [301](#), [302](#))

Direct Cost

For the purposes of ADS 580, direct costs include all costs attributable to the event, e.g., travel and *per diem*, audiovisual and other equipment usage, computer and telephone access fees, facilitator fees, room rentals, meals, printing, ground transportation. The direct costs are those that the Agency would not incur if the event is not held. (Chapter [580](#))

Direct Costs

Those expenses that an agency incurs in searching for and duplicating (and, in the case of commercial use requests, reviewing) records in order to respond to a Freedom of Information Act (FOIA) request. Direct costs do not include overhead expenses such as the costs of space, and of heating or lighting a facility. (Chapter [507](#))

Direct-Hire Employee

Refers only to U.S. citizens employed as Direct-Hire (general schedule Civil Service) and excepted service (non-career and Foreign service), expert, consultant or Advisory Committee Member serving without compensation working for USAID. This category, for the purposes of security clearances, also refers to temporary and intermittent employment (*i.e.*, interns-paid and unpaid) who are not hired under contract and "When Actually Employed" (WAE) employees. (Chapter [566](#), [567](#))

Direct Letter of Commitment

A USAID Letter of Commitment issued directly to primarily host-country contractors, suppliers, or carriers under which specified documents are submitted directly to USAID for payment. (Chapter [630](#))

Direct Loan

A disbursement of funds by USAID to a non-Federal borrower under a contract that requires the repayment of such funds within a certain time, with or without interest. The term includes the purchase of, or participation in, a loan made by another lender. (OMB Circular A-11) (Chapter [623](#))

Direct Recipient

A natural person or entity that receives cash, goods, or other benefits in furtherance of the objectives of an award, identified in the award or otherwise specifically identified by the Awardee. (**Chapter [319](#)**)

Direct Route

The usually traveled route consistent with the most expeditious mode of transportation and the established scheduled services of contract and other common carriers. A direct route takes into consideration the provisions of 14 FAM 585.1, and other provisions of the Department travel regulations. It is also known as a usually traveled route. (**Chapter [522](#)**)

Direct Transfer

The transfer of a Foreign Service (FS) employee from one post to another following the completion of 24 months or more on the same tour with the deferral of home leave. (**Chapter [436](#)**)

Direct Travel

Official travel from authorized origin to authorized destination that uses the mode of travel authorized in the orders and consistent with the established scheduled services of contract and other common carriers. Direct travel is subject to the provisions of 14 FAM 585.1 as well as other provisions of Department travel regulations. It is also known as a usually traveled route. (**Chapter [522](#)**)

Directed Reassignment

A management decision of the Administrator to reassign a career or probationary appointee to another Senior Executive Service (SES) position for which qualified. (**Chapter [455](#)**)

Directive

A written instruction communicating policy directives and/or required procedures. These instructions may be in the form of the following: orders, regulations, bulletins, circulars, handbooks, manuals, notices, numbered memoranda, and similar issuances. (**Chapter [501](#)**)

Directives Management Program

The directives management program provides Agency personnel with the means to document and convey Agency policy directives and required procedures to users through written instructions. (**Chapter [501](#)**)

Disability

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. (**Chapter [111](#), [405](#), [514](#), [522](#)**)

Disallowed Cost

An incurred cost questioned by the audit organization that USAID has agreed is not chargeable to the government. (Chapter [595](#))

Disaster

An unexpected occurrence, manmade or natural, that causes loss of life, health, property or livelihood, inflicting widespread destruction and distress and having long-term, adverse effects on Agency operations. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (Chapter [251](#), [502](#), [511](#), [530](#))

Disaster Declaration

The written determination by a U.S. Ambassador or designee of the Secretary of State that a disaster situation exists, with lives at risk, which exceeds local capacity and for which it is in the U.S. Government's interest to respond. (Chapter [251](#))

Disaster Reconstruction

Longer term activities designed to augment critical infrastructure and promote development goals; of tertiary priority to Disaster Relief and Rehabilitation. (Chapter [251](#))

Disaster Recovery Plan (DRP)

The document that defines the resources, actions, tasks and data required for managing the business recovery process in the event of a business interruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goal. (Chapter [511](#))

An overview of the requirements necessary to ensure that USAID's critical business functions that are handled by its information systems are resumed and restored after a natural or man-made disaster occurs. (Chapter [545](#))

Disaster Rehabilitation

Intermediate term activities to assist disaster-stricken populations to return to a state of viability. A secondary priority to life sustaining disaster relief. (Chapter [251](#))

Disaster Relief

Immediate, life sustaining assistance provided to disaster victims. (Chapter [251](#))

Disbursement

The actual payments made by the Agency for goods and services or other performance under an agreement/instrument using cash, check, or electronic transfer. (Chapter [201](#), [621](#), [630](#), [631](#))

Discharge of Indebtedness

To satisfy a debt as a legal obligation through the performance of the obligation imposed under the debt instrument, such as payment in full or compromise. A debt is discharged at the time an agency stops all efforts to recover the debt because, in effect,

the agency is terminating the debt as a legal obligation of the debtor's to repay. Before discharging a debt, the Debt Collection Improvement Act requires agencies to take appropriate steps to collect the debt including offset, referral to private collection agencies, referral to Treasury or a Debt Collection Center, reporting to a credit bureau, administrative wage garnishment, and litigation. The discharge does not, however, satisfy the debtor's legal obligation to pay taxes on the debt because it may represent taxable income to the debtor. Close out and discharge are used interchangeably in [ADS 625](#). (Chapter [625](#))

Disciplinary Action

Actions including, but not limited to, reprimand, suspension, demotion, and removal. (Chapter [109](#), [405](#), [485](#), [487](#))

Disclosure

Dissemination or communication of any information that has been retrieved from a protected record by any means of communication (written, oral, electronic, or mechanical) without written request by or consent of the individual to whom the record pertains. (Chapter [508](#))

Discretionary Advisory Committee

An advisory committee established within the authority of the Administrator. (Chapter [105](#))

Discretionary Disclosure

Information that the Agency releases even though it could have been withheld under one of the Freedom of Information Act's (FOIA's) exemptions. The Department of Justice's 2009 FOIA Guidelines encourage agencies to release information as a matter of discretion when there is no foreseeable harm in disclosure. (Chapter [507](#))

Discrimination

Discrimination in marine insurance exists when a cooperating country takes actions which hinder private importers in USAID transactions from making cost, insurance, and freight (c.i.f.) and cost and insurance (c. and i.) contracts with U.S. commodity suppliers, or actions which hinder importers in instructing such suppliers to place marine insurance with companies authorized to do business in the United States. Discrimination does not exist in either of the following situations: when a cooperating country, when importing for itself, elects not to use USAID dollars for marine insurance but instead follows a policy of self-insurance or insures with non-USAID funds; or when a cooperating country insures public sector procurements locally with a government-owned insurance company. (Chapter [322](#))

Different or less favorable of an individual or group for some reason.

(Unlawful) Workplace Discrimination

Prejudicial treatment in employment actions in Federal jobs that can occur in any aspect of employment, including: hiring and firing; compensation, assignment, or classification

of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

(Systemic) Discrimination

A pattern or practice, policy, or class case where the alleged discrimination has a broad impact on an industry, profession, company, or geographic area. Also, patterns of behavior, policies or practices that are part of the structures of an organization, and which create or perpetuate disadvantage for categories of persons. (**Chapter [110](#)**)

Disposable Pay

That part of current basic pay, special pay, incentive pay, retired pay, retainer pay, or in the case of an employee not entitled to basic pay, other authorized pay remaining after the deduction of any amount required by law to be withheld (other than deductions to execute garnishment orders) in accordance with 5 CFR 581 and 582. Among the legally required deductions that must be applied first to determine disposable pay are levies pursuant to the Internal Revenue Code (Title 26, United States Code) and deductions described in 5 CFR 581.105 (b) through (f). These deductions include but are not limited to: Social Security withholdings; Federal, State, and local tax withholdings; health insurance premiums; retirement contributions; and life insurance premiums. (22 CFR 213.2) (**Chapter [625](#)**)

Disposal

Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (**Chapter [518](#), [536](#)**)

Disposition

The transfer, retirement, and/or disposal of records or non-record material. (**Chapter [158](#), [502](#), [552](#), [536](#)**)

Disposition Schedule

A document providing mandatory instructions for what to do with records (electronic and hard copy) (and non-record materials) no longer needed for current government business, with provision of authority for the final disposition of recurring or nonrecurring records. (**Chapter [502](#)**)

Dissemination

In the context of activities involving genetically-engineered (GE) organisms, the larger-scale multiplication and distribution of a GE organism that has been approved for environmental release. (**Chapter [211](#)**)

Agency initiated or sponsored distribution of information to the public (see **5 CFR 1320.3(d) definition of "Conduct or Sponsor" and [OMB Circular A-130](#)**).

Dissemination does not include distribution limited to government employees or agency contractors or grantees; intra- or inter-agency use or sharing of government information; and responses to requests for agency records under the Freedom of Information Act,

the Privacy Act, the Federal Advisory Committee Act, or other similar law. This definition also does not include distribution limited to correspondence with individuals or persons, archival records, public filings, subpoenas, adjudicative processes, or press releases, fact sheets, press conferences, or similar communications in any medium that announce or support the announcement or give public notice of information USAID has disseminated elsewhere. (**Chapter 578**)

Dissemination of Information

Actively distributing information to the public at the initiative of the Agency. (**Chapter 508**)

Distance Learning

The terms *e-learning*, *distance education*, *distance learning*, *online learning*, and *distributed learning* are used interchangeably to refer to a form of education and/or training where learning takes place without the physical presence of the instructor. Examples include written correspondence courses; computer-based training (CBT), such as CD-ROM or web-based training, satellite-based video, and audio teleconferencing. (**Chapter 458**)

Distinguished Service Award

Presidential Award for sustained extraordinary accomplishment, which carries a payment of up to \$20,000. (**Chapter 422**)

Diversity

The variety of similarities and differences within the workforce that include, but are not limited to, the following: race, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, sex characteristics, disability, native or indigenous origin, age, generation, culture, religion, belief system, marital status, parental status, socio-economic status, appearance, language and accent, education, geography, nationality, lived experience, job function, personality type, and thinking style. (**Chapter 101, 110**)

Diversity Checklist

A form of 360-degree feedback used only for supervisors to evaluate their efforts to promote diversity and comply with relevant agency Office of Civil Rights and Diversity (OCR&D) policy and merit principles. (**Chapter 425, 462**)

Division

An organization unit below the Office/Center level within a Bureau or Mission. It is a level 3 organization within a Bureau and a level 2 organization within an Independent Office. Divisions are established when operating requirements, functional concerns, and/or staffing levels justify dividing an Office/Center into sub-elements. (**Chapter 103**)

Document

A Presidential proclamation or Executive Order or an order, regulation, rules, certificate, code of fair competition, license, notice, or similar instrument, issued, prescribed, or promulgated by a Federal agency. (**Chapter 516**)

Logically distinct assembly of content (such as a file, set of files, or streamed media) that functions as a single entity rather than a collection; is not part of software; and does not include its own software to retrieve and present content for users. Examples of documents include, but are not limited to, letters, email messages, spreadsheets, presentations, podcasts, images, and movies. (**Chapter [551](#)**)

Dollar Limit

The maximum amount of money that a purchase Cardholder may spend on a single purchase or the cumulative dollar amount of purchases allowed per month, as determined by the Approving Official in a Mission or Bureau. (**Chapter [331](#)**)

Dollar-Sourced Local Currency

Foreign currency purchased by or converted from dollars whose source was appropriated funds. They are considered Treasury funds and are treated in the same way for Treasury Cash Management purposes. (**Chapter [636](#)**)

Dollar Trust Funds

These accounts established by the U.S. Treasury are for the purpose of recording expenditures against receipts held in trust, where USAID acts in a fiduciary capacity in carrying out specific purposes and programs in accordance with international agreements or U.S. statutory requirements. There is no connection between dollar trust fund accounts and separate dollar accounts required under the Appropriations Act for cash transfer assistance or non-project sector assistance. (**Chapter [628](#)**)

Domain

On the Internet, domains are attached to an Internet Protocol (IP) address. All devices sharing a common part of the IP address are said to be in the same domain. A domain name is usaid.gov. (**Chapter [557](#)**)

Domain Name Server (DNS)

A server that hosts a network service for providing responses to queries against a directory service. It maps a human-recognizable identifier to a system-internal, often numeric, identification or addressing component. This service is performed by the server according to a network service protocol. (**Chapter [545](#)**)

Domain Registrar

A domain registrar creates and hosts the records correlating to a domain name and establishes domain name standards. Each domain name is setup to point to a specific IP address. (**Chapter [557](#)**)

Domestic Employee Teleworking Overseas (DETO)

A Civil Service or Foreign Service Officer accompanying his or her spouse or domestic partner to an overseas post. DETOs are subject to Chief of Mission authority while teleworking overseas. (**Chapter [405](#)**)

Domestic Partner

A person in a domestic partnership with an employee or annuitant of the same sex. (Chapter [405](#), [482](#))

Domestic Voice Telecommunications

Voice telecommunications originating and ending within the United States. (Chapter [549](#))

Donations

Donations are monies and materials given by private persons and organizations to USAID without receiving anything in exchange. This term is used interchangeably with gifts for the purposes of [ADS Chapter 628](#). (Chapter [109](#), [628](#))

Drafter

Bureau/Independent Office (B/IO) subject matter expert that prepares memos or executive correspondence for submission to Executive Secretariat (ES). (Chapter [503](#))

Drive-Away Kit

A kit prepared by, and for, an individual who expects to deploy to an alternate site during an emergency. The kit contains items needed to minimally satisfy an individual's personal and professional needs during deployment, such as clothing, medications, laptop, mobile phone and other necessities. (Chapter [531](#))

Dry Bulk Carrier

A vessel used primarily for the carriage of shipload lots of homogeneous unmarked non liquid cargoes such as grain, coal, cement, and lumber. (Chapter [315](#))

Dry Cargo Liner

A vessel sailing between specified ports on a regular basis that is used for the carriage of heterogeneous marked cargoes in parcel lots. However, any cargo may be carried in these vessels, including part cargoes of dry bulk items or, when carried in deep tanks, bulk liquids such as petroleum and vegetable oils. (Chapter [315](#))

DS-2019 Form (Certificate of Eligibility)

A form generated electronically by SEVIS and issued by the USAID Responsible Officer in Washington, DC to potential Exchange Visitors certifying the individual's eligibility to participate in their Exchange Visitor program and indicating the program start and end date. Exchange Visitors are authorized for a duration of stay in the U.S. limited to the program start and end date. (Chapter [252](#))

Diplomatic Security (DS)-Approved Armored Vehicle

A vehicle which has been inspected throughout the armoring process by Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) Quality Assurance/Quality Control (QA/QC) personnel and passed by them as appropriately constructed and without significant structural flaw, or a factory armored vehicle which, due to stringent local government controlled QA/QC

requirements, is accepted by DS as the functional equivalent of a DS Passed Armored Vehicle. (**Chapter [563](#)**)

DS Vendor

An established American-based and owned vehicle armoring vendor who is either currently producing armored vehicles for the Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) or an established American-based and owned armoring vendor who has a facilities clearance and agrees to provide unlimited access to, and fully cooperate with, DS/PSP/DEAV QA/QC armored vehicle inspectors, with the understanding that if the vendor is not responsive to making any/all changes directed by the DEAV QA/QC personnel, the vehicle will not be passed as ready for service by DS or Mercedes/BMW when purchasing factory armored vehicles. (**Chapter [563](#)**)

Dual Citizenship

Dual citizenship is the simultaneous possession of two citizenships. For security clearance purposes, it typically involves a person holding U.S. citizenship and that of another country. (**Chapter [566](#)**)

Dual Performance Award/Contract

Contracts with some positions requiring access to classified information and/or designated restricted space while other positions do not require access to classified information and/or designated restricted space. These procedures are applicable to licensees, grantees, and certificate holders to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations. (**Chapter [567](#)**)

Dubbing

A duplicate copy of a sound recording or video, and the combination of sound materials from different sources such as dialogue, music, and sound effects into a single soundtrack. (**Chapter [502](#)**)

Due Diligence

The technical term for the necessary assessment of the past performance, reputation, and future plans of a prospective alliance partner, private-sector firm, or other entity with regard to various business practices and principles. This assessment of a prospective alliance partner would normally involve, at a minimum, examining their social, environmental, and financial track records. (**Chapter [201](#)**)

Due Process

In the context of Federal debt collection, the constitutional right of “due process” requires an agency to provide debtors with notice of, and the opportunity to dispute, a debt or intended debt collection action. The Fifth Amendment to the United States Constitution provides that no person will “be deprived of life, liberty or property without due process of law. . . .” (TFM/DMS Managing Federal Receivables) (**Chapter [625](#)**)

Duplex Printing

The ability to print on both sides of the paper. (Chapter [512](#))

Duplication

The reproducing of a copy of a record, or of the information contained in it, necessary to respond to a Freedom of Information Act (FOIA) request. Copies can take the form of paper, audiovisual materials, or electronic records, among others. (Chapter [507](#))

Dynamic Host Configuration Protocol (DHCP)

A protocol that allows client devices to request IP addresses from a DHCP server as needed. (Chapter [545](#))

E

E2

A web-based system to record Travel Authorizations (TAs) and related travel advance and expense vouchers. TAs and advance/expense vouchers are transmitted to Phoenix through a batch based interface. (Chapter [621](#))

E2 Travel System

E2 Solutions is a web-travel authorization (TA) and travel voucher application designed to provide significant cost savings benefits to the Agency through a unified, simplified service that delivers a cost-effective government-wide travel service. (Chapter [522](#), [633](#))

Earmark

Funds provided by the Congress for projects or programs where the congressional direction (in bill or report language) circumvents Executive Branch merit-based or competitive allocation processes, or specifies the location or recipient, or otherwise curtail the ability of the Executive Branch to manage critical aspects of the funds allocation process. (Chapter [634](#))

Earned Annuity

An amount computed on the basis of the employee's actual service, unused sick leave, and high 3 average pay and, if required, reduced for retirement before age 55 and failure to make deposits or redeposits. (Chapter [494](#))

Economic and Social Database (ESDB)

An online information system that provides access to international economic and social data in support of Agency operations and evaluation activities. (Chapter [540](#))

Editorial Changes

Editorial changes are simple clarifications that do not alter the substantive meaning of the Automated Directives System (ADS) material. Editorial changes include punctuation changes, grammar corrections, reordering existing material and adding

headers for ease of use, updates to Bureau/Independent Office symbols, address and name changes, and hyperlink additions. (**Chapter [501](#)**)

Equal Employment Opportunity (EEO) Counselor

An individual appointed by the D/EOP to provide EEO counseling on a collateral duty basis. (**Chapter [110](#)**)

Effective Dates

Effective dates are inserted when specific policy directives or required procedures within an Automated Directives System (ADS) chapter or internally created reference become effective. Effective dates only change when substantive modifications are made within the document. (**Chapter [501](#)**)

Effectiveness

The extent to which a unit achieves the desired outcome. This is measured by the concepts of quality and customer satisfaction. (**Chapter [597](#)**)

Efficiency

The extent to which a unit achieves the maximum possible outputs, outcomes, and impacts with as few resources as possible. This is measured by the concepts of time, cost, and process. (**Chapter [597](#)**)

Electronic Form

A form generated by computer software and used as the basic tool for collecting and transmitting information. (**Chapter [505](#)**)

Electronic Funds Transfer (EFT)

EFT is the standard method for making Federal payments. EFT includes any method used to transfer funds electronically, including Fedwire, Automated Clearing House (ACH) transfers, Intra-Governmental Payment and Collection (IPAC) system, etc. (**Chapter [630](#)**)

Electronic Information System

A system that contains and provides access to computerized Federal records and other information. (**Chapter [502](#)**)

Electronic Mail (email)

Electronic method of Agency communications within USAID/Washington and throughout the Mission locations via telecommunications links between computer terminals. (**Chapter [502](#)**)

Electronic Mail Message

A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message. (**Chapter [502](#)**)

Electronic Mail System

A computer application used to create, receive and transmit messages and other documents. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or databases on either personal computers or mainframe computers, and word processing documents not transmitted on an email system. (Chapter [502](#))

Electronic Questionnaires for Investigations Processing (e-QIP)

The e-QIP system is an e-Government solution. Instead of distributing paper forms to prospective applicants and subjects of investigation, applicants will be required to use the e-QIP system to complete investigative forms online. The e-QIP system automates the Federal Government's hiring process, so that applicants fill out the Standard Forms on Office of Personnel Management's (OPM's) secure website and submit the information to OPM's server, where it remains. Meanwhile, the applications are transferred from OPM to the relevant Federal agencies. (Chapter [566](#))

Electronic Record Keeping System

An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use and disposition. (Chapter [502](#))

Electronic Records (ER)

Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301. (Chapter [502](#))

Electronic Records System

Any information system that produces, manipulates, or stores records by using a computer. (Chapter [502](#))

Element

A key component of a Senior Professional's work that contributes to the achievement of organizational goals and results and is so important that unsatisfactory performance of the element would make the professional's overall job performance unsatisfactory. (Chapter [425](#))

Eligibility

Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command. (Chapter [405](#))

Eligible Candidates

Candidates who meet regulatory requirements (e.g., citizenship, time-in-grade) and the Office of Personnel Management qualification standards for the position, including appropriate selective placement factor(s), by the closing date of the announcement (Chapter [418](#))

Eligible Countries

Text highlighted in yellow indicates that the material is new or substantively revised.

Those countries specified by Geographic Code in the Assistance Agreement, Implementation Letters, and other related documents for the supply of services and goods. (**Chapter 305**)

Emergency

A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally a short duration, for example, an interruption of normal Agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes. (**Chapter 502, 511**)

Emergency Action Committee (EAC)

The Emergency Action Committee (EAC) is an advisory body of subject matter experts that assists in preparing for and responding to threats, emergencies, and other crises at the post or against U.S. interests elsewhere. The EAC develops its post-specific Emergency Action Plan (EAP). See 12 FAH-1 H-231, Description of Emergency Action Committee on the Department of State (DOS) intranet for specific information on the EAC. (**Chapter 530**)

Emergency & Evacuation Network (E&E Net)

A radio channel designated specifically for security of personnel at the U.S. Mission. (**Chapter 563**)

Emergency Exit

A secure door designated for emergency egress during a fire or other life threatening evacuation. (**Chapter 562**)

Emergency Operating Records

The type of essential records essential to the continued functioning or reconstitution of an organization during and after an emergency. (**Chapter 502, 511, 531**)

Emergency Relocation Group (ERG)

Staff assigned responsibility to continue essential functions from an alternate site in the event that their primary operating facilities are threatened or have been incapacitated by an incident. (**Chapter 531**)

Emergency Relocation Site (ERS)

The site containing the Agency's emergency operating facility. Executive Order 12656 requires all Federal Departments and Agencies to establish plans, programs, equipment and facilities to ensure the continuity of essential functions. (**Chapter 511**)

Employee

Includes all USAID Direct-Hire personnel and personal service contractors. (**Chapter 331, 410, 443, 450, 457, 514, 545, 621, 625**)

Although personal services contractors are not Federal employees, for the purposes of the EEO complaint process, the term employee includes all USAID U.S. citizen Direct-Hire personnel (Civil Service and Foreign Service), U.S. Personal Services Contractors,

and Cooperating Country National Personal Services Contractors and Third Country National Personal Services Contractors. (**Chapter 110**)

For purposes of participation in this program, means an individual serving in a Federal agency under a career or career-conditional appointment, including career appointees in the Senior Executive Service, individuals under appointments of equivalent tenure in excepted service positions (including, *e.g.*, the Presidential Management Fellows Program, the Federal Career Intern Program, the Student Career Experience Program, and Veterans Recruitment Appointments (VRA)), or an individual employed for at least 90 days in a career position with a state, local, or Indian tribal government, institution of higher education, or other eligible organization. (**Chapter 437**)

Employee for the purpose of payment of a relocation bonus means a current employee of the Federal Government in a different agency and in a commuting area outside of metropolitan Washington, DC, who will be appointed or assigned without a break in service of any length to the Agency. Relocation bonuses do not apply to overseas assignments. (**Chapter 467**)

An individual who has been appointed into the Civil Service or Foreign Service (permanent, temporary, or term) who is a citizen or national of the United States or an alien who has been admitted to the United States for permanent residence and who is in active service with USAID. This includes foreign national employees when such employees' missing status is the proximate result of employment by the Agency. (**Chapter 478**)

Any U.S. citizen who is a member of the Senior Foreign Service or who is assigned to a salary class in the Foreign Service schedule, who is serving under either a career or career candidate appointment, or who is serving under a limited appointment that does not confer career candidate status. The term excludes consular agents. (**Chapter 485**)

Employee includes all USAID U.S. citizen Direct-Hire personnel and personal service contractors. This chapter uses the term employee to mean anyone who is certified and/or authorized access to classified information by virtue of a contract, consulting agreement, detail, grant, appointment to an advisory panel, or who is otherwise authorized access to classified systems or information. Access includes National Security Information (NSI) resources at USAID facilities, regardless of the media, network classification or employment category. (**Chapter 552**)

For the purposes of **ADS 580**, a U.S. Direct-Hire, U.S. personal services contractor, including Foreign Service Nationals and Third Country Nationals or individual detailed from another government agency to USAID. (**Chapter 580**)

Employee Bidding Form (EBF)

Management's basic source of information for planning subsequent assignments for FS employees. Employees list their preferences for a next assignment, proposed departure date, and any other information that might be useful in making the most

appropriate onward assignment. Additional information might include education needs (e.g., high school) of eligible family members, medical needs, and any statements concerning qualifications for listed positions out of the employee's normal technical area. (**Chapter [436](#)**)

Employee Injury

A wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and affected body member or function. (**Chapter [476](#)**)

Employee Non-work Time

Employee non-work time means times when the employee is not otherwise expected to be addressing official business. Employees may, for example, use government office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times). (**Chapter [541](#)**)

Employee Salary Offset

The administrative collection of a debt by deductions at one or more officially established pay intervals from the current pay account of an employee without the employee's consent. (22 CFR 213.2) (**Chapter [625](#)**)

Employee Statement

An optional statement that accompanies the Performance Appraisal Plan allowing an employee to comment on his or her performance for the current rating cycle. (**Chapter [425](#), [462](#)**)

Employee with Disability

A government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment and who is driven to work by another. (**Chapter [514](#)**)

Encryption

This is the act of transforming information into an unintelligible form, specifically to obscure its meaning or content. (**Chapter [508](#), [545](#)**)

Endorsement

The act of giving one's approval to something. (**Chapter [503](#)**)

Endpoint and Mobile Devices

Endpoint devices are servers, workstations (desktops), laptops, and net-books. Mobile devices are not considered to be endpoints. Mobile devices are Blackberry phones, iPhones, Android phones, and tablets. Both endpoint and mobile devices are hardware assets but they are separate and counted separately. (**Chapter [545](#)**)

Endpoint Device

Computing device that communicates back and forth with a network to which it is connected. Examples of endpoint devices include desktop computers, laptops, workstations, smartphones, tablets, and servers. ([Chapter 547](#))

Energy Conservation Measures

Measures that are applied to an existing Federal building that improve energy efficiency and are life cycle cost effective. These measures generally involve energy conservation, cogeneration facilities, renewable energy sources, improvements in operation and maintenance efficiencies, or retrofit activities. ([Chapter 528](#))

Energy Goal

The ratio of production achieved to energy used. ([Chapter 528](#))

Enterprise Architecture

(1) A strategic information asset base that defines the mission; (2) the information necessary to perform the mission; (3) the technologies necessary to perform the mission; and, (4) the transitional processes for implementing new technologies in response to changing mission needs; and includes – (1) a baseline architecture; (2) a target architecture; and (3) a sequencing plan (44 U.S.C. § 3601). ([Chapter 509](#))

Enterprise Infrastructure Software

Provides capabilities required to support enterprise software systems. ([Chapter 547](#))

Enterprise Risk-Management (ERM)

An Agency-wide approach to addressing the full spectrum of the organization's external and internal risks by understanding the combined impact of risks as an interrelated portfolio, rather than addressing risks only within silos. ([Chapter 201](#), [220](#))

Enterprise Software

Addresses an organization's needs and data flow in a huge distributed environment. ([Chapter 547](#))

Entertainment

Entertainment is an umbrella term which includes, but is not limited to, food and drink, either as formal meals or snacks and refreshments; receptions and banquets, including the cost of invitations and other associated matters; music, live or recorded; live artistic performances; and personal gifts and furnishings. For other examples of "entertainment," see [DSSR Chapter 320, Allowable Items of Expenditure](#). ([Chapter 610](#))

Entertainment Account

The entertainment account is a separate line item within the operating expense (OE) account for events in the United States of a protocol nature. ([Chapter 610](#))

Entity Eligibility

According to the National Industrial Security Program Operating Manual (NISPOM), an administrative determination that, from a national security standpoint, an entity is eligible for access to classified information at the same or lower classification category as the clearance being granted. (Chapter [567](#))

Entrance Conference

A meeting that the auditor holds with agency officials at the start of an engagement to discuss the planned review, including time constraints, preliminary scope and contacts, issues, sensitivities, points of contact, referrals for information, and preliminary requests for information/documents. (Chapter [590](#), [592](#), [593](#))

Entry on Duty (EOD)

First day of employment. (Chapter [552](#))

Environment

The term environment, as used in these procedures with respect to effects occurring outside the United States, means the natural and physical environment. With respect to effects occurring within the United States, see 22 CFR 216.7(b). (22 CFR 216.1(c)(10)) (Chapter [204](#))

Environmental Assessment

A detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment of a foreign country or countries. (22 CFR 216.1(c)(4)) (Chapter [204](#))

Environmental Impact Statement

A detailed study of the reasonably foreseeable positive and negative environmental impacts of a proposed USAID action and its reasonable alternatives on the United States, the global environment, or areas outside the jurisdiction of any nation (see 22 CFR 216). (Chapter [201](#), [204](#))

Environmental Release

In the context of activities involving genetically engineered (GE) organisms, the open and deliberate introduction of genetically engineered organisms into the environment, such as the provision of plants/seeds to farmers. This does not include food commodities that are intended for consumption rather than cultivation. (Chapter [211](#))

Equity

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, including (but not limited to) Black, Latinx, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color, members of religious minorities, lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons, persons with disabilities, persons who live in rural areas, and

persons otherwise adversely affected by persistent poverty or inequality. (Chapter [101](#), [110](#))

Equivalent Increase

Equivalent increase means an increase or increases 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 that grade or the next higher rate within the grade (as defined in section 531.403 of 5 CFR). (Chapter [470](#))

Ergonomics

Ergonomics is the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job. (Chapter [529](#))

Escort

Accompany (someone or something) somewhere, especially for protection or security, or as a mark of rank. (Chapter [568](#))

Espionage

The act of obtaining, delivering, transmitting, communicating, or receiving information about the national defense foreign policy with an intent or reason to believe that the information may be used to the injury of the United States or to the advantage of any foreign nation. The offense of espionage applies in time of war or peace. (Chapter [569](#))

Essential Functions

Job duties that are so fundamental to the position that the individual cannot do the job without performing them. A function may be essential if, among other things:

- The position exists specifically to perform that function;
- There are a limited number of other employees who could perform the function; or
- The function is specialized and an individual is hired based on his or her ability to perform it.

A determination of the essential functions of a position is made by the individual's supervisor in consultation with HCTM. (Chapter [111](#), [481](#), [531](#))

Essential Records

Essential Agency records that are needed to meet operational responsibilities and to protect the legal and financial rights of the government and those affected by government activities during a national security emergency or disaster. (Chapter [502](#), [511](#), [531](#))

Essential Records Plan Packet

Text highlighted in yellow indicates that the material is new or substantively revised.

An electronic or hard copy compilation of key information, instructions and supporting documentation needed to access essential records in an emergency situation.

(Chapter [531](#))

Essential Supporting Activities

Critical functions that an organization must continue during continuity activation in order to perform its Essential Functions. These functions do not meet the threshold for Mission Essential Functions (MEFs) or Primary Mission Essential Functions (PMEFs).

(Chapter [531](#))

E-Statement of Account

The electronic monthly summary of account activities of each purchase Cardholder provided by the bank. This summary also itemizes each transaction posted to the account during the billing cycle. (Chapter [331](#))

E-Telework Agreement

An electronic written agreement completed and signed by the employee and authorizing management official that outlines the terms and conditions of the telework arrangement.

(Chapter [405](#))

Ethics Rules

Refers collectively to the provisions of [5 U.S.C. Chapter 73](#) (employment limitations, political activities, foreign gifts and decorations, gifts from prohibited sources, gifts between employees, certain kinds of misconduct, and drug and alcohol abuse); the [Ethics in Government Act](#) (financial disclosure and outside earned income limitations), section 27 of the Office of Federal Procurement Policy Act (procurement integrity), 18 U.S.C. §§ [203](#), [205](#), [207](#), [208](#), and [209](#) (the criminal conflict of interest statutes);[6] 18 U.S.C. §§ [602](#), [603](#), [606](#), [607](#), [643](#), and [654](#) (political contributions, accounting for public money, and conversion of property); 18 U.S.C. §§ [1905](#) and [1913](#) (disclosure of confidential information and lobbying with appropriated moneys); and 31 U.S.C. §§ [1343](#), [1344](#), and [1349\(b\)](#) (passenger motor vehicle and aircraft purchase and use).

(Chapter [109](#))

Evaluation (see performance evaluation, impact evaluation)

The systematic collection and analysis of data and information about the characteristics and outcomes of one or more organizations, policies, programs, strategies, projects, and/or activities conducted as a basis for judgments to understand and improve effectiveness and efficiency, timed to inform decisions about current and future programming. Evaluation is distinct from assessment (which is forward-looking) or an informal review of projects. (Chapter [201](#))

Evaluation Criteria

Weighted criteria used to measure the value of a candidate's qualifications (e.g., experience and education) against the knowledge, skills, abilities (KSAs) and other characteristics required by the vacant or new position. (Chapter [418](#))

Evaluation Plan (Mission-wide)

Text highlighted in yellow indicates that the material is new or substantively revised.

A plan or list to identify and track evaluations across a Mission and over the entire timeframe of a CDCS. Evaluation plans are a required part of USAID's Evaluation Registry available in the FACTS Info Next Gen system. (**Chapter [201](#)**)

Evaluation Registry

A module in the FACTS Info Next Gen system that includes information, normally drawn from the evaluation plan in the Performance-Management Plan, on completed evaluations during the previous Fiscal Year; and ongoing and planned evaluations for the current Fiscal Year, plus two out years. (**Chapter [201](#)**)

Evaluation Statement

The written support for a position's placement in a particular series and grade level, as well as for the position title. (**Chapter [456](#)**)

Evaluation System

USAID's overarching system for evaluating the results of all planning and implementation of Human Capital (HC) strategies to inform the Agency's continuous process improvement efforts. This system is also used for ensuring compliance with all applicable statutes, rules, regulations, and Agency policies. The three HC evaluation mechanisms are: HRStat; Independent Audit Program; and Human Capital (HC) Reviews. (**Chapter [401](#)**)

Evidence

Body of facts or information that serve as the basis for programmatic and strategic decision-making, derived from experiential knowledge, assessments, analyses, performance monitoring, evaluations, research, and statistical activities, sourced from within USAID or externally. Evidence should result from systematic and analytic methodologies, or from observations that are shared and analyzed. Evidence has four interdependent components: foundational fact-finding and research, policy analysis, program evaluation, and performance measurement. Evidence can be quantitative or qualitative and can come from a variety of sources. Evidence has varying degrees of credibility, and the strongest evidence generally comes from a portfolio of high-quality, credible sources rather than a single study. (**Chapter [201](#)**)

Ex Ante Notification

The provision to the Development Assistance Committee (DAC) of information in the Mandatory Reference titled, DAC Ex Ante Notification Requirements, on the untied aid offers covered by the DAC Recommendation. A parallel definition applies to the Organization for Economic Cooperation and Development Ex Ante Notification. (**Chapter [221](#)**)

Excepted Service

Positions in the Federal service not subject to appointment requirements of the competitive service. Exceptions to the normal, competitive requirements are authorized by law, executive order, and/or regulation. (**Chapter [412](#), [413](#), [414](#)**)

Exception

Text highlighted in yellow indicates that the material is new or substantively revised.

An exception is an authorization to proceed outside of policy when certain conditions apply. (Chapter [545](#))

Exception to Policy (ETP)

A variance approved by the Senior Agency Vetting Official from either an Agency-level policy or procedure or from a policy or procedure under a Vetting Order. (Chapter [319](#))

Excess Property

Property under control of a Federal agency, which is no longer required by the Agency for its needs. (Chapter [518](#), [547](#))

The mutual trade of property of equal value, the one in consideration of the other. (Chapter [536](#))

Exchange Visitor

Any foreign national who is traveling to or is already in the U.S. as a beneficiary (not provider) of USAID development assistance for any purpose, including invitational travel (see [ADS 522](#)) and is financed in whole or in part, directly or indirectly, by USAID. All USAID-sponsored EVs must obtain, use, and abide by the terms of the J-1 visa exclusively even if they already have a valid nonimmigrant visa (e.g., B-1/B-2). All Individuals traveling under Invitational Travel (see [ADS 522](#)) must also travel on a J-1 visa as a USAID-sponsored EV. (Chapter [252](#))

Exclusive Breast Milk Feeding

May receive expressed breast milk, in addition to breastfeeding. Expressed breast milk may be from the mother, a suitable wet nurse, or human milk bank. (Chapter [212](#))

Exclusive Breastfeeding

The infant receives only breast milk from his/her mother, and no other liquids or solids with the exception of drops or syrups consisting of vitamins, mineral supplements or medicines. (Chapter [212](#))

Excused Absence

An administratively authorized absence from duty without loss of pay or charge to leave. (Chapter [411](#))

Execution and Performance Plan (EPP)

A management tool used to implement the Operations Management Plan and monitor, assess, and report progress toward achieving operations objectives. (Chapter [597](#))

Executive

A member of the Senior Executive Service; also referred to as a “member” or a “senior executive.” (Chapter [421](#))

A government employee with management responsibilities who, in the judgment of the employing Agency head or designee, requires preferential assignment of parking

privileges. (Government employee as referred to in this chapter is a full-time employee of USAID.) (Chapter [514](#))

Executive Competencies

The key skills and characteristics associated with carrying out executive management responsibilities in six activity areas that are broadly applicable to positions throughout the Senior Executive Service (SES) and that are the basis of certification by a Qualifications Review Board for career appointment to the SES. (Chapter [423](#))

Executive Development Plan (EDP)

A formal document that specifically identifies short- and long-term learning and developmental goals. (Chapter [421](#))

Executive Management/Manager (EM)

Manager who establishes overall goals, objectives, and priorities in order to support USAID. (Chapter [545](#))

Executive Message

A Notice that relays critical Agency information and/or is time-sensitive. Therefore, it cannot wait for the daily email distribution and posting to the Notice Web database on the USAID intranet. (Chapter [503](#), [504](#))

Executive Officer (EXO)

A term used by some agencies to identify the officer responsible for administrative and program support activities. (6 FAM 700) (Chapter [527](#), [545](#))

Serves as a Unit Security Officer overseas, responsible to both the Office of Security (SEC) and the post Regional Security Officer (RSO). Collaborates with the Chief Information Officer (CIO) as the Information Systems Security Officer (ISSO) in ensuring USAID compliance with USAID and Post security directives. (Chapter [568](#))

Executive Order (EO)

A rule or order having the force of law, issued by the President of the United States. (Chapter [545](#))

Executive Performance Agreement

The completed USAID form (Form AID 410-10) used to document the Senior Executive's performance plan, progress reviews, modifications, if any, interim ratings, and the annual summary rating. (Chapter [421](#))

Executive Personnel

Employees who are appointed to USAID/W executive positions under the Foreign Assistant Act (FAA) of 1961. These executives are identified as either statutory officers who are appointed by the advice and consent of the Senate, or individuals serving within the Administratively Determined (AD) Senior Level (SL) pay band. (Chapter [413](#))

Executive Resources Board (ERB)

Text highlighted in yellow indicates that the material is new or substantively revised.

A panel of top Agency executives responsible under the law for conducting the merit staffing process for career appointment to Senior Executive Service (SES) positions. Most ERB's are also responsible for setting policy on and overseeing such areas as SES position planning and executive development. (**Chapter [423](#)**)

Exempt from Leave

Individuals who are not covered by the leave laws by virtue of the nature of their appointment and consequently do not accrue or use annual, sick, or home leave. (**Chapter [480](#)**)

Exemptions

Congress established nine categories of information that are not required to be released in response to a FOIA request because release would be harmful to a government or private interest. These categories are called "exemptions" from disclosures. (**Chapter [507](#)**)

Exigency of the Public Business

An operational demand beyond the Agency's control and of such importance as to preclude the use of scheduled annual leave. Examples: insurrection, violence, natural or man-made disasters, medical evacuation, emergency visitation, or sudden call to jury or military duty. Normal workload, inadequate staffing, absence of other employees, and poor leave planning do not constitute an exigency of the public business and are not justifications for canceling scheduled leave. (**Chapter [480](#)**)

Existing Information and Communication Technology (ICT)

ICT that has been procured, maintained or used on or before January 18, 2018. (**Chapter [551](#)**)

Exit Conference

A meeting upon completion of an audit to discuss findings. (**Chapter [590](#), [592](#), [593](#)**)

Expanded Object Class Codes (EOCC)

Object classes are categories in an OMB-prescribed classification system that classifies obligations according to the items or services purchased by the Federal Government. There are 17 major classes defined at the two-digit level by OMB that are used by USAID, and USAID has defined numerous sub-classifications of these in Phoenix, thus called expanded object class codes. Obligations posted to Phoenix (generically labeled as SOC in Phoenix) must contain the applicable EOCC code. (For detailed information visit: <https://pages.usaid.gov/M/CFO/expanded-object-class-codes>.) (**Chapter [610](#)**)

Expedited Processing

FOIA requesters can ask that their request be processed ahead of other pending requests. This is called expedited processing. A requester must show an exceptional need or urgency for the records which warrant prioritization of his or her request over other requests that were made earlier. (**Chapter [507](#)**)

Expendable Personal Property

Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are office supplies, automobile tires, machine parts, and desk trays. (Chapter [518](#))

Expendable Supplies

A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to being tracked by established inventory systems. (Examples of such supplies are pens, pencils, paper products, diskettes, tape, etc.) (Chapter [518](#))

Expenditures (also called accrued expenditures)

Estimates of the total costs incurred by the Agency for goods and services and other performance received under an activity, whether paid for or not. Accruals + disbursements = expenditures. Expenditures offer a valuable indicator of progress in monetary terms of an activity or project. (Chapter [201](#), [621](#), [631](#))

Experimental Design (of an evaluation)

The design of an impact evaluation that randomly assigns an intervention among members of the eligible population to eliminate selection bias, so some receive the intervention (treatment group) and some do not (control group); also called a “Randomized Controlled Trial” (RCT). (Chapter [201](#))

Expert

A person with excellent qualifications and a high degree of attainment in a professional, scientific, technical, or other field. The expert's knowledge and mastery of the principles, practices, problems, methods, and techniques of the field of activity, or a specialized area in the field, are clearly superior to those usually possessed by competent persons in that activity. (Chapter [413](#))

Expired Account

Appropriation or fund accounts in which the balances are no longer available for incurring new obligations because the time available for incurring such obligations has expired. (Chapter [621](#))

Expired Appropriation

An appropriation that is no longer available to incur new obligations, although it may still be available for recording and/or payment of obligations properly incurred before the period of availability expired. (Chapter [634](#))

Expired Obligation

The expiration or “end” date of an obligation document. (Chapter [621](#))

Export Processing Zone

This is an industrial area, usually with defined boundaries, that specializes in manufacturing and/or providing services for export and that also may offer a liberal regulatory environment relative to the rest of the country. (**Chapter [225](#)**)

Ex-Post Evaluation

A performance or impact evaluation that examines a Strategy, project, activity, or intervention at least one year after it has ended. (**Chapter [201](#)**)

Extended Exigency

An exigency of such significance as to threaten national security, safety, or welfare, that lasts more than three calendar years, which affects a segment of the Agency or occupational class, or that precludes subsequent use of both restored and accrued leave within specified time limits. (**Chapter [480](#)**)

External Awards

Awards presented to federal employees by non-governmental groups. (**Chapter [491](#)**)

External Conference

A conference funded or sponsored by entities other than USAID. (**Chapter [580](#)**)

External Evaluation

An evaluation that meets both of these criteria: 1) is commissioned by USAID or others, rather than by the implementing partner responsible for the activities being evaluated; and 2) has a team leader who is an independent expert from outside the Agency with no fiduciary relationship with the implementing partner. External evaluations may include USAID staff members, but not as team leader. (**Chapter [201](#)**)

External Quality Control Review

A review conducted on an audit organization every three years by an entity not affiliated with the auditor to determine whether an internal quality control system is in place and operating effectively. The review also examines whether the auditor follows established policies and procedures and applicable auditing standards in their audit work. (**Chapter [590](#)**)

External Services

These include services that are provided to the Agency and are under contract and funded by the Agency. (**Chapter [545](#)**)

External System

These include systems that are not part of, connected to, operated or owned by the Agency. These are systems that are under contract to, funded by and operated on behalf of the Agency. (**Chapter [545](#)**)

Externally Driven Policy

External policy documents are often initiated by external actors. USAID may participate in drafting, editing, and shaping policies that extend beyond USAID and are often initiated by external actors, such U.S. Government-wide development policies and those

in support of international development agreements, frameworks, and commitments. (Chapter [200](#))

F

Facility

Any structure or group of closely located structures, comprising a manufacturing plant, laboratory, office, or service center, plus equipment. (Chapter [528](#))

Facility Access

(Formerly known as “Employment Authorization”)

A determination based on investigative action that an individual is eligible to occupy a non-sensitive position. Facility access grants an individual access to Sensitive But Unclassified Information (SBU) at the discretion of the holder of the SBU material. Facility access also grants the individual access to USAID sensitive information technology systems at the discretion of the responsible system administrator. SEC has the authority to withdraw facility access at any time and such action is not subject to appeal. (Chapter [566](#), [567](#))

Facility Access Card (FAC)

An identification card issued to employees, detailees or contractors who do not qualify for a Federal ID card or who do not represent USAID to other agencies. (Chapter [565](#), [567](#))

Fact-Finding Entity

Operating Unit assigned responsibility to review allegations of sexual misconduct, up to and including conducting an inquiry, where appropriate. The fact-finding entity may differ depending on the specifics of the case, including the hiring mechanism or contract type of the individuals involved as well as the location, the nature and/or severity of the misconduct. The fact-finding entity does not make management decisions related to the subject of allegations, which are the Decision-Maker’s responsibility. (Chapter [113](#))

Factor Evaluation System

Method of determining a position’s grade level, which assigns points to each of the nine factors in a position description. (Chapter [456](#))

Fact-Finder

An individual from within or outside the Agency authorized to conduct a grievance investigation, including a hearing, and to submit a report of findings and recommendations to the Decision Officer. (Chapter [490](#))

Faculty Member

An employee who is serving on the teaching staff of a college or university. (Chapter [457](#))

Fair Labor Standards Act (FLSA) exempt employees

Employees who are exempt from FLSA minimum wage and overtime provisions. In general, these are employees who are in executive, administrative or professional positions, as defined in Federal Personnel Manual Letter 550. (**Chapter [472](#)**)

Fair Labor Standards Act (FLSA) non-exempt employees

Those employees not excluded from coverage under the FLSA overtime: Work in excess of eight hours per day or in excess of 40 hours per administrative workweek. (**Chapter [472](#)**)

Fair Market Value

Fair market value is the monetary value that an agency could reasonably expect to receive for an asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale. (**Chapter [518](#), [534](#)**)

Fair Value

Fair value is the price for which an asset could be bought or sold in an arm's-length transaction between unrelated parties (e.g., between a willing buyer and a willing seller) or the price (usually representative) at which bona fide sales have been consummated for products of like kind, quality, and quantity in a particular market at any moment of time. (Source: SFFAS 6) (**Chapter [629](#)**)

Family and Medical Leave

An employee's entitlement to 12 administrative workweeks of unpaid leave for certain specified family and medical needs. (An employee has the option of substituting paid leave in accordance with section **481.3.6**). (**Chapter [481](#)**)

Family/Authorized Dependents

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term will include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 686.1);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 686.1); and (4) Spouse. (6 FAM-111.3) (**Chapter [523](#)**)

Family Member

An individual with any of the following relationships to the employee:

- (1) Spouse and parents thereof;
- (2) Sons and daughters and spouses thereof;
- (3) Parents and spouses thereof;
- (4) Brothers and sisters and spouses thereof;
- (5) Grandparents and grandchildren and spouses thereof;
- (6) Domestic partner and parents thereof, including domestic partners of any individual in subparagraph (2) through (5) of this definition; and
- (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship in accordance with [5 CFR 630.902](#). (**Chapter 482**)

FASAB

FASAB (Federal Accounting Standards Advisory Board) establishes accounting standards for the Federal Government. Statements of Federal Accounting Concepts (SFFAC) and Statements of Federal Financial Accounting Standards (SFFAS) are approved by the Secretary of Treasury, the Director of the Office of Management and Budget, and the Comptroller General. Once approved, FASAB standards apply across the Federal Government unless excluded by legislation. (**Chapter 631**)

Fast Pay

A payment method that allows payment to be made without evidence that supplies have been received. Instead, a contractor certification that supplies have been shipped may be used as the basis for authorizing payment. Payment may be made within 15 days after the date of receipt of the invoice. (**Chapter 630**)

FedBizOpps Notice

This is the required notice replacing the Commerce Business Daily pre-solicitation notices. The format for that notice is part of the same FedBizOpps site where the notice is created and posted by authorized users. (**Chapter 221**)

Federal Accounting Standards Advisory Board (FASAB)

The Federal Accounting Standards Advisory Board established accounting standards for the Federal Government. Statements of Federal Financial Accounting Concepts (SFFAC) and Statements of Federal Financial Accounting Standards (SFFAS) are approved by the Secretary of the Treasury, the Director of the Office of Management and Budget, and the Comptroller General. Once approved, FASAB standards apply across the Federal Government unless excluded by legislation. (**Chapter 620**)

Federal Acquisition Regulation (FAR)

The primary document containing the uniform policies and procedures for all executive agencies for the acquisition of supplies and services with Congressional appropriations. It is Chapter 1 of Title 48, Code of Federal Regulations (CFR). (**Chapter 300, 302, 331, 545**)

Federal Advisory Committee

Any committee, board, commission, council, conference, panel task force or similar group which is (1) established by statute; (2) established or utilized by the President; or (3) established or utilized by any agency for the purpose of obtaining advice or recommendations on issues or policies that are within the scope of the agency's responsibilities. (**Chapter [105](#)**)

Federal Agency

As defined in 5 U.S.C. 3371(3), an Executive agency, military department, a court of the United States, the Administrative Office of the United States Courts, the Library of Congress, the Botanic Garden, the Government Printing Office, the Congressional Budget Office, the United States Postal Service, the Postal Rate Commission, the Office of the Architect of the Capitol, the Office of Technology Assessment, and such other similar agencies of the legislative and judicial branches as determined appropriate by the Office of Personnel Management. (**Chapter [437](#)**)

Federal Benefit Program

Any program administered or funded by the Federal Government, or by any agent or state on its behalf, that provides cash or in-kind assistance in the form of payments, grants, loans, or loan guarantees to individuals. (**Chapter [508](#)**)

Federal Building

Any individual building, structure, or part thereof, including the associated energy and water-consuming support systems, which is constructed, renovated, leased for over five years, or purchased in whole or in part for use by the Federal Government and which consumes energy or water. (**Chapter [528](#)**)

Federal Claims Collection Standards

The Government-wide debt collection standards published jointly by Treasury and the Department of Justice in Title 31 of the Code of Federal Regulations (CFR), Parts 900 through 904 (**[31 CFR Parts 900-904](#)**). (TFM/DMS Managing Federal Receivables) (**Chapter [625](#)**)

Federal Continuity Directive (FCD)

A document developed and promulgated by Department of Homeland Security (DHS), in coordination with the Continuity Advisory Group (CAG) and in consultation with the Continuity Policy Coordination Committee (CPCC), which directs executive branch organizations to carry out identified continuity planning requirements and assessment criteria. (**Chapter [531](#)**)

Federal Credential

A standardized form of identification as prescribed by Homeland Security Presidential Directive (HSPD-12) that (a) is issued based on sound criteria for verifying an individual employee's identity; (b) is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) can be rapidly authenticated electronically; and (d) is

issued only by providers whose reliability has been established by an official accreditation process. (Chapter [565](#), [567](#))

Federal Desktop Core Configuration (FDCC)

A list of security settings recommended by the National Institute of Standards and Technology for general-purpose microcomputers connected directly to the network of a United States government agency. (Chapter [545](#))

Federal Docket Management System (FDMS)

An online regulatory system and a component of the federal e-Rulemaking Initiative that began with the E-Government Act of 2002, which directed the Federal Government to become more transparent and accountable by providing web-based access to agency records and by allowing a broader spectrum of the public to participate in the rulemaking process. (Chapter [156](#))

Federal Emergency Management Agency (FEMA)

An agency of the Federal Government whose primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities. (Chapter [531](#))

Federal Information Processing Standards (FIPS)

A publicly announced standardization developed by the United States Federal Government for use in computer systems by all non-military government agencies and by government contractors, when properly invoked and tailored on a contract. (Chapter [545](#))

Federal Information Security Management Act of 2002 (FISMA)

(Amended in 2014 [see below] (44 USC § 3541, et seq.), a United States federal law enacted in 2002 as Title III of the E-Government Act of 2002 (Pub. L. 107-347, 116 Stat. 2899). The act recognizes the importance of information security to the economic and national security interests of the United States. The act requires each federal agency to develop, document, and implement an agency-wide program to provide information security for the information and information systems that support the operations and assets of the agency, including those provided or managed by another agency, contractor, or other source. (Chapter [545](#), [552](#))

Federal Information Security Modernization Act of 2014 (FISMA)

(44 USC § 3541, et seq.). Amends the Federal Information Security Management Act of 2002 (FISMA), the law that oversees the security of the Federal Government's information technology systems. The new bill will codify and clarify the existing roles and responsibilities of the Office of Management and Budget (OMB) and the Department of Homeland Security (DHS) for information security. It also updates guidelines that federal agencies should follow in the event that there is an unauthorized release of data. (Chapter [545](#))

Federal Register (FR)

The Federal Register (FR) is the official government periodical that is comprised of proposed and final regulations/rules, and legal notices issued by the President and federal agencies. The Office of the Federal Register publishes it every federal business day. The FR is also available online at:

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR&searchPath=Title+22%2FChapter+II%2FPart+201&oldPath=Title+22%2FChapter+II&isCollapsed=true&selectedYearFrom=2011&word=928>. (Chapter [516](#))

Federal Risk and Authorization Management Program (FedRAMP)

A government-wide program that provides a standardized approach to security assessment, authorization, and continuous monitoring for cloud products and services. (Chapter [545](#))

Fee Waiver

Under the FOIA, fee waivers are limited to situations in which a requester can show that the disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. A requester's inability to pay fees (indigence) is not a legal basis for granting a fee waiver. (Chapter [507](#))

Feedback

Communicating to employees the extent to which their performance does not meet, meets, or exceeds expectations, the adequacy of their relevant skills, and their progress toward career development goals. (Chapter [461](#), [462](#), [464](#))

Female

Refers to females of all ages. (Chapter [205](#))

Female Empowerment

When women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. (Chapter [205](#))

Fiduciary Risks

Events or circumstances that could result in fraud, waste, loss, or the unauthorized use of U.S. Government funds, property, or other assets. It also refers to conflicts of interest that could have an adverse effect on the accountability of U.S. taxpayer dollars, or the realization of development or humanitarian outcomes. (Chapter [220](#))

Field Support

The Agency process whereby Field Operating Units may elect to obtain services, obtain technical assistance, or purchase commodities through awards that have been procured in Washington and are managed by A/CORs in the Pillar Bureaus. Operating units may use New Obligation Authority (NOA) funds or funds carried forward from the previous fiscal year, as well as funds bilaterally obligated in the field that will be sub-obligated into the Pillar Bureau-managed awards. All field support funding must be planned and coordinated in the Field Support System, FS-AID. FS-AID is a web-based system through which all field support transactions are planned by missions, authorized for commitment by missions and regional bureaus, and compiled for action in GLAAS by Pillar Bureaus. (**Chapter [300](#)**)

Field Work

The detailed examination phase of an audit, developed specifically to obtain the answers to the audit objectives. (**Chapter [590](#), [592](#)**)

File-Sharing Software

File-sharing software is also known as peer-to-peer file sharing software; such software allows the user to download files from a network of “peers”. File-sharing software poses a major threat to USAID information because of its anonymous user base and the nature of the files that are shared. Such networks can lead to accidental or deliberate release as well as malicious corruption, alteration, or deletion of information. File-sharing software may pose a threat to USAID data and information resources. (**Chapter [545](#)**)

File Transfer Protocol (FTP)

File Transfer Protocol (FTP) is a standard network protocol used to transfer files from one host or to another host over a TCP-based network, such as the Internet. (**Chapter [545](#)**)

Final Action

The completion of all actions that USAID management has concluded are necessary with respect to the findings and recommendations of an audit report. (**Chapter [591](#), [595](#)**)

Financial Audit

An audit to assess whether a contractor, recipient, or host government has accounted for and used USAID funds as intended, and in compliance with applicable laws and regulations. (**Chapter [591](#), [595](#)**)

Financial Costs

The costs of the funds raised by a microfinance institution to cover its lending. Depending on the context, this may include only out-of-pocket interest costs paid to depositors and/or to other financial institutions or may include as well the opportunity cost of funds received as grants or soft loans from donors, governments, or charitable organizations. (**Chapter [219](#)**)

Financial Documentation

Financial documentation is any documentation that impacts on or results in financial activity. It is not limited to documentation within the Controllers' or Chief Financial Office (CFO) operations but includes documentation from any source material. Contracting Officer's Technical Representatives (CORs), and Agreement Officer's Technical Representatives (AOR) are responsible for retaining financial documentation and ensuring its availability for audit by either the Office of Inspector General (OIG) or another responsible audit organization. (**Chapter [635](#)**)

Financial Intermediary Fund (FIF)

Multilateral financing arrangements where USAID is one of multiple donors contributing to the trust and for which an entity (Public International Organization or other donor) serves as a trustee and commits and transfers contributions within the fund to project implementers in support of international initiatives. (**Chapter [308](#)**)

Financial Management System

Includes the core financial systems and the financial portions of mixed systems necessary to support financial management. (**Chapter [509](#), [620](#)**)

Financial Regulation(s)

The set of rules governing the conduct of financial institutions. (**Chapter [219](#)**)

Financial Review

A review of a USAID-funded organization's financial policies, systems, controls, and procedures. This review is not conducted in accordance with standards approved by the Comptroller General of the U.S. (**Chapter [591](#)**)

Financial Risk

Risk that could result in a negative impact to the Agency (waste or loss of funds/assets). (See [Playbook: ERM in the U.S. Federal Government.](#)) (**Chapter [220](#)**)

Financial Services

In the context of microenterprise development, includes the provision of loans, the acceptance of savings deposits, and payments services such as the provision or cashing of money orders, and other similar services useful to low income people. (**Chapter [219](#)**)

Financial Statements

Financial documents, including the Consolidated Balance Sheet, Consolidated Statement of Net Cost, Consolidated Changes in Net Position, Combined Statement of Budgetary Resources, and Notes to the financial statements. (**Chapter [594](#)**)

Financial Supervision

The examination and monitoring of financial institutions - usually by government authorities - to ensure compliance with financial regulations. (**Chapter [219](#)**)

Financial Sustainability

The degree to which an organization collects sufficient revenues from sale of its services to cover the full costs of its activities, evaluated on an opportunity-cost basis. (Chapter [219](#))

Financial Systems Integration Office (FSIO)

The Financial Systems Integration Office is responsible for developing, testing, and certifying core financial systems requirements; supporting the Federal financial community on priority projects; and conducting outreach through various activities. (Chapter [620](#))

Financing Account

A non-budget account associated with each credit program account. The financing account holds fund balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government resulting from post-1991 direct loans or loan guarantees. (OMB Circular No. A-11) (Chapter [623](#))

Firewall

A system available in many configurations that provides the necessary isolation between trusted and untrusted environments. (Chapter [545](#))

Firmware

A semi-permanent software running on a system. (Chapter [547](#))

First-In, First-Out (FIFO)

A cost flow assumption; the first goods purchased or produced are assumed to be the first goods sold. (Source: SFFAS 3) (Chapter [629](#))

Fitness

The level of character and conduct determined necessary for an individual to perform work for or on behalf of a Federal agency as an employee in the excepted service (other than a position subject to suitability) or as a contractor employee. A favorable fitness determination is not a decision to appoint or contract with an individual. (Chapter [566](#))

Fitness Determination

A decision by an Agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a Federal agency as an employee in the excepted service (other than a position subject to suitability) or as a contractor employee. A favorable fitness determination is not a decision to appoint or contract with an individual. (Chapter [566](#))

Fixed

Contracted for shipment. (Chapter [315](#))

Fixed Amount Reimbursement

Fixed amount reimbursement is a form of assistance under which the amount of reimbursement is fixed in advance based upon cost estimates reviewed and approved by USAID. Reimbursement is made upon the physical completion of an activity, a sub-activity, or a quantifiable element within an activity. The emphasis is upon reimbursement based on outputs rather than inputs or costs. (Chapter [317](#), [630](#))

Flash

Outgoing telegrams that are to be delivered instantly (state of emergency) any day or night. (Chapter [549](#))

Flexible 5/4-9 Work Schedule

A type of flexible work schedule in which an employee may be permitted to complete the 80-hour biweekly basic work requirement in nine days by working eight 9-hour days plus a 45-minute lunch break and one 8-hour day plus a 45-minute lunch break with one regular day off each biweekly pay period subject to management approval. (Chapter [479](#))

Flexible Hours

The time periods during the workday in which employees covered by a flexible work schedule may choose to schedule their arrival or departure times subject to management approval. (Chapter [479](#))

Focus

The operational principle that USAID should focus U.S. Government resources in a manner that is likely to yield the strongest development impact, by concentrating Mission efforts in a specific geographic area, on a specific targeted population, or through a particular sectoral approach. Given that other actors often provide assistance, it is critical that USAID proactively engage other development actors and determine USAID's comparative advantage. (Chapter [201](#))

FOIA

Since 1966, the Freedom of Information Act (FOIA) has provided the public the right to request access to records from any Federal agency. It is often described as the law that keeps citizens in the know about their government. Federal agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions which protect interests such as personal privacy, national security, and law enforcement. (Chapter [507](#), [557](#))

FOIA Public Liaison

The agency FOIA Public Liaison serves as a supervisory official to whom a requester can raise concerns about services received by the FOIA Requester Service Center staff. The FOIA Public Liaison is responsible for reducing delays, increasing transparency and understanding of the status of requests, and assisting in the resolution of disputes. (Chapter [507](#))

FOIA Team Lead

The agency FOIA Team Lead is the Principal Operations Officer within USAID for the processing of FOIA requests and release determinations. (**Chapter [507](#)**)

Forced Entry (FE)

All references to forced entry (FE) in this chapter refer to the criteria set forth in SD-STD-01.01, Revision G (Amended), Certification Standard - Forced Entry and Ballistic Resistance of Structural Systems. See **12 FAH-5 H-031**, subparagraph (4). (**Chapter [562](#)**)

Forced Savings

Savings deposited in a microfinance institution as a condition of eligibility for receiving loans. Distinguished from voluntary savings, which are deposited independent of such a condition. (**Chapter [219](#)**)

Foreign Assistance Framework Standardized Program Structure and Definitions

A listing of program categories that provides common definitions for the use of foreign assistance funds. Most relevant for budget planning and tracking, the definitions identify very specifically and directly what USAID is doing, not why it is doing it. (Also see "Program Area," "Program Element," and "Program Sub-Element" below.) (**Chapter [201](#)**)

Foreign Excess Personal Property

Foreign excess personal property is property located in a foreign country, and under the control of a Federal agency or designee, no longer needed locally, and determined by the head of the agency that it is no longer required by the agency elsewhere. Establishments abroad are not to use the word "surplus" on disposal documents because this term is reserved for General Services Administration (GSA) use. This form is very rarely used by USAID for Operating Expense (OE)-funded property. (**Chapter [534](#)**)

Foreign Flag Vessel

Any vessel of foreign registry, including vessels owned by U.S. citizens, but registered in a nation other than the United States. (**Chapter [314](#), [315](#)**)

Foreign Service Institute (FSI)

The Federal Government's primary training institution for personnel of the foreign affairs community, located at the National Foreign Affairs Training Center (NFATC) of the Department of State. (**Chapter [438](#), [458](#)**)

Foreign Service Limited Appointment

An appointment, either as a career or non-career employee, of a specified duration from one to five years. (**Chapter [412](#)**)

Foreign Service National Direct-Hire

A non-U.S. citizen employee hired by a USAID Mission abroad, whether full- or part-time, intermittent or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who was appointed under the

authority of the Foreign Service Act of 1980 (the ACT). (**Chapter [495](#), [496](#)**)

Foreign Service Open Assignment System (FSAS)

The assignment system used to fill non-Senior Management (SMG) FS vacancies. Open positions are advertised and all eligible bidders participate by bidding on positions. FS assignments are made without regard to race, color, religion, sex, national origin, age, handicapping condition, marital status, geographic or educational affiliation within the United States, or political affiliation, as prohibited under section 2302(b)(1) of Title 5, United States Code. (**Chapter [436](#)**)

Foreign Service National Personal Services Contractor (FSNPSC)

1) A non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the LCP, and 2) who entered in a contract pursuant to the AIDAR Appendix J. (**Chapter [496](#)**)

Foreign Service Tenure Board

Board responsible for reviewing career records of Foreign Service career-candidate employees in order to determine whether or not to recommend tenure (career-status) to employees. (**Chapter [422](#)**)

Forfeited Annual Leave

Annual leave that exceeds an employee's ceiling at the end of the leave year. (**Chapter [480](#)**)

Form

A document (whether printed or electronic) with a fixed arrangement of captioned spaces designed for entering and extracting information. Categories of form include internal, interagency, public use, standard, and optional. Certain printed items without fill-in spaces (such as contract provisions, instruction sheets, notices, certificates, tags, labels, and posters) may be considered forms when it is advantageous to manage and control them as recurring instruments. (**Chapter [505](#)**)

Form, Fit, and Function Data

Data relating to items, components, or processes that are sufficient to enable physical and functional interchangeability. Data identifying source, size, configuration; mating and attachment characteristics; functional characteristics; and performance requirements. For computer software, it means data identifying source, functional characteristics, and performance requirements, but specifically excludes the source code, algorithms, processes, formulas, and flow charts of the software. (**Chapter [318](#)**)

Formal Decision

Any Office of Workers' Compensation Program determination which states that Office's findings with respect to the case and includes a description of the employee's appeal rights. (**Chapter [442](#)**)

Formative Evaluation

A type of performance evaluation conducted to assess whether a program, policy, or organizational approach—or some aspect of these—is feasible, appropriate, and acceptable before it is fully implemented. A formative evaluation can include process and/or outcome measures, focuses on learning and improvement, and typically does not aim to answer questions of overall effectiveness. (Chapter [201](#))

Former Spouse

One who had been married for at least nine months to an employee who has at least 18 months of service covered under the retirement law. (Chapter [494](#))

Forward Funding

Obligating, from funds in the final year of the period of availability, amounts to cover the cost of goods and services that will be received in a subsequent fiscal year. Rules for forward funding will vary somewhat depending on the goods and services under consideration. (Chapter [201](#), [602](#), [603](#), [621](#))

Forward Funding (program funds)

The availability of funds to support future expenditures for a specified time period after a planned obligation. This definition of forward funding applies to the use of program funds. (Chapter [621](#))

Foster Care

Twenty-four hour care for children in substitution for, and away from, their parents or guardian. Such placement is made by or with the agreement of the State as a result of a voluntary agreement by the parent or guardian that the child be removed from the home, or pursuant to a judicial determination of the necessity for foster care, and involves agreement between the State and foster family to take the child. Removal of a child from parental custody must be the result of State action even if the placement for foster care is with relatives. (Chapter [481](#))

Framework Bilateral Agreements

These agreements between the U.S. Government and the host government establish the USAID Mission as a special Mission; identify the privileges and immunities to be provided to USAID personnel; implement USAID's long-standing policy that assistance should be exempt from host government taxes by setting forth the privileges and exemptions from taxes and duties for USAID-financed supplies and services and USAID contractors and recipients; and list other general terms and conditions for USAID assistance. (Chapter [349](#))

Fraud

Dishonesty in the form of an intentional deception or a willful misrepresentation of a material fact. (Chapter [220](#))

Any felonious act of corruption, or an attempt to cheat the government or corrupt the government's agents. Use of the purchase card to transact business that is not

sanctioned, not authorized, not in one's official government capacity, not for the purpose for which the card was issued, and not a part of official government business are instances of fraud. This list is not intended to be all-inclusive. (**Chapter [331](#)**)

Freedom of Information Act (FOIA)

A federal freedom of information law that allows for the full or partial disclosure of previously unreleased information and documents controlled by the United States government. The Act defines agency records subject to disclosure, outlines mandatory disclosure procedures, and grants nine exemptions to the statute. (**Chapter [545](#)**)

Freely Convertible Currency

Any currency or form of money that is in public circulation that can be quickly and easily bought and sold for other currencies. (**Chapter [322](#)**)

Freeware

Freeware is defined as free software. Freeware, unlike shareware, is largely uncontrolled and proprietary (not subject to source review), and as a result might contain malicious code. (**Chapter [545](#)**)

Full Cost Recovery/Funding

Full cost recovery (full cost funding) to the Federal Government for providing goods, resources, and services, including both direct and indirect costs (market price) (**[OMB Circular A-11](#)**), (**[OMB Circular A-25 6.d.](#)**). (**Chapter [635](#)**)

Full-Cost-Recovery Interest Rates and Fees

The level of interest rates and fees needed to cover the full long-run costs of providing a given loan. (**Chapter [219](#)**)

Full Denial

When an agency cannot release any records in response to a FOIA request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located. (**Chapter [507](#)**)

Full Financial Sustainability

A situation in which the revenues an organization generates from its clients cover the full (opportunity) costs of its activities, thus allowing it to continue operating at a stable or growing scale without ongoing support from governments, donor agencies, or charitable organizations. When applied to a microfinance institution (MFI), full financial sustainability requires that the interest and fees the MFI collects on its lending equal or exceed the sum of its operational and financial costs, with the latter evaluated on an opportunity-cost basis. (**Chapter [219](#)**)

Full Grant

When an agency is able to disclose all records in full in response to a FOIA request. (**Chapter [507](#)**)

Full Long-Run (Opportunity) Costs

In the context of this guidance, the financial plus operational costs for an organization to provide a given quantity and quality of services (for example, credit) once the organization has achieved feasible economies of scale and improvements in operational efficiency, with all costs evaluated on an opportunity-cost basis. Used as a basis for estimating the prices that must be charged for services to allow the organization to reach full financial sustainability. In the case of a microfinance institution (MFI) undergoing significant growth and/or improvement in operational efficiency, the full long-run costs of providing credit will typically be less than its currently observed costs. (Chapter [219](#))

Full-Time Equivalent (FTE)

The staffing of Federal civilian employee positions expressed in terms of annual productive work hours (1,776). FTEs may reflect civilian positions that are not necessarily staffed at the time of public announcement, and staffing of FTE positions may fluctuate during a streamlined or standard competition. The staffing and threshold FTE requirements stated in Circular A-76 reflect the workload performed by these FTE positions, not the workload performed by actual government personnel. FTEs do not include military personnel, uniformed services, or contract support. (Chapter [104](#))

Function

All or a clearly identifiable segment of the Agency's mission, (including all integral parts of that mission), regardless of how it is performed. (Chapter [452](#))

Functional or Program Managers (PMs)

A subclass of users, in some cases this role may require elevated privileges, including responsibilities for a daily program and operational management of their specific USAID system (including the USAID network). (Chapter [545](#))

Functional Space

All nonresidential U.S. Government-held real property, such as office buildings, warehouses, garages, and special program space. ([15 FAM 120](#)) (Chapter [535](#))

Funds Control

Management control over the use of fund authorizations to ensure that funds are used only for authorized purposes; funds are economically and efficiently used; fund availability is verified prior to obligations being made; obligations and expenditures do not exceed the amounts authorized; and the obligation or expenditure of amounts authorized is not reserved or otherwise deferred without congressional knowledge and approval. (Chapter [634](#))

Furlough

For the purposes of this chapter, the placement of an employee in a temporary nonduty and non-pay status for more than 30 consecutive calendar days, or more than 22 workdays if done on a discontinuous basis, but for not more than one year. (Chapter

[452](#), [453](#))

Furnishings

Office furniture and accessory items such as lamps, trash receptacles, carpets and rugs, mirrors, and curtains or drapes. (6 FAM 700) (**Chapter [518](#)**)

G

Government Accountability Office (GAO) Products

Briefing reports, letter reports, fact sheets, reports with or without recommendations, and testimony. (**Chapter [593](#)**)

Gender

A social construct that refers to relations between and among the sexes based on their relative roles. It encompasses the economic, political, and socio-cultural attributes, constraints, and opportunities associated with being male or female. As a social construct, gender varies across cultures, is dynamic, and is open to change over time. Because of the variation in gender across cultures and over time, gender roles should not be assumed but investigated. Note that gender is not interchangeable with women or sex. (**Chapter [201](#)**)

Gender Advisor

Person with the technical skills, competencies, and experience necessary to provide appropriate, in-depth guidance to technical and program staff to ensure that gender equality and female empowerment are integrated in meaningful ways across the program cycle, but especially in project and activity design. Gender advisors are appointed by Missions or Washington Operating Units and possess an educational background or experience working on gender integration and female empowerment in one or more technical fields. Missions in the process of closing or with less than \$20 million per fiscal year in program funds are exempted from this requirement but must appoint a gender point of contact (POC). In all cases, the advisor will have responsibilities explicitly included in their job description, including an allocation of time sufficient to carry out the work. (**Chapter [205](#)**)

Gender Analysis

An analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining differences in the status of women and men and their differential access to assets, resources, opportunities and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and

programs on males and females, including unintended or negative consequences. (Chapter [205](#))

Gender Equality

Concerns fundamental social transformation, working with men and boys, women and girls, to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. (Chapter [205](#))

Gender Integration

Identifying and then addressing gender inequalities during strategic planning and the design, implementation, monitoring, and evaluation of projects or activities. Since the roles and relations of power between men and women affect how a project or activity is implemented, it is essential that USAID staff address these issues on an ongoing basis. USAID uses the term “gender integration” in planning and programming. (Chapter [201](#), [205](#))

Gender-Sensitive Indicators

Indicators that point out to what extent and in what ways development programs and projects achieved results related to gender equality and whether/how reducing gaps between males/females and empowering women leads to better project/development outcomes. (Chapter [201](#), [205](#))

Gender Points of Contact (POC)

Persons designated by Missions to serve as the liaison with AID/W on issues related to implementing the suite of Gender Equality and Female Empowerment policies across the program cycle. POCs may or may not have the technical skills of a gender advisor but at a minimum should take Gender 101, Gender 102 and Gender 103 online courses. (Chapter [205](#))

General Average

A doctrine of marine law applicable to all ocean shipments whereby, when part of a marine cargo or part of the ship is deliberately sacrificed in the interest of saving the whole, owners of the sacrificed portion are entitled to contributions from the owners of the saved portion of the cargo and the ship. (Chapter [322](#))

General Position

A Senior Executive Service (SES) position that may be filled by any type of SES appointee (*i.e.*, career, non-career, limited term, or limited emergency). (Chapter [423](#))

General Records Schedule (GRS)

A National Archives and Records Administration (NARA) issued schedule governing the disposition of specified records common to several or all agencies. (Chapter [502](#))

General Reduction in Force (RIF) Announcement

Text highlighted in yellow indicates that the material is new or substantively revised.

An Agency-wide announcement of the need or possible need for a RIF. This general notice contains information on the scope of any RIF, including the number of employees to be released, the competitive levels from which they are to be released, and the probable timing of the RIF as proposed at the time of the Agency's decision. (**Chapter [454](#)**)

General Schedule

The broadest subdivision of the classification system covered by title 5. It includes a range of levels of difficulty and responsibility for covered positions from grades GS-1 to GS-15. (**Chapter [456](#)**)

General Services

Services provided in the areas of travel, transportation, supply, property management, procurement, security, and housing/office management. (**Chapter [527](#)**)

General Services Administration (GSA)

An independent agency of the United States government established in 1949 to help manage and support the basic functioning of Federal agencies. The GSA supplies products and communications for U.S. Government offices, provides transportation and office space to Federal employees, and develops government-wide cost-minimizing policies, and other management tasks. (**Chapter [545](#), [552](#)**)

General Support System (GSS)

An interconnected set of information resources under the same direct management control which share common functionality. A GSS normally includes hardware, software, information, data, applications, communications, and people. A GSS can be, for example, a LAN including smart terminals that supports a branch office, an agency-wide backbone, a communications network, a departmental data processing center including its operating system and utilities, a tactical radio network, or shared information processing service organization. (Source: [NSTISSI 1000](#) and [OMB Circular A-130](#)) (**Chapter [545](#)**)

Generally Accepted Government Auditing Standards (GAGAS)

The standards, issued by the Comptroller General of the United States, for the audit of U.S. Government organizations, programs, functions, activities, and assistance received by contractors, nonprofit organizations, and other non-governmental organizations. (See also U.S. Government Accountability Office "Yellow Book" standards.) (**Chapter [590](#), [592](#), [594](#)**)

Genetically Engineered (GE) Organisms

For the purposes of USAID, genetically engineered organisms (sometimes referred to as Genetically Modified Organisms (GMO), Living Modified Organisms (LMO), transgenic organisms, biotech organisms, etc.) are defined as those plants, animals, or microorganisms that have been modified by recombinant DNA (rDNA) techniques to create transgenic organisms that have new traits. (**Chapter [211](#)**)

Geographic Code

Text highlighted in yellow indicates that the material is new or substantively revised.

A geographic code is a three-digit number that for administrative purposes identifies geographic entities--countries, territories, organizations, regions, and sub-regions--and program activities associated with geographic entities. In [ADS 260](#) we use a broader definition of geographic code than that in 22 CFR 228.03 because we need to be able to code program activities associated with geographic entities. Our definition includes the principal codes, which are defined in 22 CFR 228.03, to identify the source, origin, and nationality of commodities and services financed by USAID. (**Chapter 305**)

Geographic Conversion Rule

A rule under [5 CFR 531.205](#) that must be applied when an employee's official worksite is changed to an area covered by a different locality schedule. (**Chapter 471**)

George P. Shultz National Foreign Affairs Training Center (NFATC)

The physical site of the Foreign Service Institute operated by the Department of State. (**Chapter 458**)

Gift

Includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of education and travel expenses. (**Chapter 109, 628**)

GLAAS

The Global Acquisition and Assistance System (GLAAS) is the Agency's world-wide web-based Acquisition & Assistance system. It is available only internally at <https://sites.google.com/a/usaid.gov/glaas-intranet/home>. It is used to process and record acquisition and assistance agreements and record commitments and obligations by obligation managers and AOs/COs respectively. Commitments and obligations are transmitted from GLAAS to Phoenix through real time interface between the two systems. (**Chapter 331, 621**)

Goal

Specific statement of an intended energy conservation result which will occur within a prescribed time period. The intended result must be time-phased and must reflect expected energy use assuming planned conservation programs are implemented. (**Chapter 528**)

Government Accountability Office (GAO)

The legislative branch agency responsible for auditing and evaluating programs, activities, and financial operations of the executive branch. (**Chapter 593**)

Government Agreement Technical Representative (GATR)

An individual typically designated by a Mission Director as part of the administration of partner-government agreements. The GATR, like an AOR or COR for acquisition and assistance awards, has a formal designation letter or memorandum from the Mission Director to define his/her roles, responsibilities, and authorities. (**Chapter 201, 220**)

Government Emergency Telecommunications Service (GETS)

Text highlighted in yellow indicates that the material is new or substantively revised.

An emergency telephone service that supports Federal, state, local, and tribal government, industry, and non-governmental organization (NGO) personnel during crises or emergencies by providing emergency access and priority processing for local and long distance telephone calls on the public switched telephone network. (**Chapter [531](#)**)

Government Functions

The collective functions of organizations, as defined by the Constitution, statute, regulation, presidential direction or other legal authorities, and the functions of the legislative and judicial branches. These functions are activities that are conducted to accomplish an organization's mission and serve its stakeholders. (**Chapter [531](#)**)

Government-Furnished Equipment (GFE)

According to the Federal Acquisition Regulation (FAR) at 45.101, a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. (**Chapter [552](#)**)

Government-held Real property

Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (6 FAM 700) (**Chapter [518](#)**)

Government Information

Information created, collected, processed, disseminated, or disposed of by or for the Federal Government. (**Chapter [578](#)**)

Government Information Security Reform Act (GISRA)

A federal law that requires U.S. Government agencies to implement an information security program that includes planning, assessment, and protection. It was enacted in 2000 and replaced by FISMA in 2002. (**Chapter [545](#)**)

Government-Off-The-Shelf (GOTS)

A FAR term defining software and hardware government products which are ready-to-use. They were created and are owned by the government. Typically GOTS are developed by the technical staff of the government agency for which it is created. It is sometimes developed by an external entity, but with funding and specification from the agency. Because agencies can directly control all aspects of GOTS products, these are generally preferred for government purposes. GOTS software solutions can normally be shared among Federal agencies without additional cost. GOTS hardware solutions are typically provided at cost. (**Chapter [552](#)**)

Government Office Equipment

Government office equipment and information technology includes but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, internet connectivity and access to internet services, and email. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment. (**Chapter 518, 541**)

Government Personnel

Civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to perform activities. (**Chapter 104, 408**)

Government-Sponsored Travel Card (GSTC)

Used by travelers to pay for lodging, meals (where the card is accepted), rental vehicles, excess baggage, and other related authorized travel expenses that have been authorized under their travel authorization. (**Chapter 633**)

Government Training

Training provided by USAID or another U.S. Government agency. (**Chapter 458**)

Governmental Function

A function that is so intimately related to the public interest as to require performance by Federal Government employees. The Office of Federal Procurement Policy (OFPP) Policy Letter 11-01 provides additional information and a list of functions considered to be inherently governmental. (**Chapter 300**)

Government-wide Commercial Purchase Card

The FAR defines government-wide commercial purchase card as a purchase card, similar in nature to a commercial credit card, issued to authorized agency personnel to use to acquire and to pay for supplies and services. (**Chapter 331**)

Grade

The numerical designation that identifies the level of difficulty and responsibility, and level of qualification requirements of positions included in the General Schedule and Foreign Service. (**Chapter 456**)

Grant

A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated. (**Chapter 300, 304, 591, 595**)

Graphic Standards Manual

USAID-produced publication that is provided free of charge to recipients of USAID-funded contracts or other acquisition awards or subawards that details marking practices and provides examples of USAID-funded programs, projects, activities, public

communications, and commodities marked with the USAID Identity. In exceptional cases related to presidential or other high-level initiatives that have received clearance from LPA and GC/RLO and Administrator approval for an alternative logo, the appropriate Graphic Standards Manual must be shared and used as guidance for branding, marking, and project naming related to the specific initiative. (**Chapter [320](#)**)

Grievance

A request by an employee, or by a group of employees acting as individuals, for personal relief in a matter of concern or dissatisfaction relating to their employment which is subject to the control of USAID management, except as provided by exclusion. (**Chapter [490](#)**)

Grievance File

A separate file retained by the Office of Human Capital and Talent Management, Employee and Labor Relations Division (HCTM/ELR) which contains all documents related to the formal grievance, including, but not limited to, any statements of witnesses, records, or copies thereof, the report of the hearing (if one is held), statements made by the parties to the grievance, and the decision. (**Chapter [490](#)**)

Grievant

Any Civil Service (CS) or Administratively Determined (AD) employee, including a former employee for whom a remedy can be provided by the Agency. (See **[3 FAM 4412](#)**) (**Chapter [486](#), [490](#)**)

Group

A work unit, task force, team, working group, or other collective activity. (**Chapter [491](#)**)

Group Lending

A form of collateral substitute in which borrowers form groups, all of whose members must maintain a satisfactory payment record for any group member to be eligible for future loans. (**Chapter [219](#)**)

Guidance

Guidance is a general term that includes policy directives and required procedures, rules, regulations, advice, and other information relevant to the conduct of USAID business. The critical distinction is between mandatory and non-mandatory guidance, as defined below. A particular document may contain both mandatory and non-mandatory guidance.

1) mandatory guidance

Guidance specifying required actions and behavior on the part of Agency employees and Operating Units, signified by phrases like "must," "must not," "is required," or the equivalent. Employees are held accountable for adherence to mandatory guidance and must comply with it unless an exception is made in accordance with established procedures. Policy directives – mandatory guidance contained in documents prepared according to Automated Directives

System (ADS) procedures – are clearly identified as mandatory. A document written before the initiation of the ADS may also contain mandatory guidance that remains in force, in which case it is classified as an internal mandatory reference.

2) non-mandatory guidance

Guidance intended to assist employees in carrying out their duties but does not specify required actions and behavior. Employees are strongly encouraged to review and consider such guidance. (**Chapter 501**)

H

Hang Tag

A piece or strip of strong paper, plastic, metal, leather, etc., for attaching by one end to something as a mark. (**Chapter 514**)

Hardline

Term referring to a system of barriers surrounding a protected area which affords degrees of forced entry, ballistic resistant, or blast protection, or combinations of these three. A hardline may include walls, floors, ceilings, roofs, windows, doors, or non-window openings, all of which must provide the level of protection specified for that hardline. (**Chapter 562**)

Hardware

A tangible device, equipment, or physical component of Information and Communication Technology (ICT), such as telephones, computers, multifunction copy machines, and keyboards. (**Chapter 551**)

Head of Overseas Establishment

A principal officer, as defined in section 102 of the Foreign Service Act, for example, a USAID Mission Director or USAID Representative, a Peace Corps Director, or a ranking Department of Commerce Officer in-country. (**Chapter 495**)

Head of the Contracting Activity (HCA)

The official who has overall responsibility for managing a contracting activity. AIDAR 702.170 lists each HCA for USAID and the limits on the contracting authority for each are in AIDAR 701.601. Also, see contracting activity. (**Chapter 302, 330, 331**)

Health and Accident Coverage (HAC)

USAID's HAC insurance policy for all U.S. Exchange Visitors. (**Chapter 252**)

Health Care Provider

Includes:

- 1) A licensed Doctor of Medicine or Doctor of Osteopathy or a physician who is

serving on active duty in the uniformed services and is designated by the uniformed service to conduct examinations;

- 2) Any health care provider recognized by the Federal Health Benefits Program or who is licensed or certified under Federal or State law to provide the service in question;
- 3) A health care provider as defined in paragraph (2) of this definition who practices in a country other than the United States, who is authorized to practice in accordance with the laws of that country, and who is performing within the scope of such practice as defined under those laws;
- 4) A Christian Science Practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts; or
- 5) A Native American, including an Eskimo, Aleut, and Native Hawaiian, who is recognized as a traditional healing practitioner by native traditional religious leaders and who practices traditional healing methods as believed, expressed, and exercised in Indian religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, consistent with the Native American Religious Freedom Act. (Chapter [481](#))

Heating, Ventilation, and Air Conditioning (HVAC)

This combines three functions into one system. Warmed or cooled or dehumidified air flows through a series of tubes – called ducts – for distribution through a building. (Chapter [545](#))

High Frequency (HF) Radio

Type of communication system in the high frequency band used for long range communications. (Chapter [564](#))

High-3 Average Salary

The highest annual rate resulting from averaging, over any period of three consecutive years of creditable service, an employee's rate of basic pay in effect during that period, with each rate weighted by the time it was in effect. (Chapter [494](#))

High Threat Post

A country, city, area, sub-region, or region in which USAID is hindered from accomplishing its mission due to security risks, such as specific targeting of U.S. interests; a favorable operating environment for terrorist groups; intelligence indicating an imminent threat; or other risk factors as identified by SEC, the Regional Security Office (RSO), or other U.S. Government officials in consultation with the RSO. (Chapter [573](#))

Higher-Level Reviewer

A supervising official at a higher level who was not involved in the initial rating process – normally the second-level supervisor. (Chapter [421](#), [425](#))

Highly Influential Scientific Assessment

A meta-analysis created or sponsored by USAID that has the potential global impact of more than \$500 million in any year, and is novel, controversial, or precedent-setting or is of significant interagency or international interest. (Chapter [578](#))

Historical Cost

Historical cost is the cash equivalent price of operating materials and supplies and property, plant, and equipment (PP&E) including all appropriate purchase and production costs to bring the items to their original condition and location, at the date of acquisition. This cost does not change over time. (Chapter [629](#))

Historically Underutilized Business Zone Small Business (HUBZone)

The HUBZone Empowerment Contracting Program, which is included in the Small Business Reauthorization Act of 1997, stimulates economic development and creates jobs in urban and rural communities by providing contracting preferences to small businesses that are located in the HUBZone and that hire employees who live in a HUBZone. (Chapter [321](#))

Home

A fixed or permanent dwelling place synonymous with place of fixed abode as distinguished from a mere temporary residence. (Chapter [443](#))

Homeland Security Exercise and Evaluation Program (HSEEP)

A capability-based and performance-based program that furnishes standardized policy, doctrine, and terminology for the design, development, performance, and evaluation of homeland security exercises. The National Exercise Program uses the HSEEP as a common methodology for exercises. HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs. (Chapter [531](#))

Homeland Security Presidential Directive (HSPD)

Presidential Directive that designates the Secretary of Homeland Security as the President's lead agent for coordinating overall national continuity operations and activities and provides continuity planners with substantive new guidance designed to enhance the nation's continuity capabilities. (Chapter [531](#))

Honor Awards

These awards bestow high honor and official recognition to an individual or group for exceptional contributions to the Agency's mission. Honor awards include Distinguished Honor Awards, Superior Honor Awards, Meritorious Honor Awards, Administrator's Distinguished Career Service Awards, and Outstanding Career Achievement Awards. (Chapter [491](#))

Host Country

The country in which a USAID-funded activity takes place. (Chapter [201](#), [252](#), [301](#), [305](#), [322](#), [495](#))

Host Country Contracting

A means of program implementation in which USAID finances, but is not a party to, contractual arrangements between the host country and the supplier of goods and/or services. (Chapter [301](#))

Host Country National

A citizen of a Host Country. (Chapter [252](#))

Hoteling

A telework arrangement in which employees are not assigned permanent space in their designated official worksite but share offices and conference space as necessary when working at the traditional worksite. Such space is assigned by reservation, much like a hotel. (Chapter [405](#), [517](#))

HRStat

A strategic human capital performance evaluation process that identifies, measures, and analyzes human capital data to inform the impact of an agency's human capital management on organizational results with the intent to improve human capital outcomes. HRstat, which is a quarterly review process, is a component of any agency's strategic planning and alignment and evaluation systems that are part of the Human Capital Framework. (Chapter [401](#))

Human Capital Evaluation Framework

The central evaluation framework composed of three HC evaluation mechanisms of (1) HRStat, (2) Independent Audit Program, and (3) HC Reviews that integrates the outcomes from each to provide USAID and OPM with an understanding of how human capital policies and programs support the Agency's mission. (Chapter [401](#))

Human Capital Framework (HCF)

The Office of Personnel Management (OPM) framework that establishes and defines the four human capital systems, including standards and metrics, that provide the single, consistent definition of Federal human capital management. The HCF provides comprehensive guidance on the principles of strategic human capital management in the Federal Government, and direction on human capital planning, implementation, and evaluation in the Federal Government. (Chapter [401](#))

Human Capital Operating Plan (HCOP)

The HCOP is USAID's human capital implementation document which describes how the Agency will execute the human capital elements stated in the Agency's Strategic and Annual Performance Plan. The HCOP clearly executes each of the four HCF systems and is authored by the Chief Human Capital Officer (CHCO). (Chapter [401](#))

Human Capital (HC) Reviews

Text highlighted in yellow indicates that the material is new or substantively revised.

Office of Personnel Management's (OPM's) annual, evidence-based review of an agency's design and implementation of its HCOP, independent audit, and HRStat programs to support mission accomplishment and HC outcomes. (**Chapter [401](#)**)

Human-Capital Risks

Events or circumstances that could improve or compromise the capacity, productivity, hiring, or retention of employees. (See [USAID's Risk-Appetite Statement](#)) (**Chapter [220](#)**)

Human Resources Advisor (HRA)

An inherently governmental agency official who is a human resource expert and is responsible for performing human resource-related actions to assist the Agency Tender Official (ATO) in developing the agency tender. (**Chapter [104](#)**)

I

Identification

The association of some unique or at least useful label to a person or entity to ascertain their identity. Identification answers the question, "Who is this person or entity?" (**Chapter [545](#)**)

Identity, Credentialing, and Access Management (ICAM)

ICAM represents the intersection of digital identities (and associated attributes), credentials, and access control into one comprehensive approach. (**Chapter [545](#)**)

Illegal Drugs

A controlled substance, specifically marijuana and cocaine, included in Schedule I or II, as defined by 21 USC 802(6), the possession of which is unlawful under chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. (**Chapter [410](#)**)

Immediate

Outgoing telegram label assigned to important policy or end of life matters. (**Chapter [549](#)**)

Immediate Family Members

The spouse, parents, siblings or children of the deceased employee. (**Chapter [492](#)**)

Impact

The positive or negative effect of an event on strategic goals and objectives. (See [Playbook: ERM in the U.S. Federal Government](#)) (**Chapter [220](#)**)

The highest order effects generally achieved over medium and long-term. The impact can be intended or unintended, positive or negative. (**Chapter [597](#)**)

Impact Evaluation

An evaluation based on models of cause and effect that measures the change in a development outcome that is attributable to a defined intervention and requires a credible and rigorously defined counterfactual to control for factors other than the intervention that might account for the observed change. Impact evaluations that make comparisons between beneficiaries randomly assigned to either a treatment or a control group provide the strongest evidence of a relationship between the intervention under study and the outcome measured. Impact evaluations must use experimental or quasi-experimental designs. (**Chapter [201](#)**)

Implementation Instrument

A binding relationship established between USAID and an outside party or parties to carry out USAID programs, by authorizing the use of USAID funds and/or nonfinancial resources for 1) the acquisition of services or commodities or 2) assistance that provides support or stimulation to accomplish a public purpose. Examples of such instruments include contracts, grants and cooperating agreements under **[ADS Chapter 303](#)**, and interagency agreements. (**Chapter [310](#)**)

Implementation Letter (IL)

Formal correspondence between USAID and another party following a formal agreement that obligates funding. Implementation letters serve several functions, including providing more detailed implementation procedures, providing details on terms of an agreement, recording the completion of conditions precedent to disbursements, and approving funding commitments and mutually agreed-upon modifications to program descriptions. (**Chapter [201](#), [220](#)**)

Implementer

The individual or entity that carries out program and management planning and oversight of an EV's program. (**Chapter [252](#)**)

Implementing Mechanism

A means of implementing a project to achieve identified results, generally through the use of a legally binding relationship established between an executing agency (generally a U.S. Government Department or Agency like USAID or a host government agency) and an implementing entity (contractor, grantee, host-government entity, public international organization, etc.) to carry out programs with U.S. Government funding. Examples of implementing mechanisms include contracts, cooperative agreements, grants, interagency agreements, bilateral project agreements, fixed-amount reimbursement and performance agreements and cash transfers to host-country governments, public-private partnerships, and Development Innovation Venture (DIV) awards. (**Chapter [201](#)**)

Implementing Organization

In the context of microenterprise development, any government or non-government organization that directly provides financial services and/or non-financial assistance to

microenterprises, or that performs other activities intended to improve the environment for microenterprise performance. (**Chapter [219](#)**)

Implementing Partner

The executing agency (generally a U.S. Government Department or Agency like USAID or a host-government agency) or the implementing entity (contractor, grantee, host-government entity, public international organization) that carries out programs with U.S. Government funding through a legally binding award or agreement. (**Chapter [201](#)**)

An organization or individual with which/whom the Agency collaborates to achieve mutually agreed upon objectives and to secure participation of ultimate customers. Partners include host-country governments, private voluntary organizations, indigenous and international non-governmental organizations (NGOs), universities, other U.S. Government Agencies and Departments, the United Nations and other multilateral organizations, professional and business associations, and private businesses and individuals. (**Chapter [421](#), [425](#), [461](#), [462](#)**)

Any individual or organization that receives an acquisition or assistance award from USAID (a contract, grant, cooperative agreement, or similar instrument). Unless the context otherwise requires, implementing partners include subrecipients, subcontractors, and contractors under an assistance award. (**Chapter [319](#)**)

Import and Commodity Support

Import and commodity support includes contributions for general development purposes without sector allocation, with or without restrictions on the specific use of the funds (and irrespective of any control by the donor of the use of counterpart funds). Funds are supplied on the general condition that they be used for capital projects at the recipient's choice, but not subject to agreement by the donor. (**Chapter [221](#)**)

Imprest Fund

A fixed-cash or petty-cash fund in the form of currency, coin, or government check, which has been advanced as Funds Held Outside of Treasury and charged to a specific appropriation account by a government agency official to an authorized cashier for cash payment or other cash requirement as specifically authorized. The fund may be a revolving type, replenished to the fixed amount as spent or used, or may be of a stationary nature such as a change-making fund. (Source: FSIO) (**Chapter [633](#)**)

Improper Payment

An improper payment is any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. (**Chapter [630](#)**)

In Loco Parentis

The situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not

necessary. (Chapter [481](#))

Inbound Network Traffic

The term that generally refers to network traffic that comes into a firewall or server from the Internet or a lesser trusted network. (Chapter [545](#))

Incapacity

The inability to work, attend school, or perform other regular daily activities because of a serious health condition or treatment for or recovery from a serious health condition. (Chapter [481](#))

Incentive Language Payment

Additional salary payment (10 percent or 15 percent) made to Foreign Service employees for specific Foreign Service Institute-tested language proficiency when assigned to incentive language designated posts. (Chapter [438](#))

Incentive Languages

Languages for which USAID provides a monetary incentive to an employee who becomes proficient and works at a language incentive designated post in a host country where the language is used. (Chapter [438](#))

Incident Detection (ID)

The recognition of a threat or a potential threat to a system or network. An incident can be detected by a sensor, a network analyst, or a user. (Chapter [552](#))

Incident Handling

The capability to recognize, react and efficiently handle disruptions in business operations arising from malicious activity or other threats. (Chapter [545](#))

Incident Response (IR)

The reaction to an incident. It involves tracking and documenting the incident, reporting, measuring, identifying and stopping incident effects, and adding or improving security controls to prevent future incidents of the type. (Chapter [552](#))

Inclusion

A dynamic state in which diversity is leveraged to create a fair, healthy, and high-performing organization or community. An inclusive environment is safe, respectful, engaging, celebratory, and motivating and values the unique contributions of each employee as we strive to fulfill USAID's mission. (Chapter [101](#), [110](#))

Incurred Cost Audit

An annual audit of costs incurred under cost reimbursable contracts, conducted to determine allowability, allocability, and reasonableness of expenses. This audit is conducted in accordance with standards approved by the Comptroller General of the U.S. (Chapter [591](#))

Incurred Cost Submission

A submission of annual costs incurred under a cost reimbursable contract. It is due 90 days after the close of the contractor's fiscal year. The submission is the basis for the incurred cost audit. The Federal Acquisition Regulation's "Allowable Cost and Payment" clause requires the submission. (**Chapter [591](#)**)

Indefinite Suspension

The placing of an employee, for disciplinary reasons, in a temporary status without duties and pay pending investigation, inquiry, or further Agency action. (**Chapter [487](#)**)

Independent Assessor

This refers to individuals who have no vested interest in a system or process and who are not in the same chain of authority as the system they are assessing. (**Chapter [545](#)**)

Independent Office (IO)

A major organization unit of the Agency that reports to the Office of the Administrator; an Independent Office is a Level 1 organization. An Independent Office is responsible for significant Agency-wide program or staff functions. Some Independent Offices are Congressionally mandated. (**Chapter [102](#), [504](#)**)

Indian Tribal Government

As defined in 5 U.S.C. 3371(2)(c), any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village as defined in the Alaska Native Claims Settlement Act (85 Stat. 668), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians and includes any tribal organization as defined in section 4(c) of the Indian Self-Determination and Education Assistance Act. (**Chapter [437](#)**)

Indicator

A quantifiable measure of a characteristic or condition of people, institutions, systems, or processes that might change over time. (**Chapter [201](#)**)

Indigenous Goods

Goods of local source and origin which have been mined, grown, or produced in the cooperating country through manufacture, processing, or assembly. If a locally produced good contains imported components, a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. (**Chapter [316](#)**)

Indirect Cost

For the purposes of **[ADS 580](#)**, the indirect cost for conferences is limited to the estimated salaries of employees while attending a conference and in travel status. (**Chapter [580](#)**)

Indirect Route

The portion of any journey that deviates from a usually traveled route. (**Chapter [522](#)**)

Indirect Travel

Personal travel done on a cost-constructive basis against official (*i.e.*, direct) travel. Indirect travel is subject to the provisions of [14 FAM 546](#) and [14 FAM 585.2](#) as well as other Department travel regulations and policies. (**Chapter [522](#)**)

Individual

A citizen of the United States or an alien lawfully admitted for permanent residence. (**Chapter [508](#)**)

Individual Accountability

The principle requiring that individual users be held accountable for their actions, after being notified of the ROB in the use of the system, and the penalties associated with violations of those rules. (Source: [NIST SP 800-18](#)) (**Chapter [545](#)**)

Individual Development Plan

A formal document that specifically identifies short- and long-term learning and developmental goals. (**Chapter [425](#), [460](#)**)

Individual Emergency Action Plan (I-EAP)

Applicants found to be eligible for an emergency assistance reasonable accommodation by the USAID Office of Civil Rights and Diversity (OCRD) may receive an Individual Emergency Action Plan (I-EAP). The I-EAP is a response plan that is designed to meet the specific needs of the applicant during an emergency. This plan includes the type of assistance needed, the resources dedicated to assisting the applicant during an emergency, and a communications plan. (**Chapter [524](#)**)

Individual of Concern

A person who reports that they have been subjected to sexual misconduct or who is the identified subject of alleged sexual misconduct in another person's report alleging sexual misconduct. (**Chapter [113](#)**)

Industry Best Practice

A best practice is a technique or methodology that, through experience and research, has proven to reliably lead to a desired result. (**Chapter [545](#)**)

Influential Scientific Information (ISI)

Information the agency can reasonably determine will have a clear and substantial impact on important public policies or important private sector decisions. It includes factual inputs, data, models, analyses, technical information or scientific assessments that USAID can reasonably determine will have, or does have, an annual effect on the global economy of \$100 million or more, and affects in a material way a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or domestic, international governments or communities or policies or private sector

decisions (e.g., where to invest research and development resources). Scientific information has a “material effect” if it:

- 1) Establishes a significant precedent, model, or methodology;
- 2) Addresses significant controversial issues;
- 3) Focuses on significant emerging issues;
- 4) Has significant cross-Agency/interagency implications;
- 5) Involves a significant investment of Agency resources;
- 6) Considers an innovative approach for a previously defined problem/process/methodology; and
- 7) ISI results from a single research project that could be implemented by a headquarters B/IO or from monitoring or evaluation data collected during a USAID-funded project or activity. (**Chapter 578**)

Informal Recognition Awards

These awards are items of extremely nominal value granted as an immediate, informal recognition of employee accomplishment. (**Chapter 491**)

Information

Any communication or representation of knowledge such as facts or data, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms. This definition includes information that an agency disseminates from a web page but does not include the provision of hyperlinks to information that others disseminate. This definition does not include opinions, where the agency's presentation makes it clear that what is being offered is someone's opinion rather than fact or the agency's views. (**Chapter 578**)

Information and Communication Technology (ICT)

Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include but are not limited to computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; websites; videos; and electronic documents. (**Chapter 551**)

Information Assurance (IA)

Information assurance is a set of processes by which USAID's information systems are reviewed, tested and evaluated, and certified and accredited. Information assurance processes are required to ensure that the risk from operating each information system is minimized and acceptable before

deployment and is kept at a minimal level while the system is operational.
(Chapter [545](#))

Information Collection

Obtaining, soliciting, or requiring the disclosure to third parties or the public, of facts or opinions by or for an agency, regardless of form or format. Such collections include requesting responses from 10 or more people other than Federal employees or agencies, which are to be used for general statistical purposes. This usage does not include collection of information in connection with a criminal investigation or prosecution. (Chapter [508](#))

Information Dissemination Product

Any book, paper, map, machine-readable material, audiovisual production, or other documentary material, regardless of physical form or characteristic, an agency disseminates to the public. This definition includes any electronic document or web page. (Chapter [578](#))

Information in Identifiable Form (IIF)

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Same as “personally identifiable information”. (Chapter [508](#))

Information lifecycle

The stages through which information passes, typically characterized as creation or collection, processing, dissemination, use, storage, and disposition. (Chapter [508](#))

Information Management

The planning, control, and operations of the resources, methodology, and tools required to properly capture, store, and deliver information to Agency employees in a timely, accurate, and economical manner. (Chapter [541](#))

Information Owner (IO)/Steward

An Agency official that has been given statutory, management, or operational authority for specified information and the responsibility for establishing the policies and procedures governing its generation, collection, processing, dissemination, and disposal. The owner/steward of the information processed, stored, or transmitted by an information system may or may not be the same as the information system owner (SO). (Chapter [545](#))

Information Resource Management Bureau (IRM)

The functional Bureau within the Department of State that manages and sets policy for all information technology issues. (Chapter [564](#))

Information Security Oversight Office (ISOO)

Oversees the security classification programs in both government and industry and reports annually to the President on their status. They monitor approximately 65

executive branch departments, independent agencies and offices, and their major components. ([Chapter 552](#) and [568](#))

Information Security Vulnerability Management (ISVM)

The cyclical practice of identifying, classifying, remediating, and mitigating information security vulnerabilities. ([Chapter 545](#))

Information System

A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. (Note: Information systems also include specialized systems such as industrial/process controls systems, telephone switching and private branch exchange (PBX) systems, and environmental control systems.) Source: NIST: Key Glossary of Information Security Terms. ([Chapter 502](#), [508](#), [509](#), [545](#), [552](#), [620](#))

Information Systems Security (ISS)

For purposes of this chapter, ISS is the protection afforded to information and telecommunications systems, which process classified national security-related information in order to prevent exploitation through intentional or unintentional disclosure, interception, unauthorized electronic access, or related technical intelligence threats. ([Chapter 552](#))

Information System Security Manager (ISSM)

The security official responsible for the IS security program for a specific directorate, office, or contractor facility. ([Chapter 552](#))

Information Systems Security Officer (ISSO)

Individual responsible to the senior agency information security officer, AO, or information SO for ensuring the appropriate operational security posture is maintained for an information system or program. (Source: [NIST 800-37](#)) ([Chapter 508](#), [545](#), [552](#))

Information Technology (IT)

As defined in [M-15-14: Management and Oversight of Federal Information Technology Resources](#), information technology includes:

- 1) Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency; where
- 2) Such services or equipment are “used by an agency” if used by the agency directly or if used by a contractor under a contract with the agency that requires either use of the services or equipment or requires use of the services or

Text highlighted in yellow indicates that the material is new or substantively revised.

equipment to a significant extent in the performance of a service or the furnishing of a product.

- 3) The term "information technology" includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources.
- 4) The term "information technology" does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment. ([Chapter 300](#), [331](#), [509](#), [518](#), [519](#), [541](#), [545](#), [547](#), [552](#))

Information Technology Asset Management (ITAM)

The industry term for the application or suite of applications that track an organization's IT assets such as laptops, desktops, and mobile devices' assignment and life cycle. It usually involves gathering detailed hardware and software inventory information which is then used to make decisions about hardware and software purchases and redistribution. IT asset management helps organizations manage their systems more effectively and saves time and money by avoiding unnecessary asset purchases and promoting the harvesting of existing resources. Organizations that develop and maintain an effective IT asset management program further minimize the incremental risks and related costs of advancing IT portfolio infrastructure projects based on old, incomplete and/or less accurate information. ([Chapter 547](#))

Information Technology Configuration Control Board (ITCCB)

The ITCCB is established under the authority of the Chief Information Officer (CIO). It is the governing authority for controlling the technical baselines for USAID IT projects and operations. It reviews, approves, disapproves, and defers changes to baselines under the management of M/CIO. In addition, it oversees change control processes, and evaluates change requests and implementation of approved changes. ([Chapter 552](#))

Information Technology Property

Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. It includes, but is not limited to "computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources." ([Chapter 629](#))

Information Technology Resources

As defined in M-15-14: Management and Oversight of Federal Information Technology Resources, information technology resources includes all:

- 1) Agency budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the lifecycle of information technology;
- 2) Acquisitions or interagency agreements that include information technology and the services or equipment provided by such acquisitions or interagency agreements; but
- 3) Does not include grants to third parties which establish or support information technology not operated directly by the Federal Government. (**Chapter [300](#), [519](#), [541](#), [545](#)**)

Information Technology (IT) Risks

Events or circumstances that could potentially improve or compromise the processing, security, stability, capacity, performance, or resilience of IT. (See [USAID's Risk Appetite Statement](#)) (**Chapter [220](#)**)

Inherent Risk

The exposure arising from a specific risk before any action has been taken to manage it beyond normal operations; often referred to as “the risk of doing business.” (See [Playbook: ERM in the U.S. Federal Government](#)) (**Chapter [220](#)**)

Inherently Governmental Function

A function that is so intimately related to the public interest as to mandate performance by government employees as provided by Attachment A of Circular A-76. (**Chapter [104](#), [306](#), [601](#)**)

In-House Training

Agency specific training designed and delivered by USAID for USAID personnel. (**Chapter [458](#)**)

Initial Environmental Examination (IEE)

The preliminary review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a threshold decision as to whether an Environmental Assessment or an Environmental Impact Statement will be required. (**Chapter [201](#), [204](#)**)

Initial Summary Rating

An overall summary rating level the Rating Official derives from appraising the Senior Executive's performance during the appraisal period and forwards to the Performance Review Board. (**Chapter [421](#), [425](#)**)

Initiating Program Office (IPO)

The B/IO that provides subject matter expertise on regulatory matters that impact the IPO's programs. The IPO identifies new or revised technical requirements, requests changes to the CFR, and utilizes its technical expertise to develop the rule and supporting documentation for review during the rulemaking process (e.g., analysis of

regulatory costs and impact on the public). The IPO serves as the Agency lead on drafting sections of the rule that require technical expertise or analysis to support the basis for the rule, responding to technical or subject matter queries raised during the rulemaking process, and updating supporting documentation on the rule based on input received during the rulemaking process. (**Chapter [156](#)**)

In-Kind

Travel elements (transportation, lodging, meals, or incidental expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider gives the traveler funds to purchase the specific element, but the element is provided to the traveler at no-cost, for example, airline tickets, hotel, or meals. (**Chapter [633](#)**)

In-Kind Gifts

Non-cash gifts of property or materials for any purpose authorized in the Foreign Assistance Act. (**Chapter [628](#)**)

Interim Measures

Temporary, non-disciplinary actions that a management official may take to ensure that possible sexual misconduct does not continue while an administrative inquiry is pending. (**Chapter [113](#)**)

Internet Protocol (IP) address

Each machine connected to the Internet has an address known as an Internet Protocol address (IP address). The IP address takes the form of four numbers separated by dots-(for example: 123.45.67.890). (**Chapter [557](#)**)

Input

A resource, such as funding, information, or people, including the provision of USAID staff, whether funded by Operating Expenses (OE) or Program funds, used to create an output. (**Chapter [201](#)**)

Insider Threat

A person, known or suspected, who uses their authorized access to USAID facilities, systems, equipment, information or infrastructure to damage, disrupt operations, commit espionage on behalf of a foreign intelligence entity or support terrorist organizations. (**Chapter [569](#)**)

Instant Messaging (IM)

A form of communication over the Internet that offers instantaneous transmission of text-based messages from sender to receiver. (**Chapter [545](#)**)

Institute of Electronics and Electrical Engineers (IEEE)

A scientific and educational institute directed toward the advancement of the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences. A publisher of scientific journals, the institute is a leading standards development

organization for the development of industrial standards in a broad range of disciplines, including electric power and energy, biomedical technology and healthcare, information technology, information assurance, telecommunications, consumer electronics, transportation, aerospace, and nanotech. (**Chapter [552](#)**)

Instrument

A contract, cooperative agreement, bilateral agreement, or other legally binding mechanism that obligates or sub-obligates program or Operating Expenses. (**Chapter [201](#)**)

Integrated Country Strategy (ICS)

A multi-year strategy with a whole-of-government focus developed by a U.S. Government Mission overseas. As directed by the Presidential Policy Directive on Security Sector Assistance, the ICS also represents the official U.S. Government strategy for all Security-Sector Assistance in a country. Additionally, and in line with the whole-of-government scope of each ICS, each USAID Mission's CDCS nests within the ICS. Objectives from each ICS are used to frame the Department of State and USAID foreign assistance request in the Congressional Budget Justification. (**Chapter [201](#)**)

Integrity

The safeguarding of information, programs and interfaces from unauthorized modification or destruction. (**Chapter [545](#), [578](#)**)

One of the five standards of data quality assessments: data that have integrity have established mechanisms in place to reduce the possibility that they are intentionally manipulated for political/personal reasons. (**Chapter [597](#)**)

Intellectual Property (IP)

Intangible property that is the result of intellectual effort and is legally protected. Intellectual property is protected by patents, trademarks, designs, and copyrights. (**Chapter [545](#)**)

Interagency Agreement

Any agreement between two Federal agencies by which one agency buys goods or services from the other, including but not limited to an agreement under the authority of FAA section 632(b), the Economy Act, the Government Management Reform Act or similar legislation, or by which one agency transfers or allocates funds to another under the authority of FAA section 632(a). (**Chapter [508](#)**)

Interconnection

A connection between information systems. (**Chapter [545](#)**)

Interim Authority to Operate (IATO)

Determination applied when a system does not meet the requirements stated in the System Security Authorization Agreement (SSAA), but Mission criticality mandates the system become operational. (Source: **[NSTISSI 1000](#)**) (**Chapter [545](#)**)

Intermediate Result (IR)

A component of a Results Framework in a Mission CDCS. An important result that is seen as an essential contribution to advancing a DO. IRs are measurable results that may capture a number of discrete and more specific lower-level results and typically define the purpose of projects. (Chapter [201](#))

A component of a results framework, IRs are measurable, specific results that are seen as essential to achieving the Operations Objective. (Chapter [597](#))

Internal Evaluation

An evaluation that is either: 1) commissioned by USAID in which the evaluation team leader is USAID staff (a USAID internal evaluation); or 2) conducted or commissioned by an implementing partner—or consortium of implementing partner and evaluator—concerning their own activity (an implementer internal evaluation). (Chapter [201](#))

Internal Quality Control System

The system which reasonably assures that the Office of Inspector General adheres to applicable auditing standards and has established and follows adequate auditing policies and procedures. The system includes written policies and procedures and a quality assurance review program. (Chapter [590](#))

Internet

The collection of interconnected networks that connect computers around the world. (Chapter [545](#))

Internet Protocol Version 6 (IPv6)

IPv6 (Internet Protocol version 6) is a set of specifications from the Internet Engineering Task Force (IETF) that is not only an upgrade but a replacement for IP version 4 (IPv4). Both refer to the standard used in addressing information systems, computers and other similar devices to facilitate the transmission and reception of information. (Chapter [545](#))

Internet Service Provider (ISP)

Commonly called ISP, this term refers to any organization, company or source for the provision of a connection to the Internet to anyone, any organization or company. (Chapter [545](#))

Interoperable Communications

Communications that provide the capability to perform essential functions, in conjunction/collaboration with other organizations, under all conditions. (Chapter [531](#))

Intervention

A specific action that takes place under an activity, typically performed by an implementing partner. (Chapter [201](#))

Invitational Travel

Authorized travel by individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in government service as consultants or experts and paid on a daily when-actually-employed basis and by individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with temporary duty (TDY). Participant Training travel is not considered invitational travel. (**Chapter [522](#)**)

Isolated Person

Someone who is isolated from support and who, if not recovered or assisted, is at risk of serious harm. (**Chapter [572](#)**)

Isolating Event

An incident in which a person(s) becomes separated from friendly support due to environmental, mechanical, adversarial, or human error factors, is unable to continue their work, and requires assistance. (**Chapter [572](#)**)

Issue-Specific Policies

These policies address specific areas of relevance and concern to the Agency (*i.e.*, email, Internet connectivity, mobile device use). These policies span the entire Agency, and often contain position statements on technology. (**Chapter [545](#)**)

Institution of Higher Education

A domestic, accredited public or private 4-year and/or graduate level college or university, or a technical or junior college. (**Chapter [437](#)**)

Institutional Contractor

An individual who performs work for on or behalf of any Agency under a contractor and who, in order to perform work specified under the contract, will require access to space, information, information technology systems, staff or other assets of the Federal Government. Such contracts include, but are not limited to services contracts, contracts between any non-Federal entity and any agency, and sub-contracts between any non-Federal entity and another non-Federal entity to perform work related to the primary contract with the agency. (**Chapter [566](#)**)

Institutional Support Contractor

An individual who performs work for on or behalf of any Agency under a contractor and who, in order to perform work specified under the contract, may require access to space, information, information technology systems, staff or other assets of the Federal Government. Such contracts include, but are not limited to services contracts, contracts between any non-Federal entity and any agency, and sub-contracts between any non-Federal entity and another non-Federal entity to perform work related to the primary contract with the agency. (**Chapter [517](#)**)

Institutional Support Mechanism

Non-personal service contracts and agreements that provide personnel or otherwise support Agency operations. This may include institutional contracts that provide staff or services or interagency agreements such as Participating Agency Service Agreement (PASAs), Participating Agency Program Agreement (PAPAs), Cooperative Administrative Support Unit (CASUs) and fellow agreements. (**Chapter 300**)

Instrument

A contract, cooperative agreement, Development Credit Authority (DCA) partial credit guarantee, bilateral agreement, or other legally binding mechanism that obligates or sub-obligates program or operating expense (OE) funds. (**Chapter 201**)

Intangible Benefits

Benefits to the government that cannot be measured in terms of dollar savings. (**Chapter 491**)

Integrated Country Strategy (ICS)

A process through which all U.S. Government Missions develop multi-year strategies with a whole-of-government focus. As directed by the Presidential Policy Directive on Security Sector Assistance, the ICS also represents the official U.S. Government strategy for all Security Sector Assistance in its respective countries. Additionally, and in line with the whole-of-government scope of each ICS, each USAID Mission's Country Development Cooperation Strategy (CDCS) is nested within the ICS. Objectives from each ICS are used to frame the State and USAID foreign assistance request in the Congressional Budget Justification. (**Chapter 201**)

Intellectual Work

Intellectual work includes all works that document the implementation, monitoring, evaluation, and results of international development assistance activities developed or acquired under an award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under the award (excluding administrative financial information), and other reports, articles and papers prepared by the recipient under the award, whether published or not. The term does not include the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information. (**Chapter 579**)

Interagency Agreement

Any agreement between two Federal agencies by which one agency buys goods or services from the other, including but not limited to an agreement under the authority of FAA section 632(b), the Economy Act, the Government Management Reform Act or similar legislation, or by which one agency transfers or allocates funds to another under the authority of FAA section 632(a). (**Chapter 300, 306, 509**)

Interagency Career Transition Assistance Plan for Displaced Employees (ICTAP)

ICTAP provides eligible displaced Federal employees with interagency selection priority for vacancies that are being filled from outside the Agency's competitive service

workforce. The ICTAP selection priority does not prohibit movement of permanent competitive service employees within the Agency. (**Chapter 418**)

Interagency Reporting

A report form that has a reporting requirement to a Federal department or agency from one or more other Federal departments or agencies. (**Chapter 506**)

Interagency Selection Board (IASB)

Interagency board that makes recommendations to the President upon reviewing Senior Foreign Service employees nominated by the foreign affairs agencies for Presidential awards. (**Chapter 422**)

Interest

The charge assessed on delinquent debts in order to compensate the government for the time value of money owed and not paid when due. The minimum annual rate to be assessed is the Department of the Treasury's "Current Value of Funds Rate." A higher rate may be used if the billing office unit judges it necessary to protect the government's interests. Interest is accrued and assessed from the date of delinquency. (**Chapter 625**)

Interest Method

A method used to amortize the subsidy cost allowance of direct loans. Under this method, the amortization amount of the subsidy cost allowance equals the effective interest minus the nominal interest of the direct loans. The effective interest equals the present value of the direct loans times the effective interest rate (the discount rate). The nominal interest equals the nominal amount (face amount) of the direct loans times the stated interest rate (the rate stated in the loan agreements). (SFFAS 2) (**Chapter 623**)

Interest Rate Reestimate

A reestimate for the subsidy cost of direct loans or loan guarantees due to a change in the interest rates used in present value calculations from the assumed interest rates used in budget preparations to the interest rates that are applicable to the periods in which the direct or guaranteed loans are disbursed. (SFFAS 18) (**Chapter 623**)

Interested Party Messages

A method of transmitting telegrams when the Agency has indirect interest in the subject matter. This method is most commonly used to provide assistance to private individuals or companies overseas. In most cases, the Agency rarely initiates this type of telegram. (**Chapter 549**)

Interim Payment

Any payment that is not an advance payment or a delivery payment. These payments are contract financing payments for prompt payment purposes (*i.e.*, not subject to the interest penalty provisions of the Prompt Payment Act). An interim payment is given to the contractor after some work has been done, whereas an advance payment is given to the contractor when the work for which the contractor is being paid has not been

done. (**Chapter [636](#)**)

Interior Hardline

Hardline separating the public access area from general work areas. The interior hardline typically includes the public access control (PAC) area (see **12 FAH-5 H-452.1**). Overseas Security Policy Board (OSPB) was created by Presidential Decision Directive/NSC-29, which transferred the functions of the Overseas Security Policy Group (OSPG) to the OSPB and designated the Director of the Diplomatic Security Service to chair the OSPB. The OSPB charter, which superseded the OSPG charter (signed April 15, 1986), was approved by its membership on July 19, 1995. (**Chapter [562](#)**)

Intermediate

Any film copy, other than a camera original, intended for use only in making duplicates, such as a color internegative, a duplicate positive, or a duplicate negative. (**Chapter [502](#)**)

Intermediate Credit Institution (ICI)

A host country lending institution which receives USAID funds to use to purchase commodities or to make loans to residents of that country, normally in local currency. (**Chapter [316](#)**)

Intermediate Result (IR)

A component of a Results Framework in a Mission CDCS. An important result that is seen as an essential contribution to advancing a Development Objective (DO). IRs are measurable results that may capture a number of discrete and more specific lower-level results and typically define the purpose of projects. (**Chapter [201](#)**)

Intermittent Employment

Employment where there has not been established in advance a regular work schedule and where compensation is based on a "When Actually Employed" (WAE) basis. The non-full-time employment of an individual serving under a competitive or excepted service appointment in tenure group I or II without a regularly scheduled tour of duty. (**Chapter [413](#), [499](#)**)

Intermittent Leave or Leave Taken Intermittently

Leave taken in separate blocks of time, rather than for one continuous period of time, and may include leave periods of one hour to several weeks. (**Chapter [481](#)**)

Intermodal Transportation

A system of transportation using containers with common handling characteristics, which allows for efficient handling by different types of carriers. For example, a container that can be attached to a truck bed and/or railcar and subsequently be loaded onto a ship for ocean transportation. (**Chapter [314](#)**)

Internal Control Coordinator

(This replaces the former term "management control official")

Text highlighted in yellow indicates that the material is new or substantively revised.

The employee within an assessable unit that is responsible for coordinating all of the internal control activities within that unit, *i.e.*, guidance, assessments, and reporting. (**Chapter 596**)

Internal Control Standards

The standards for internal control within the Federal Government developed and issued by the Government Accountability Office. (**Chapter 596**)

Internal Controls

The organization, policies, procedures, and tools used to reasonably ensure that (a) programs achieve their intended results; (b) resources are used in accordance with the Agency's mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) laws and regulations are followed; and, (e) reliable and timely information is obtained, maintained, reported, and used for decision making. (**OMB Circular A-123**) (**Chapter 596**)

Internal Evaluation

An evaluation that is either: (1) commissioned by USAID in which the evaluation team leader is USAID staff (a USAID internal evaluation); or (2) conducted or commissioned by an implementing partner—or consortium of implementing partner and evaluator—concerning their own activity (an implementer internal evaluation). (**Chapter 201**)

Internal Policy Documents

Documents drafted and approved solely by USAID. Refers to when USAID has control of the writing and approval process. (**Chapter 200**)

Internal Use Software

Software that is purchased from commercial vendors "off-the-shelf," internally developed, or contractor-developed solely to meet USAID's internal or operational needs. (**Chapter 629**)

Internally Required Report

A report required, prepared, and used within USAID. (**Chapter 506**)

International Code of Marketing of Breast Milk Substitutes and subsequent WHA resolutions (the Code)

The Code is a set of recommendations to regulate the marketing of breast milk substitutes, feeding bottles, and teats, with the principles and aims to protect, promote, and support breastfeeding. Member states were urged to translate the Code to national legislation, and food manufacturers and distributors. Health care professionals and nongovernmental and consumer organizations are also encouraged to give effect to the principles and aims of the Code. (**Chapter 212**)

International Cooperative Administrative Support Services (ICASS)

The International Cooperative Administrative Support Services (ICASS) system is the principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 250 diplomatic and consular posts

overseas. The Department of State is the primary service provider and it offers these administrative support services to other agencies under its non-Economy Act authorities contained in 22 USC 2695 and 2684. ICASS is, for the most part, a voluntary system. Agencies select from a list of cost centers (which are “bundles” of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform. (**Chapter [520](#), [527](#), [533](#), [534](#), [563](#), [635](#)**)

International Disaster Assistance (IDA) account

Funding source for Office of U.S. Foreign Disaster Assistance (OFDA) administered disaster responses, authorized in Sections 491-492 of the Foreign Assistance Act (FAA). (**Chapter [251](#)**)

International Organizations

Public International Organizations or International Commissions, identified by Office of Personnel Management (OPM) after consultation with the Department of State, to which Federal employees may be detailed or transferred with reemployment rights to his/her agency following separation. It is the policy of the U. S. Government to assist international organizations to obtain well-qualified U. S. citizens to serve in their secretariats and technical assistance programs. (**Chapter [434](#)**)

International Voice Gateway (IVG)

The Department of State’s (DOS) private network for telephone calls that links U.S. Embassies (and the U.S. Missions that get their phone service from the Embassy) with USAID/W and DOS. (**Chapter [549](#)**)

Internegative

A color negative duplicate made from a color positive and used for printing use-copies to protect the originals. (**Chapter [502](#)**)

Internet

The collection of interconnected networks that connect computers around the world. (**Chapter [549](#)**)

Intimidate, Threaten, or Coerce

The promise or attempt to confer or conferring any benefit, such as an appointment, promotion, or compensation, or effecting or threatening to effect any reprisal such as deprivation of appointment, promotion, or compensation, or in any other way intimidate, threaten, or coerce. (**Chapter [482](#)**)

Intra-Governmental Payment and Collection System (IPAC)

An Internet application that enables Federal agencies to transmit transactions in a real-time environment on a government-owned platform by the Federal Reserve Bank (FRB) of Richmond. (**Chapter [635](#)**)

Intra-Office Report

A report prepared by one or more organizational units within a USAID Bureau, Office, or Mission, at the request of another organizational unit within the same Bureau, Office, or Mission. (**Chapter [506](#)**)

Invention

Invention means any creation or discovery which is or may be patentable or otherwise protectable under Title 35 of the U.S. Code. (**Chapter [318](#)**)

Inventory

A survey of basic and indispensable records necessary for the operational continuity of selected USAID programs under unusual conditions. An inventory lists the active records in your office and describes how they are organized and maintained.

Additionally, it identifies whether the records are essential or not. A good inventory is one of the fundamental components of a record keeping system, and key to a successful records management program. Office inventories are due to M/MS/IRD by November 30th of each year. (**Chapter [502](#)**)

Inventory is a physical count performed to determine the on-hand quantity of an item or group of items. (**Chapter [534](#)**)

Investment Project Aid

Investment project aid comprises (1) schemes to increase and/or improve the recipient's stock of physical capital and (2) financing the supply of goods and services in support of such schemes. The contribution of planners, engineers, technicians, etc. to the design and implementation of projects (that is, investment-related technical cooperation) should be included as part of the capital project concerned. The category also covers integrated development programs (for example, rural or urban development) that contain large investment components. (**Chapter [221](#)**)

Invoice Cost

The total of the amount paid to the vendor, including related costs, such as, transportation or installation, if included on the vendor's initial invoice. (**Chapter [534](#)**)

Involuntarily Separated

A separation initiated by the Agency against the employee's will and without the employee's consent for reasons other than cause or charges of misconduct or delinquency. An involuntary separation includes a separation resulting from the employee's actual inability to do the work following genuine efforts to do so but does not include a separation under 5 CFR Part 752 or an equivalent procedure for reasons that involve culpable wrongdoing on the part of the employee. (**Chapter [467](#)**)

Issuing Official

The USAID official who initiates a Federal Register notice. (**Chapter [516](#)**)

IT Assets

IT assets include, but are not limited to: computers (government furnished equipment

[GFE] laptops and desktops), software, voice over internet protocol (VoIP) phones (desk lines), computer monitors, mobile phones, tablets, printers, scanners, fax machines, peripherals (e.g., computer memory, hard drives, keyboards, and cameras), infrastructure equipment (router, switch, hub, server, firewall, encrypter), tokens, portable storage devices (e.g., USB drives (M/CIO approved encrypted USB drives), and portable hard drives. (**Chapter 331**)

IT Investment

An expenditure of information technology resources to address mission delivery and management support. This may include a project or projects for the development, modernization, enhancement, or maintenance of a single information technology asset or group of information technology assets with related functionality, and the subsequent operation of those assets in a production environment. These investments should have a defined life cycle with start and end dates, with the end date representing the end of the currently estimated useful life of the investment, consistent with the investment's most current alternatives analysis if applicable. (**Chapter 509**)

IT Portfolio

Includes IT investments, initiatives, programs, projects, technology services, and infrastructure in support of the technology services. (**Chapter 509**)

IT Resource

Includes the following:

- a. Agency budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the lifecycle of information technology;
- b. Acquisitions or interagency agreements that include information technology and the services or equipment provided by such acquisitions or interagency agreements; but
- c. Does not include grants to third parties that establish or support information technology not operated directly by the Federal Government. (**Chapter 509**)

IT Staff

IT staff provide support in systems design, development, implementation, management and operation. (**Chapter 509**)

J

J-1 Visa

A nonimmigrant visa issued by the U.S. Embassy for an individual who has a residence in a foreign country which he has no intention of abandoning and who is coming

temporarily to the U.S. as an EV for the purpose of consulting; demonstrating special skills; presenting; lecturing; conducting research; attending professional meetings, conferences, workshops, or observational study tours; and degree and non-degree academic studies (full course load); and specialty and non-specialty EV activities. (Chapter [252](#))

Job Analysis

The process of identifying the competencies/knowledge, skill or abilities (KSAs) directly related to performance on the job. (Chapter [418](#))

Job Code

A six-digit code included in Government Accountability Office (GAO) notification letters that identifies and tracks a review in progress. This number is used until issuance of a final report number by GAO. (Chapter [593](#))

Job Sharing

A form of part-time employment in which the schedules of two part-time employees are arranged to cover the duties of a single full-time position. Job sharers are subject to the same personnel rules as other part-time employees. (Chapter [413](#))

Joint Country Awards Committee (JCAC)

The JCAC is an advisory group established by the chief of Mission to review nominations for awards for the staff of the agencies under that official's jurisdiction. The JCAC will normally include members from all of the agencies represented at post. (Chapter [491](#))

Joint Regional Strategy (JRS)

A three-year strategy developed collaboratively by the Department of State and USAID Regional Bureaus to identify the priorities, goals, and areas of strategic focus within a region. The JRS aims to provide a forward-looking and flexible framework within which Bureaus and Missions can prioritize engagement and resources and respond to unanticipated events. The JRS process will be co-led by the State and USAID Regional Bureaus, with participation and input from stakeholders from relevant functional and Technical Bureaus. Missions will be involved in JRS development, as the JRS will set the general parameters to guide Mission planning. Bureaus will develop the JRS in the fall, in advance of the Mission and Bureau budget-build process, so that it can serve as the foundation and framework for resource planning and for the analysis and review of the annual Mission and Bureau budget requests. Bureaus will complete a JRS once every three years, with the ability to adjust it in interim years as circumstances necessitate. (Chapter [201](#))

Joint State/USAID awards

These jointly administered awards are open to employees of the Department of State and USAID and are awarded by the Secretary of State. These awards may or may not contain a monetary component. Joint State/USAID awards are the Secretary's Award, the Award for Heroism, the Luther I. Replogle Award for Management Improvement,

and the Herbert Salzman Award for Excellence in International Economic Performance. (Chapter [491](#))

Joint Worldwide Intelligence Communications System (JWICS)

A system of interconnected computer networks primarily used by the United States Department of Defense, United States Department of State, United States Department of Homeland Security, and the United States Department of Justice to transmit classified information by packet switching over TCP/IP in a secure environment. (Chapter [545](#))

K

Kangaroo Mother Care (KMC)

When pre-term or low birth weight newborns are carried skin-to-skin with the mother, parent, or other caregiver. KMC provides early, continuous and prolonged skin-to-skin contact between the mother and the baby; prevents hypothermia; and it promotes exclusive breastfeeding. It can be initiated at the place of delivery and continued at home. (Chapter [212](#))

Key Individual

An official of a public or private entity receiving assistance who may be expected to principally control or benefit from the assistance, *e.g.*, the principal operating officer of a firm. (Chapter [206](#))

Key Individuals

- a. Principal officer of the organization's governing body (*e.g.*, chairman, vice chairman, treasurer, or secretary of the board of directors or board of trustees);
- b. The principal officer and deputy principal officer of the organization (*e.g.*, executive director, deputy director, president, vice president);
- c. The program manager or chief of party for the USAID-financed program; and
- d. Any other person with significant responsibilities for administration of USAID-financed activities or resources, such as key personnel as described in either ADS Chapter 302 for contracts or ADS Chapter 303 for assistance awards. Key personnel, whether or not they are employees of the prime recipient, must be vetted. The definition of Key Individuals is not the same as "key personnel" under a contract, grant, or cooperative agreement. (Chapter [319](#))

Key Risk Indicator (KRI)

Indicators that relate to a specific risk and demonstrate a change in the likelihood or impact of the risk event. (See [Playbook: ERM in the U.S. Federal Government](#)) (Chapter [201](#), [220](#))

Keyboard

Text highlighted in yellow indicates that the material is new or substantively revised.

A set of systematically arranged alphanumeric keys or a control that generates alphanumeric input by which a machine or device is operated. A keyboard includes tactilely discernible keys used in conjunction with the alphanumeric keys if their function maps to keys on the keyboard interfaces. (**Chapter [551](#)**)

L

Lactational Amenorrhea Method (LAM)

The use of breastfeeding as a contraceptive method based on the physiologic effect of frequent day and night suckling on suppression of ovulation. It is effective in preventing pregnancy in the first six months postpartum while the mother is exclusively or near exclusive (fully) breastfeeding and continues to not have menstrual periods. (**Chapter [212](#)**)

Land Mobile Radio (LMR)

A wireless communications system intended for use by terrestrial users in vehicles (mobiles) or on foot (portables). Such systems are used by emergency first responder organizations, public works organizations, or companies with large vehicle fleets or numerous field staff. Such a system can be independent, but often can be connected to other fixed systems such as the public switched telephone network (PSTN) or cellular networks. (**Chapter [545](#)**)

Land Rights

Land rights are interests and privileges held by USAID in land owned by others, such as leaseholds, easements, water and waterpower rights, diversion rights, submersion rights, rights-of-way, and other like interests in land. (Source: SFFAS 6) (**Chapter [629](#)**)

Language Designated Position (LDP)

An overseas position officially designated by the Agency as requiring a specified level of language proficiency. (**Chapter [438](#)**)

Language Proficiency Test

A test designed to provide information regarding an employee's skill level in speaking and reading in a foreign language. (**Chapter [438](#)**)

Language Training at Post

Supplementary or substitute training provided in the country of assignment at the Mission's expense. (**Chapter [438](#)**)

Laptop

A type of portable electronic device (PED), usually a traditional notebook computer with a folding screen, with features similar to a standard desktop computer such as internal hard drive, standard communications and peripheral data ports, and larger in size than other PEDs. (**Chapter [552](#)**)

Late Charges

Interest, penalties, and administrative costs related to the debt. (**Chapter [625](#)**)

Latest Acquisition Cost

Includes all amounts, except interest, paid to a vendor to acquire an item. (Source: SFFAS 3) (**Chapter [629](#)**)

Layover

The period of time between connecting flights during travel. Per diem including lodging may be authorized for layovers that encompass any hours of darkness during which it could normally be expected that the traveler would need to sleep between flights. Per diem including lodging may be authorized for extended daytime layover in circumstances during which it could normally be expected that the traveler would need bed-rest; for example, travelers with special physical needs or families with infants. (**Chapter [522](#)**)

Learning

A continuous organizational process throughout the Program Cycle of analyzing a wide variety of information sources and knowledge, including evaluation findings, monitoring data, research, analyses conducted by USAID or others, and experiential knowledge of staff and development actors. (**Chapter [201](#)**)

Learning Agenda or Learning Plan

A systematic plan for identifying and addressing critical learning priorities and knowledge gaps through answering priority questions relevant to the programs, policies, and regulations of an Agency or at the sub-agency level. Learning agendas should articulate critical questions, how to address them, and how to use the resulting evidence. More broadly, a learning agenda is a coordination tool for engaging stakeholders in evidence planning and building. In Missions, the learning priorities in the CDCS and Performance-Management Plan reflect learning agendas. USAID's Agency-wide Learning Agenda is equivalent to the Agency evidence-building plan required in Section JOI of the Evidence Act (Section 312(a) of Title 5 of the United States Code). (**Chapter [201](#)**)

Learning Priorities

A list of key themes or topics critical to programmatic and operational decisions and implementation for the Agency; an Operating Unit; sector; strategy; project; activity; or a specific initiative. Learning priorities can include emerging patterns, cross-cutting themes, knowledge gaps in the existing evidence base, critical assumptions, identified (or emergent) risks, and points of connection with scenario planning or with context monitoring. Learning priorities come from various sources and inform learning agendas. (**Chapter [201](#)**)

Learning Questions

Learning questions are specific, answerable, need-to-know questions that can be answered through monitoring, evaluation, research, or other analysis to address learning priorities incrementally. Several learning questions can cluster under a single learning priority and can contribute to a broader learning agenda or plan. (**Chapter [201](#)**)

Lease

A written agreement between a lessee and General Services Administration (GSA) or USAID to occupy private building space under specific terms and conditions for a specified term and rent. (**Chapter [517](#)**)

Leasehold Improvements

Leasehold improvements include, but are not limited to, the cost of acquiring and installing new ceilings, permanent walls, lighting, carpeting, air conditioning, and safety and protective devices with a useful life longer than two years, and additions and betterments to buildings and other facilities. (**Chapter [629](#)**)

Leasing

Entering into a contract to convey real estate, equipment, or facilities for a specified term and for a specified rent, from one entity or person to another. (**Chapter [527](#)**)

Least Developed Countries

Those listed in the annual reports of the U.N. Conference on Trade and Development Secretariat and of the Chairman of the Development Assistance Committee of the Organization for Economic Cooperation and Development. (**Chapter [221](#)**)

Least Privilege

The principle requiring that each subject be granted the most restrictive set of privileges that still allows the performance of authorized tasks. Application of this principle limits the damage that can result from accident, error, or unauthorized use of an information system (IS). (**Chapter [545](#)**)

Least Required Functionality

This refers to activating or making only those functions available necessary to achieve or support a business need. (**Chapter [545](#)**)

Leave Donor

A leave donor is an employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by his or her employing agency. (**Chapter [482](#)**)

Leave Recipient

A Federal employee whose application to receive annual leave from the annual leave accounts of one or more leave donors has been approved by the Agency's deciding official. (**Chapter [482](#)**)

Leave Repurchase

Text highlighted in yellow indicates that the material is new or substantively revised.

The "buy back" and re-accredit of leave used by an employee during a period of disability caused by an injury or occupational disease or illness after the employee's claim for compensation has been approved. (**Chapter [442](#)**)

Leave Without Pay

An absence from duty in a non-pay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek. (**Chapter [481](#)**)

Legal Risks

Events or circumstances that potentially could improve or compromise compliance with law, regulation, Executive Order, or other source of legal requirement. (See [USAID's Risk-Appetite Statement](#)) (**Chapter [220](#)**)

Lessons Learned

The conclusions extracted from reviewing a development program or activity by participants, managers, customers, or evaluators with implications for effectively addressing similar issues and problems in another setting. (**Chapter [540](#)**)

Letter Contract

A written preliminary contractual instrument that authorizes the contractor to begin immediately manufacturing supplies or performing services. (**Chapter [300](#)**)

Letter of Credit

Letter of credit is a method of advance payment for qualifying organizations under assistance agreements and certain contract awards that is negotiated and authorized by the Contracts or Agreement Officer. The Department of Health and Human Services (DHHS) is responsible for the payment and liquidation processes of USAID agreements using this method of financing. (**Chapter [630](#)**)

Level C Armored Vehicle

Level C armored vehicles are treated with ballistic resistant opaque and transparent armor materials to afford the occupants' protection against a specific range of small caliber ballistic threat. (**Chapter [563](#)**)

Level D Armored Vehicle

Level D armored vehicles are treated with ballistic resistant opaque and transparent armor which afford the occupants' protection against a specific range of small caliber ballistic threat. (**Chapter [563](#)**)

Level of Effort (LOE)

In project management, work of a general or supportive nature (such as coordination, follow up, liaison) that does not result in a definitive end product or outcome. (**Chapter [552](#)**)

Leverage

Significant resources mobilized from non-U.S. Government sources. USAID seeks the mobilization of resources of other actors on a 1:2 or greater basis (*i.e.*, 50 percent of the proposed value of the award). Leveraged resources may include grants/awards from non-U.S. Government organizations and other donor governments. (**Chapter [201](#), [303](#), [623](#)**)

Liaison

That contact or intercommunication maintained between related offices and other agencies to ensure mutual understanding and unity of purpose and action. (**Chapter [569](#)**)

Life Cycle Cost

The total cost of owning, operating, and maintaining a building over its useful life (including its fuel and water, energy, labor, and replacement components), determined on the basis of a systematic evaluation and comparison of alternative building systems. In the case of leased buildings, the life cycle must be calculated over the effective remaining term of the lease. (**Chapter [528](#)**)

Life Cycle of the Record

Management concept that records pass through three stages: creation, maintenance and use, and disposition. (**Chapter [502](#)**)

Light Duty Vehicle

Any motor vehicle whose gross vehicle weight is 8,500 pounds or less. (**Chapter [536](#)**)

Light or Limited Duty

The temporary or permanent assignment to productive duty of an employee partially disabled from a work-related injury or illness and unable to perform their regular duties. The employee's return to work must be recommended by an appropriate medical authority and the assigned tasks must be consistent with specified physical limitations. (**Chapter [442](#)**)

Light Truck

A motor vehicle on a truck chassis whose gross vehicle weight may be up to 8,500 pounds. (**Chapter [536](#)**)

Likelihood

The probability that a given event will occur. (See **[Playbook: ERM in the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Liquidating Account

The budget account that includes all cash flows to and from the government resulting from pre-FY 1992 direct loans or loan guarantees (those originally obligated or committed before Oct. 1, 1991) except those pre-FY 1992 direct loans and loan guarantees that have been directly modified and transferred to a financing account. (OMB Circular A-11) (**Chapter [623](#)**)

Limited Career Extension (LCE)

Appointment extensions, in accordance with Section 607(b) of the Foreign Service Act, to career Senior Foreign Service employees who have reached their maximum Time-in-Class. Members of the Service serving under such limited career extensions continue to be career members of the Service. (**Chapter [422](#), [440](#)**)

Limited Rights

When the U.S. Government (USG) has limited rights in data, it may reproduce and use the data within the USG, but it may not use the data for manufacture or disclose the data to the public without permission of the contractor. (**Chapter [318](#)**)

Limited Rights Data

Data, other than computer software, that embody trade secrets or are commercial or financial and confidential or privileged, to the extent that such data pertain to items, components, or processes developed at private expense, including minor modifications. (**Chapter [318](#)**)

Liner

A vessel sailing between specified ports on a regular basis that is used for the carriage of heterogeneous marked cargoes in parcel lots. Any cargo may be carried in these vessels, including part cargoes of dry bulk items or, when carried in deep tanks, bulk liquids such as petroleum and vegetable oils. (**Chapter [314](#)**)

Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs

A list consisting of two sections, Parties Excluded From Procurement Programs and Parties Excluded from Non-Procurement Programs. The first section lists persons (individuals and entities) excluded government-wide from Federal procurement and/or sales programs because of debarment, suspension, or proposed debarment under the procedures of **[FAR 9.4](#)**. The second section lists persons (individuals and entities) excluded from certain types of Federal financial and nonfinancial assistance and benefits. (**Chapter [313](#)**)

Litigation

Legal action or process taken for full or partial debt recovery. Debt of \$2,500 or more is referred to the Department of Justice for litigation purposes. (**Chapter [625](#)**)

Living Quarters Allowance (LQA)

An allowance intended to cover the average costs of rent and utilities incurred by U.S. citizen civilian employees living in a foreign area by reason of employment with the U.S. Government. The LQA is available if U.S. Government quarters are not provided. The amount of the allowance varies by post, employee grade or rank, and size of family. (See Standardized Regulations, section 130; **[15 FAM 120](#)**; **[3 FAM 3230](#)**) (**Chapter [535](#)**)

Loan Guarantee

Any guarantee, insurance, or other pledge with respect to the payment of all or part of the principal or interest on any debt obligation of a nonfederal borrower to a nonfederal lender, but does not include the insurance of deposits, shares, or other withdrawable accounts in financial institutions. (OMB Circular No. A-11) (**Chapter [623](#)**)

Loan Guarantee Commitment

A binding agreement by a Federal agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement. (OMB Circular No. A-11) (**Chapter [623](#)**)

Loan Loss Rate

The total principal on loans written off as uncollectible during a particular reporting period, as a percentage of the average unpaid balance on outstanding loans over the same reporting period. In the context of this guidance, all loans past due one year or more must be written off as uncollectible; institutions may set stricter standards.

(**Chapter [219](#)**)

Local Capacity-Development

An investment into improving the performance of local actors—individuals, organizations, and networks—to produce jointly valued development outcomes. Effective local capacity-development strategically and intentionally supports an actor's ability to achieve its own mission, to learn, and adapt to remain relevant to changing context, and to innovate and transform to sustain development outcomes over time.

(**Chapter [220](#)**)

Local Commuting Area

The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities, in which people live and can reasonably be expected to travel to their place of employment on a daily basis. (**Chapter [418](#), [452](#)**)

Local Compensation Plan (LCP)

Each Post's official system of Foreign Service National (FSN) pay, consisting of the local salary schedule, which includes salary rates, statements and authorizing benefits payments, premium pay rates, and other pertinent aspects of the FSN employee compensation. (**Chapter [495](#)**)

Local Country

The country to which assistance is being provided. (See also host country and cooperating country.) (**Chapter [305](#)**)

Local Currency Trust Funds

Trust Funds are local currency denominated and held by USAID Missions in local bank accounts in the foreign country where the funds originated. Most commonly, Trust Funds are generated from the monetization of donated commodities, cash transfer programs and/or interest generated by the investment of the Trust Funds balances in

USAID approved investment vehicles, normally locally issued bank Certificates of Deposit. It is governed by a trust fund agreement between USAID and the host government and is managed by the Mission Controller. The agreement specifies the purposes for which the funds can be used. (**Chapter 627**)

Local Entity

Section 7077 of Public Law 112-74, the Consolidated Appropriations Act, 2012 (P.L. 112-74), as amended by Section 7028 of the Consolidated Appropriations Act, 2014 (P.L. 113-76), is titled “Local Competition Authority” and provides as follows: “Section 7077.

(a) Local Competition - Notwithstanding any other provision of law, the USAID Administrator may, with funds made available in this and prior Acts, award contracts and other acquisition instruments in which competition is limited to local entities if doing so would result in cost savings, develop local capacity, or enable the USAID Administrator to initiate a program or activity in appreciably less time than if competition were not so limited.

Provided, That the authority provided in this section may not be used to make awards in excess of \$5,000,000 and shall not exceed more than 10% of the funds made available to USAID under the Act for assistance programs.

Provided further, That such authority shall be available to support a pilot program with such funds:

Provided further, That the USAID Administrator shall consult with the Committees on Appropriations and relevant congressional committees on the results of such pilot program.

(b) For the purposes of this section, local entity means an individual, a corporation, a nonprofit organization, or another body of persons that—

(1) is legally organized under the laws of; (2) has as its principal place of business or operations in;

(3) is majority owned by individuals who are citizens or lawful permanent residents of; and

(4) managed by a governing body the majority of who are citizens or lawful permanent residents of; a country receiving assistance from funds appropriated under title III of this Act.

(c) For purposes of this section, “majority-owned’ and “-managed by” include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the

organization's managers or a majority of the organization's governing body by any means.” (**Chapter 303**)

Local Government

As defined in 5 U.S.C. 3371(2)(A) and (B):

- (1) Any political subdivision, instrumentality, or authority of a State or States; and
- (2) Any general or special purpose agency of such a political subdivision, instrumentality, or authority;

Other organization as defined in 5 U.S.C. 3371(4):

- (1) A national, regional, statewide, area wide, or metropolitan organization representing member state or local governments;
- (2) An association of state or local public officials;
- (3) A nonprofit organization which offers, as one of its principal functions, professional advisory, research, educational, or development services, or related services, to governments or universities concerned with public management; or
- (4) A federally funded research and development center. (**Chapter 437**)

Local Ownership

The commitment and ability of local actors — including the governments, civil society, the private sector, universities, individual citizens, and others — to prioritize, resource, and implement development, so that development outcomes have a greater potential to be sustained and generate lasting change without USAID assistance. (**Chapter 201, 220**)

Local System

Interconnected sets of actors—governments, civil society, the private sector, universities, individual citizens, and others—that jointly produce a particular outcome. (**Chapter 201**)

The interconnected set of actors—inclusive of individuals, organizations, and networks representing government, civil society, the private sector, universities and research institutes, and others—that jointly produce a particular humanitarian or development outcome. As a set of interconnected actors jointly produce an outcome, they are “local” to it. Thus “local” in a local system refers to all relevant actors in a partner country. Local systems may reflect or cut across sub-national, national, or regional geographies. (**Chapter 220**)

Locally Established Partner (LEP)

A U.S. or international organization that works through locally-led operations and programming models. LEPs:

- Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following:

Text highlighted in yellow indicates that the material is new or substantively revised.

- Local staff should comprise at least 50% of office personnel,
 - Maintenance of a dedicated local office,
 - Registration with the appropriate local authorities,
 - A local bank account, and
 - A portfolio of locally-implemented programs.
- Have demonstrated links to the local community, including:
 - If the organization has a governing body or board of directors, then it must include a majority of local citizens;
 - A letter of support from a local organization to attest to its work; and
 - Other criteria that an organization proposes to demonstrate its local roots. (Chapter [201](#), [303](#))

Lodging-Plus Per Diem System

A single worldwide computation system that includes two components: (1) A fixed maximum rate for commercial or other lodging as prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances); and (2) A fixed locality rate for meals and incidental expenses that requires no receipts or traveler certification. These rates are prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances). (Chapter [522](#))

Log Book

A step-by-step written record of the activities of making a motion picture/video. Separate logs are usually kept for camera and sound recording activities; and a listing, usually in chronological order, of still photographs. (Chapter [502](#))

Logic Model

A graphic or visual depiction of a theory of change, illustrating the connection between what the project will do and what it hopes to achieve. There are a wide range of logic models, including but not limited to LogFrames, causal loop diagrams, stakeholder-based models, and Results Frameworks. (Chapter [201](#))

Logical Access Controls

The means by which the ability to do something is explicitly enabled or restricted. (Chapter [545](#))

Logical Framework (LogFrame)

A type of logic model presented in a table format that provides a simplified depiction of how a project is to function in the form of a linear chain of cause and effect. It establishes the "if-then" (causal) relationships between the elements of a project: if the outputs are achieved (and the assumptions hold true), then certain outcomes (or sub-purposes) can be expected; if the outcomes are achieved (and the assumptions hold true), then the purpose can be expected. (Chapter [201](#))

Long-Term Training

Full-time training for more than 120 days. (Chapter [457](#), [458](#))

Loss Payments

Payments made by marine insurance carriers to the insured party to cover losses. (Chapter [322](#))

Lunch Break

The lunch break is in addition to the daily work requirement. For USAID/W employees, the lunch break is 45 minutes. For overseas Missions, the lunch break is established in coordination with officials at post. Lunch breaks are unpaid time. (Chapter [479](#))

M

Maintain

Collection, use, updating, sharing, disclosure, dissemination, transfer, and storage of personally identifiable information. (Chapter [508](#))

Maintenance of Records

All operations incidental to the upkeep of an organized filing system. (Chapter [502](#))

Major Application

An application that requires special attention to security due to the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to, or modification of, the information in the application. Note: All Federal applications require some level of protection. Certain applications, because of the information in them, however, require special management oversight and should be treated as major. Adequate security for other applications should be provided by security of the system in which they operate. (Source: [OMB Circular A-130](#)) (Chapter [545](#))

Major Information System

A system that is part of an investment that requires special management attention as defined in Office of Management and Budget (OMB) guidance and Agency policies, a "major automated information system" as defined in 10 U.S.C. § 2445, or a system that is part of a major acquisition as defined in the OMB Circular A-11 Capital Programming Guide consisting of information resources. (Chapter [509](#))

Major IT Investment

An investment that requires special management attention as defined in OMB guidance and Agency policies, a "major automated information system" as defined in 10 U.S.C. § 2445, or a major acquisition as defined in the OMB Circular A-11 Capital Programming Guide consisting of information resources. (Chapter [509](#))

Major Life Activities

Text highlighted in yellow indicates that the material is new or substantively revised.

Basic activities that the average person can perform with little or no difficulty. Examples of major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also involves the operation of major bodily functions, including, but not limited to functions of the immune system; normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (Chapter [110](#), [111](#))

Manageable Interest

A result is within an entity's manageable interest when there is sufficient reason to believe that its achievement can be significantly and critically influenced by interventions of that entity. (Chapter [597](#))

Management Accountability

The expectation that managers are responsible for the quality and timeliness of program performance, increasing productivity, controlling costs, mitigating adverse aspects of Agency operations, and assuring that problems are managed with integrity and in compliance with applicable law. (Chapter [596](#))

Management Control Review Committee (MCRC)

A group of senior officials at the Mission, Bureau, or Independent Office level who provide oversight and assistance to the management control program and audit management issues. (Chapter [591](#), [595](#), [596](#))

Management Decision

The evaluation of a recommendation by management and a decision upon an appropriate course of action. (Chapter [595](#))

Management Discussion and Analysis (MD&A)

In a financial audit, the narrative discussion and analysis of the financial condition and results of the operation of the reporting organization. It presents the information based on an analysis of the relevant financial and performance data of the organization's programs, activities, and funds. (Chapter [594](#))

Management Efficiency

A monetary recommendation that could result in funds being used more efficiently. The recommendation may include (a) savings from such items as reprogramming or recapture of unliquidated obligations; (b) more efficient contract negotiations; and (c) reduction or elimination of payments, costs, or expenses that would be incurred by the Agency. This term has the same meaning as "funds be put to better use." (Chapter [595](#))

Management Representation Letter

A letter prepared by an auditee's management for the auditor confirming essential oral statements made by the auditee. (Chapter [592](#))

Manager

Directs the work of an organization, is held accountable for the success of specific line or staff programs, monitors the progress of the organization toward goals and periodically makes adjustments. (Chapter [113](#), [413](#))

Managerial Controls

Security methods that focus on mechanisms that are primarily implemented by management staff. (Chapter [545](#))

Managing Organization

The organization selected to manage a designated activity. (Chapter [621](#))

Mandatory Retirement Based on Relative Performance

When two Foreign Service (FS) Promotion Boards or three Senior Foreign Service (SFS) Performance Boards in a five-year period find that a career employee has not met the standards of performance established for his or her class (Section 608, Foreign Service Act of 1980, as amended), the employee referred to a Performance Standards Board (PSB) to determine if there are extenuating circumstances that would warrant retaining the officer. If there are not, the PSB will recommend that the employee be involuntarily retired based on relative performance. (Chapter [463](#))

Mandatory Retirement for Time-in-Class (TIC)

An involuntary separation from the Senior Foreign Service or Foreign Service that may or may not make the employee eligible for an immediate annuity. Also, this is referred to as selection-out for time-in-class. (Chapter [440](#))

Mandatory Training

Training USAID designates as essential to fulfill a specific Agency requirement. Mandatory training may include training as part of a certification program, training that fulfills an organizational performance objective, or training that meets a legal requirement such as ethics or Equal Employment Opportunity (EEO) training. (Chapter [458](#))

Market Pay

A component of annual pay intended to reflect the recruitment and retention needs for the specialty or assignment of a particular USAID physician. (Chapter [465](#))

Market Research

The process of collecting and analyzing information about capabilities within the market to satisfy Agency needs. (Chapter [300](#))

Market Test

The principle that the value that people attach to any goods or services provided to them must be at least equal to the amount they are willing to pay for those goods or services. (Chapter [219](#))

Marking

Affixing the USAID Identity or other approved logos to program, project, or activity “deliverables” (for example, project signage). Marking communicates USAID’s financial and/or technical support for the provision of the deliverables. (**Chapter 320**)

The physical act of indicating on national security information the proper classification levels, the classification authority, the agency and office of origin, declassification and downgrading instructions, and special markings which limit the use of the classified information. (**Chapter 568**)

Marking Plan

A plan that USAID implementing partners provide, detailing the public communications, commodities, program materials, and other items that will visibly bear or be marked with the USAID Identity. It also requests any exceptions to marking. (**Chapter 320**)

Master Positive

A positive print made from the original negative film and used to prepare duplicate negatives. (**Chapter 502**)

Matching Agreement

The agreement establishing the terms of a matching program between USAID and another Federal or non-Federal agency. (**Chapter 508**)

Matching Program

A computerized comparison of two or more automated system of records (SOR), or an SOR with non-Federal records. (**Chapter 508**)

Material Weakness

FMFIA overall: A significant deficiency, or combination of significant deficiencies, that is significant enough to report outside of the agency, such as the Office of Management and Budget and Congress. Generally, such a weakness would a) significantly impair the organization’s ability to achieve its objectives; b) result in the use of resources in a way that is inconsistent with Agency mission; c) violate statutory or regulatory requirements; d) result in a significant lack of safeguards against waste, loss, unauthorized use, or misappropriation of funds, property, or other assets; e) impair the ability to obtain, maintain, report, and use reliable and timely information for decision making; or f) permit improper ethical conduct or a conflict of interest.

Financial reporting: A significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements, or other significant financial reports, will not be prevented or detected. Material weaknesses in internal control over financial reporting must be included in the annual FMFIA report, but separately identified. (**OMB Circular A-123**) (**Chapter 596**)

Maximum Payable Rate Rule

A special rule that allows an agency to set pay for a General Schedule employee at a rate above the rate that would be established using normal rules, based on a higher rate of pay the employee previously received in another Federal job. (**Chapter [471](#)**)

Measurement Sensitive Data

Data whose meaning or application depends substantially on some measured quantity. (**Chapter [505](#)**)

MEDEVAC Insurance

Insurance to cover the cost of medical evacuation of USAID contractors and their dependents; applicable to all U.S. citizens, U.S. permanent resident aliens, and third country nationals. Cooperating country nationals are not eligible. (**Chapter [322](#)**)

Media

A broad term that normally defines physical devices in all formats that store and communicate information. Some examples of media as they relate to computers are CD-ROMs, tapes, diskettes, disk drives, memory sticks, and others. (**Chapter [545](#)**)

Media Access Control (MAC)

A protocol that is a sublayer of the data link layer 2. The MAC sublayer provides addressing and channel access control mechanisms which enable several terminals or network nodes to communicate within a multiple access network that incorporates a shared medium, e.g., Ethernet. The hardware that implements the MAC is referred to as a medium access controller. The MAC sublayer acts as an interface between the logical link control (LLC) sublayer and the network's physical layer. The MAC layer emulates a full-duplex logical communication channel in a multi-point network. This channel may provide unicast, multicast or broadcast communication service. (**Chapter [552](#)**)

Median

The middle value in a distribution. As applied for example to the loan portfolio of a microfinance institution, calculated by arranging its loans from smallest to largest and observing the value of the loan in the middle of that distribution. (**Chapter [219](#)**)

Medical Clearance

Form DS-823 issued by the Medical Director of the Department of State to report that the medical examination of an individual has been completed and the individual has been found either medically cleared with or without limitations (16 FAM 100) or not cleared for service abroad. It also may report that the final evaluation is pending further examination or treatment or that the previous clearance is annulled. (**Chapter [436](#)**)

Medical Emergency

A medical condition of an employee or a family member of such employee that is likely to require the employee's prolonged absence from duty and to result in a substantial

loss of income to the employee because of the unavailability of paid leave. (**Chapter 482**)

Medium (media)

The physical form of recorded information; includes paper, film, disk, magnetic tape and other materials on which information can be recorded. (**Chapter 502**)

Memorandum of Agreement (MOA)

Documents outlining the cooperative terms, responsibilities, and often funding of two entities to work in partnership on certain listed projects. The agreed responsibilities of the partners will be listed and the benefits of each party will be listed. (**Chapter 545, 552**)

Memorandum of Understanding (MOU)

A document that sets forth a set of intentions between participants. MOUs are generally designed as non-binding instruments and establish political (not legal) commitments. (**Chapter 201, 545, 552**)

Merchant

Usually referred to as a vendor, a merchant supplies the products and services for sale to purchase cardholders. A merchant may be another government agency or organization, a required source, or a retail supplier. (**Chapter 331**)

Merchant Category Code (MCC)

A four-digit code used to identify the type of business a merchant conducts, *e.g.*, office supplies, restaurants, and professional services. The merchant selects its MCC with its bank. The allowable codes encoded on the purchase card restrict the types of merchants from whom cardholder may make purchases. (**Chapter 331**)

Merit System Principles

The nine principles codified in 5 U.S.C. 2301, by which Federal personnel management is to be implemented. The merit system principles provide supervisory guidance on managing human resources (HR). These principles are foundational to the Federal human capital management system and ensure that selections for Federal jobs are fair, open, competitive, and free of political coercion or illegal discrimination. (**Chapter 401**)

Meritorious Service Award

Presidential award for sustained superior accomplishment which carries a payment of up to \$10,000. (**Chapter 422**)

Message Reference Number (MRN)

The official reference number assigned by the Communications Center to telegrams. It appears following the classification beneath the last addressee and consists of the originator's name and organization (not abbreviated), followed by a multi-digit number (*i.e.*, STATE 123456; BONN 3597). (**Chapter 549**)

Metric Executive

Text highlighted in yellow indicates that the material is new or substantively revised.

USAID's Metric Executive is the individual designated to assume the responsibilities and perform the activities prescribed for this role in E.O. 12770 and in [ADS 323](#). In his/her absence, the designated Alternate Metric Executive assumes this role. The individuals designated for these roles are identified in Section 323.2. (**Chapter [323](#)**)

Metric System

The International System of Units (SI), as interpreted or modified for use in the United States by the Secretary of Commerce. It is currently issued by the General Services Administration as Federal Standard 376B, dated January 27, 1993. (**Chapter [323](#)**)

Metrics

Standards of measurement that provide a basis for comparison, strategic human capital management requires a reliable and valid set of metrics that provide an accurate baseline against which progress can be assessed. (**Chapter [401](#)**)

Microenterprise

A very small enterprise owned and operated by poor people, usually in the informal sector. For USAID program purposes, the term is restricted to enterprises with 10 or fewer workers, including the microentrepreneur and any unpaid family workers. (**Chapter [219](#)**)

Microenterprise Development

Any activity undertaken by donors, host-country governments, or non-government organizations to improve the lives of poor people by encouraging the formation of microenterprises and/or the improved performance of existing microenterprises. Also, the overall process of improvement in the performance of microenterprises. (**Chapter [219](#)**)

Microentrepreneur

The owner-operator of a microenterprise. (**Chapter [219](#)**)

Microfinance

The provision of financial services adapted to the needs of low income people such as microentrepreneurs, especially the provision of small loans, the acceptance of small savings deposits, and simple payments services needed by microentrepreneurs and other poor people. (**Chapter [219](#)**)

Microfinance Development

A subset of microenterprise development efforts, focusing on extending and strengthening microentrepreneurs' and other poor people's access to appropriate financial services. (**Chapter [219](#)**)

Microfinance Institution Organization

An organization whose activities consist wholly or in significant part of the provision of financial services to microentrepreneurs. Abbreviated MFI or MFO. (**Chapter [219](#)**)

Microorganisms

Microorganisms are microscopic entities capable of carrying on living processes. Types of microorganisms include bacteria, fungi, protozoa, and viruses. (Chapter [211](#))

Micro-Purchase

An acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold, as specified in FAR 2.101. (Chapter [331](#))

Mid-Cycle Review

A mandatory progress review to be held by the Rating Official and employee at the mid-point in the appraisal period. (Chapter [461](#), [462](#))

Mid-Tour Transfer

The transfer of a Foreign Service (FS) employee from one post to another or to the United States prior to completion of a full tour of duty. A mid-tour transfer occurs when an employee does not complete 24 months at post. (Chapter [436](#))

Minimal Additional Expense

Minimal additional expense means that employee's personal use of government office equipment is limited to those situations where the government is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the government, or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include making a few photocopies, using a computer printer to printout a few pages of material, making occasional brief personal phone calls (within Agency policy and 41 CFR 101-35.201), infrequently sending personal email messages, or limited use of the Internet for personal reasons. (Chapter [541](#))

Minimally Successful Performance

Work performance meets some, but not all, established Performance Elements and Performance Standards. (Chapter [462](#))

Minimize

A telegram control procedure imposed during emergency conditions (*i.e.*, local civil disorders; communications circuit failures; natural disasters) to reduce the volume of traffic not related to the emergency and to avoid overloading the communications facilities and personnel capabilities of the department and the affected post(s). A current list of posts that are on "MINIMIZE" is maintained at the Communications Center. To find out what is on "MINIMIZE", call (202) 712-5981. (Chapter [549](#))

Minimum Appraisal Period

The minimum performance period that must be completed before a performance rating can be given. (Chapter [425](#), [461](#), [462](#))

Minimum Retirement Age

The earliest age an employee covered under a retirement system may retire. (**Chapter 494**)

Minor Donor

USAID is a minor donor to a multi-donor project when USAID does not control the planning or design of the multi-donor project and either: (1) USAID's total contribution to the project is both less than \$1,000,000 and less than 25 percent of the estimated project cost, or (2) USAID's total contribution is more than \$1,000,000 but less than 25 percent of the estimated project cost and the environmental procedures of the donor in control of the planning or design of the project are followed, but only if the USAID Environmental Coordinator determines that such procedures are adequate. (22 CFR 216.1(c)(12)) (**Chapter 204**)

Minority-Owned Bank

A bank that is owned at least 50 percent by minority group members. (**Chapter 636**)

Miscellaneous Obligation

A miscellaneous obligation (MO) occurs when USAID acquires goods and services of a recurring or continuing nature, such as communication services, public utilities, rent, or procures goods and services primarily on an over-the-counter cash basis. It also occurs for costs such as interest penalty payments, taxis, dispatch agent obligations, interpreter services, training services from another government agency, or for other unanticipated needs. (**Chapter 621**)

Misconduct

Willfully improper behavior of an employee, including (but not limited to) attendance problems, *e.g.*, absence without official leave (AWOL), excessive tardiness, and improper use of sick or home leave. (**Chapter 450**)

Missing Status

An employee who is in active service and is officially determined to be absent in a status of:

- a. Missing;
- b. Missing in action;
- c. Interned in a foreign country;
- d. Captured, beleaguered, or besieged by a hostile force; or
- e. Detained in a foreign country against his or her will.

This does not include the status of an employee for a period during which the employee is officially determined to be absent from duty post without permission. (**Chapter 478**)

Mission

The USAID Mission or representative in a cooperating country. (Chapter [103](#))

Mission Armored Vehicle

An armored vehicle purchased for the purpose of transporting USAID personnel. (Chapter [563](#))

Mission-Critical Duties

Job position functions that are identified as critical to the performance of the mission. (Chapter [405](#))

Mission Critical Occupations

Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed. (Chapter [471](#))

Mission-Critical System

As defined in Public Law 106-398, any telecommunications or information system used or operated by a Department or Agency, or by a contractor of a Department or Agency, or other organization on behalf of a Department or Agency, that:

- a. Is defined as a “national-security” system under Section 5142 of the Clinger-Cohen Act of 1996 (40 U.S.C. 1452);
- b. Is protected at all times by procedures established for information that has been specifically authorized under criteria established by an Executive Order or an Act of Congress to be classified in the interest of national defense or foreign policy; or
- c. Processes any information the loss, misuse, disclosure, or unauthorized access to or modification of, would have a debilitating impact on the mission of an Agency. (Chapter [509](#))

Mission Essential Functions (MEFs)

The limited set of organization-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. (Chapter [531](#))

Mission Resource Request (MRR) (previously MSRP)

A country-specific document prepared by a field Operating Unit under the guidance of the U.S. Ambassador, focused on resources required to implement the strategies outlined in Bureau- and country-level multi-year strategies that does not duplicate the strategy components previously included in the MSRP. (Chapter [201](#))

Mission Statement

A written formal statement of the Agency’s core purpose and overarching vision. (Chapter [200](#))

Misuse

Use of the purchase card for other than the official government purpose for which it is intended. (**Chapter 331**)

Mixed Financial System

An information system that supports both financial and nonfinancial functions. (**OMB Circular A-127**) (**Chapter 620**)

Mobile Computing Device (MCD)

A small, handheld computing device, typically having a display screen with touch input or a miniature keyboard and weighing less than two pounds (0.91 kg). (**Chapter 545**)

Mobilization Payment

Payments provided to a construction contractor or a supplier of specially constructed equipment to assist in meeting extraordinary start-up costs incurred to promptly perform under the contract (e.g., purchase of specialized equipment and shipment to the host country). The contractor is permitted to receive limited mobilization payments after expenditures are incurred for purchase of equipment, materials, etc., rather than having to wait for progress payments. (**Chapter 636**)

Modal Rating

The summary rating level assigned most frequently among the actual ratings of record. These ratings must be assigned under the summary level pattern that applies to the employee's position of record at the time of the reduction in force (RIF); they must be given within the same competitive area, or at the option of the Agency, within a larger subdivision of the Agency or Agency-wide; and they must be on record for the most recently completed appraisal period prior to the issuance of the RIF notices or the cutoff date after which no new ratings will be put on the record established by the Agency prior to issuance of RIF notices. (**Chapter 452**)

Modification

A Federal Government action, including new legislation or administrative action, that directly or indirectly alters the estimated subsidy cost and the present value of outstanding direct loans (or direct loan obligations), or the liability of loan guarantees (or loan guarantee commitments). Direct modifications are such actions that change the subsidy cost by altering the terms of existing contracts, selling loan assets, and purchasing loans under guarantee from a private lender. Indirect modifications change the subsidy cost by legislation that alters the way in which an outstanding portfolio of direct loans or loan guarantees is administered. (According to OMB Circular A-11, the term modification does not include a government action that is assumed in the baseline cost estimate, as long as the assumption is documented and has been approved by Office of Management and Budget (OMB). For example, modification does not include routine administrative workouts of troubled loans or loans in imminent default, and the borrower's or the government's exercise of an option that is permitted within the terms

of an existing contract, such as prepaying the loan. OMB Circular A-11, sec. 85.3 (n) July 1999) (**Chapter [623](#)**)

Modification Adjustment Transfer

A non-expenditure transfer from a financing account to the Treasury, or vice versa, to offset the difference between the cost of modification of direct loans (or loan guarantees) and the change in the book value of direct loans (or loan guarantee liabilities). (OMB Circular A-11) (**Chapter [623](#)**)

Monitoring

The ongoing and systematic tracking of data or information relevant to USAID's policies, operations, programs, strategies, projects, and activities. Relevant data and informational needs are identified during planning and design and can include output and outcome measures directly attributable to or affected by USAID-funded interventions, as well as measures of the operating context and programmatic assumptions. (**Chapter [201](#), [220](#)**)

Monitoring, Evaluation, and Learning (MEL) Plan

A plan for monitoring, evaluating, and learning typically focused on the activity level. It is distinct from Mission-wide Performance-Management Plans (PMP). (**Chapter [201](#)**)

Monthly Purchase Limit

The total dollar amount a purchase cardholder may spend monthly using his or her purchase card. (**Chapter [331](#)**)

Mortgage

The difference between the total authorized level of funding and the cumulative total amount of funds obligated to a particular activity. (**Chapter [201](#)**)

A claim on future resources (which have been authorized in the joint Operating Unit's (OUs) approved Operational Plan (OP)); the difference between the total authorized level of funding and the cumulative total amount of funds obligated to a particular activity. (**Chapter [602](#)**)

Most Efficient Organization (MEO)

The staffing plan of the agency tender developed to represent the agency's most efficient and cost-effective organization. An MEO is required for a standard competition and may include a mix of government personnel and MEO subcontracts. (**Chapter [104](#)**)

Motor Vehicle

Any vehicle powered by liquid fuel (such as gasoline or diesel fuel), an alternative fuel (such as ethanol, methanol, or natural gas) or electrical energy that is designed to operate on highways carrying passengers or cargo. (**Chapter [536](#)**)

Motor Vehicles

Self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles and utility

Text highlighted in yellow indicates that the material is new or substantively revised.

vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-highway trucks. (Chapter [312](#))

Moving Average

An inventory costing method used in conjunction with a perpetual inventory system. A weighted average cost per unit is recomputed after every purchase. (Source: SFFAS 3) (Chapter [629](#))

Multi-Donor Trust Funds

Pooled funding arrangement where USAID is one of multiple donors contributing to a “trust” (or “trust fund”, or “fund in trust”) in which an entity (Public International Organization or other donor) serves as a trustee, and title in the funds passes to a PIO or other donor as a recipient. (Chapter [308](#))

Multi-Function Device (MFD)

A single device that has the capability to perform multiple functions such as voice and video/photo recording, infrared (IR), and video/photo or text storage and wireless transmissions. (Chapter [552](#))

Multilateral Organization

An organization or alliance formed between multiple nations and/or organizations to work on issues that relate to all members of the organization or alliance (e.g., the World Health Organization; Gavi, the Vaccine Alliance; Education Cannot Wait; World Bank). (Chapter [580](#))

Multilateral Policy Documents

Documents circulated for clearance through U.S. Government departments and agencies, which include, but are not limited to, talking points, policy language, resolutions, reports, letters, briefers, speeches, background papers, Diplomatic Notes, and cables. (Chapter [503](#))

Multimedia Messaging Service (MMS)

A standard way to send messages that include multimedia content to and from mobile phones. It extends the core SMS capability that allows exchange of text messages only up to 160 characters in length. (Chapter [545](#))

Multiple-Year Appropriation

An appropriation that is available for obligation for a definite period of time in excess of one fiscal year. (Chapter [603](#), [634](#))

Multisector-Program Assistance

Multisector-program assistance includes support for projects that straddle several sectors and covers only those actions that cannot be identified with a specific sector. (Chapter [221](#))

Multi-Track Processing

A system that divides incoming Freedom of Information Act (FOIA) requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are ordinarily processed on a first in/first out basis. (Chapter [507](#))

Multi-Year Strategy and Program Management Plan (MYSPMP)

A plan that guides the development of the continuity program over a set number of years via a process that ensures the maintenance and continued viability of continuity plans. (Chapter [531](#))

N

NARA Electronic Records Archive (ERA)

NARA's new system that allows Federal agencies to perform critical records management transactions with NARA online. Agency records management staff will use ERA to draft new records retention schedules for records in any format, officially submit those schedules for approval by NARA, request the transfer of records in any format to the National Archives for accessioning or pre-accessioning, and submit electronic records for storage in the ERA electronic records repository. (Chapter [502](#))

National Archives and Records Administration (NARA)

The Federal organization responsible for providing records management guidance and for appraising, accessing, preserving and making available permanent records. (Chapter [502](#), [540](#), [545](#))

National Communications System (NCS)

A system governed by Executive Order 12472 and comprised of the telecommunications assets of 24 organizations. Department of Homeland Security (DHS) serves as the Executive Agent for the NCS, which is responsible for assisting the President, the National Security Council, the Director of Office of Science and Technology Policy, and the Director of OMB in (1) the exercise of telecommunications functions and their associated responsibilities and (2) the coordination of planning for providing the Federal Government, under all circumstances (including crises and emergencies, attacks, and recovery and reconstitution from those events), with the requisite national security and emergency preparedness communications resources. (Chapter [531](#))

National Capital Region (NCR)

The National Capital Region (NCR), headquartered in Washington, DC, administers the National Mall and monumental core parks that were established the same time the Nation's Capital was founded in 1792. These oldest national park areas, along with dozens of historic sites, natural areas and Civil War battlefields comprise today's National Capital Region of the National Park Service. (Chapter [552](#))

National Continuity Policy Implementation Plan (NCPIP)

Provides guidance for the Federal executive branch and Non-Federal Governments (NFGs) in coordinating capabilities to prevent, protect against, respond to, and recover from all-hazards in a way that balances risk with resources and includes exercises, assessments, and reporting requirements. (Chapter [531](#))

National Essential Functions (NEFs)

The eight functions that are necessary to lead and sustain the nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations (COOP) and continuity of government (COG) capabilities, including:

- a. Ensuring the continued functioning of our form of government under the Constitution, including the functioning of the three separate branches of government;
- b. Providing leadership visible to the nation and the world and maintaining the trust and confidence of the American people;
- c. Defending the Constitution of the United States against all enemies, foreign and domestic, and preventing or interdicting attacks against the United States or its people, property, or interests;
- d. Maintaining and fostering effective relationships with foreign nations;
- e. Protecting against threats to the homeland and bringing to justice perpetrators of crimes or attacks against the United States or its people, property, or interests;
- f. Providing rapid and effective response to and recovery from the domestic consequences of an attack or other incident;
- g. Protecting and stabilizing the Nation's economy and ensuring public confidence in its financial systems; and
- h. Providing for critical Federal Government services that address the national health, safety, and welfare needs of the United States. (Chapter [531](#))

National Exercise Program

The nation's overarching exercise program executed by Federal interagency partners. All interagency partners have adopted Homeland Security Exercise and Evaluation Program (HSEEP) as the methodology for all exercises that will be conducted as part of the program. (Chapter [531](#))

National Foreign Affairs Training Center (NFATC)

The physical site of the Foreign Service Institute operated by the Department of State. (Chapter [438](#))

National Institute of Standards and Technology (NIST)

A non-regulatory Federal agency within the U.S. Department of Commerce. The NIST mission is to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life. (Chapter [545](#), [552](#))

National Security Agency (NSA)

A cryptologic intelligence agency of the United States Department of Defense responsible for the collection and analysis of foreign communications and foreign signals intelligence, as well as protecting U.S. Government communications and information systems. This involves information security and cryptanalysis/cryptography. (Chapter [545](#), [552](#))

National Security Information (NSI)

Information which, if disclosed to unauthorized entities or personnel, has potential to, and could reasonably be expected to cause damage to the national security. (Chapter [552](#))

National Security Information (NSI) System

NSI is classified information. An NSI system is any system (*i.e.*, network, end point, server, etc.) that is used to handle or process NSI information. Associated workspaces are areas where NSI exists. (Chapter [545](#))

National Security Position

Any position which requires the incumbent to have access to classified information. National security positions require the submission of an SF-86 form. (Chapter [566](#))

National Security Presidential Directive (NSPD)

Emphasizes the importance of a comprehensive national program involving all government levels and the private sector for integrated and scalable continuity planning. Prescribes continuity requirements for all executive departments and agencies, and provides continuity guidance for the states, territories, tribal and local governments, and private sector organizations. (Chapter [531](#))

National Security Strategy (NSS)

An overarching U.S. Government policy document that covers the national-security principles that underlie U.S. foreign policy. As published in December 2017, its main themes include promoting the security of the United States, its citizens, and U.S. allies and partners; a strong and growing U.S. economy in an open international economic system that promotes opportunity and prosperity; respect for universal values at home and around the world; and an international order advanced by U.S. leadership. Objectives of development assistance are central to the document, which was prepared by the National Security Council. (Chapter [201](#))

Nationality

For purposes of USAID's procurement rules, nationality refers to the place of

incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services. (Chapter [310](#))

Need to Know

A determination made by a possessor of classified information that a prospective recipient, in the interest of national security, has a requirement for access to, knowledge, or possession of the classified information in order to perform official duties. The determination is not made solely by virtue of an individual's office, position, or security clearance level. (Chapter [545](#), [566](#), [567](#), [568](#), [569](#), [573](#))

Negative Film

Film in which the dark portions of the original image appear light and the light portions dark. Used as the master copy from which positive copies can be made. (Chapter [502](#))

Negligence

Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of government property. Gross negligence is failure or omission on the part of the responsible employee(s) of a greater degree than simple negligence and deemed to be misconduct or willful, wanton, or reckless disregard for government property resulting in loss, damage, or destruction. (Chapter [518](#))

Net Conference Expenses

Total conference expenses excluding any fees or revenue received by the Agency through the conference and costs to ensure the safety of attending governmental officials. (Chapter [580](#))

Network

An assembly of member terminals, control facilities, and intercommunication facilities that can establish and maintain a communications link between any two of the member terminals. (Chapter [564](#))

A group of computers and associated devices connected by communications facilities (both hardware and software) to share information and peripheral devices, such as printers and modems. (Chapter [545](#))

Network Access Control (NAC)

An approach to computer network security that attempts to unify endpoint security technology (such as antivirus, host intrusion prevention, and vulnerability assessment), user or system authentication, and network security enforcement. (Chapter [545](#))

New Appointees

Includes not only individuals when first appointed to government service but also individuals appointed after a break in service except that employees separated as a result of reduction in force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service. (6 FAM-111.3) (**Chapter [467](#)**)

News Summaries

News items from major newspapers and wire services related to foreign affairs and USAID. (**Chapter [560](#)**)

NIACT/Immediate

The marking for outgoing telegrams that are to be delivered immediately - any day or night. (**Chapter [549](#)**)

No Management Decision

A management decision has not yet been made regarding an audit recommendation. (**Chapter [595](#)**)

Non-Career Appointee

An employee hired for a limited appointment, not to exceed five years, that is not intended to lead to a full career with the Agency. (**Chapter [414](#), [415](#)**)

Non-Career Candidate

Appointments are appropriate when the knowledge skills required for a particular program or project in AID Foreign Service cannot reasonably be provided by career employees. Appointments are limited to short-term, specific operational needs overseas, and may be of variable duration as established at the time of appointment not to exceed five years. (**Chapter [412](#)**)

Nonconformance

Instances in which financial management systems do not substantially conform to established financial systems requirements. Financial management systems include both financial and financial-related (mixed) systems. (**[FMFIA Section A](#), [OMB Circular A-123](#)**) (**Chapter [596](#)**)

Non-Critical Element

A performance element that, while sufficiently important to be documented on the Annual Evaluation Form (AEF), would not result in an “Unacceptable” summary rating for the annual rating cycle if performance on this element were unacceptable. (**Chapter [462](#)**)

Non-Disclosure Agreement (NDA)

A legal contract between two parties which outlines confidential materials the parties wish to share with one another for certain purposes but wish to restrict from generalized use. (**Chapter [545](#), [552](#)**)

Non-Discretionary Advisory Committee

An advisory committee mandated by presidential directive or statute. (**Chapter [105](#)**)

Nonexpendable Personal Property

Property such as furniture, office machines, information technology (IT) equipment, and communications equipment that: (1) is complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with an anticipated useful life of over two years. (**Chapter [518](#), [629](#)**)

Non-Federal Auditor

A Certified Public Accountant (CPA) (or equivalent) operating as a sole practitioner or a CPA (or equivalent) firm. (**Chapter [591](#)**)

Non-Federal Entity

A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient. (**Chapter [304](#)**)

Non-Financial Assistance

In the context of microenterprise development, any effort undertaken to improve the performance of individual microenterprises or of microenterprises as a group other than through microfinance. Includes, but is not restricted to training of individual microentrepreneurs; efforts to link microenterprises with suppliers or markets for their output; the development and extension of technologies for use by microentrepreneurs; and lobbying efforts for improvements in policies and/or institutions affecting microenterprises. (**Chapter [219](#)**)

Non-Financial System

An information system that supports nonfinancial functions or components. Any financial data included in the system are insignificant to Agency financial management and/or not required for the preparation of financial statements. (**[OMB Circular A-127](#)**) (**Chapter [620](#)**)

Non-Government Training

Training that is provided by or through a private facility which is not owned or run by the government. (**Chapter [458](#)**)

Non-Governmental Organization (NGO)

Any non-governmental organization or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract. (**Chapter [103](#), [206](#)**)

Non-Monetary Award

Non-monetary awards include medals, certificates, plaques, citations, badges, or other similar items that have an award or honor connotation. (**Chapter [491](#)**)

Non-Permissive Environment (NPE)

An environment or context (at the national and/or sub-national level) characterized by uncertainty, instability, inaccessibility and/or insecurity, and in which USAID's ability to safely and effectively operate is constrained. Factors that may contribute to a "non-permissive" environment include:

- Armed conflict to which the U.S. is a party or not a party;
- Limited physical access due to distance, disaster, geography, or non-presence;
- Restricted political space due to repression of political activity and expression; and/or
- Uncontrolled criminality, including corruption. (**Chapter [201](#)**)

Non-Presence Country

A country where USAID does not have a Mission or Representative Office. (**Chapter [252](#), [310](#)**)

Non-Profit Organization

Any organization, association, or entity which falls under the provisions of [26 USC § 501\(c\)](#). (**Chapter [109](#), [591](#)**)

Non-Record

U.S. Government-owned informational materials excluded from legal definition of records; documentation/correspondence that does not document USAID's policies, procedures, practices or operations. Includes extra copies of documents kept only for convenience or reference, stocks of publications of processed documents, and library or museum materials intended solely for reference or exhibition. (**Chapter [158](#), [502](#)**)

Non-Reimbursable Detail

Temporary loan of an employee from one Agency or body to another when employee's salary or benefits are not paid by the borrowing entity. (**Chapter [432](#)**)

Non-Required Evaluation

An evaluation whose completion does not fulfill an evaluation requirement. Missions may conduct non-required evaluations for learning or management purposes, at any point in implementation of activities, projects, or programs. As evaluations, they still must meet all procedural, reporting, and quality standards stipulated in ADS Chapter 201. Non-required evaluations may be impact or performance, internal, or external. (**Chapter [201](#)**)

Non-Returnee

An Exchange Visitor who has remained in the U.S. after the conclusion of his or her program. Non-Returnees may include individuals who have remained in the U.S. and

have applied for a waiver of the two-year home residency requirement. They may also include “no-shows” and individuals who fail to appear for their Exchange Visitor Program. A non-returnee may also be an individual who departs the United States but does not return to their home country. (**Chapter [252](#)**)

Non-Sensitive Position

Any position in USAID that does not fall within the definition of a sensitive position (special-sensitive position, critical-sensitive position, or noncritical-sensitive position). (**Chapter [566](#)**)

Non-Temporary Storage/Continuous Storage

Allowable expenses for continuous storage of household goods belonging to Agency employees. (**Chapter [523](#)**)

Non-U.S. Organization

A foreign organization as defined in 2 CFR 200.47. (**Chapter [303](#)**)

No-Pay Voucher

Vouchers that do not require a payment to be made. A travel voucher where the payee’s expenses are offset by a liquidating entry to the travel advance account is an example of a no-pay voucher. (**Chapter [630](#)**)

Nordic Plus Group (NPG)

A network of Bilateral Donors including Norway, Sweden, Finland, Denmark, the Netherlands, the United Kingdom, and Ireland. The Norwegian Ministry of Foreign Affairs acts as coordinator of the Nordic Plus Delegated Cooperation Initiative. The NPG Plus Group is not established as an international organization. See www.norad.no/en. (**Chapter [351](#)**)

Not Sustained Amount

The amount of a proposed management efficiency audit recommendation that is not agreeable to USAID. (**Chapter [595](#)**)

Notice

Non-rulemaking documents that are applicable to the general public and named parties. These include notices of public meetings, information collections and other announcements of public interest. (**Chapter [516](#)**)

Notice of Proposed Rulemaking

The document an agency issues and publishes in the Federal Register (FR) that describes and solicits comments on a proposed regulatory action. (**Chapter [516](#)**)

Notice Period

The initial period stipulated in the original notice issued to employees which tells the period of time that they will be carried on the rolls of the Agency prior to their separation or furlough. (**Chapter [453](#)**)

Notification Letter

A letter from the Government Accountability Office (GAO) that announces a new review. The letter normally includes a brief description of the review intent and scope, the Congressional origin, GAO contact information, the job code, and fieldwork destinations if known. (Chapter [593](#))

Notify

The act by which the U.S. Embassy gives formal notice to the host government that the named individual is part of the U.S. Government presence in that country and that the individual has specific listed privileges and immunities. (Chapter [155](#))

Notwithstanding Clause

The exclusionary clause in the International Disaster Assistance (IDA) legislation which allows USAID to use IDA funds for disaster relief, rehabilitations and reconstruction notwithstanding any other provision of law. This clause permits USAID to use expedited processes in the provision of assistance to disaster victims. (See Supplementary References, FAA, Chapter 9, Section 491). (Chapter [251](#))

No Year Appropriation

An appropriation that is available for obligation for an indefinite period of time. A no year appropriation is usually identified by appropriation language such as “to remain available until expended” or “without fiscal year limitation.” (Chapter [603](#), [634](#))

NSDD-38 (National Security Decision Directive 38)

Ambassadorial approval for all Foreign Affairs Agency positions overseas. (Chapter [456](#))

O

Objective

One of the seven criteria for selecting a quality metric; a metric is objective if it is unambiguous about what is being measured and which data are being collected. (Chapter [597](#))

Objectivity

Involves two distinct elements; presentation and substance.

- 1) "Objectivity" includes whether disseminated information is being presented in an accurate, clear, complete, and unbiased manner. This involves whether the information is presented within a proper context. Sometimes, in disseminating certain types of information to the public, other information must also be disseminated in order to ensure an accurate, clear, complete, and unbiased presentation. Also, the agency needs to identify the sources of the disseminated information (to the extent possible, consistent with confidentiality protections)

Text highlighted in yellow indicates that the material is new or substantively revised.

and, in a scientific or statistical context, the supporting data and models, so that the public can assess for itself whether there may be some reason to question the objectivity of the sources. Where appropriate, supporting data should have full, accurate, transparent documentation, and error sources affecting data quality should be identified and disclosed to users.

- 2) In addition, "objectivity" involves a focus on ensuring accurate, reliable, and unbiased information. In a scientific or statistical context, the original or supporting data must be generated, and the analytical results must be developed, using sound statistical and research methods.
 - a. If the results have been subject to formal, independent, external peer review, the information can generally be considered of acceptable objectivity.
 - b. In those situations involving influential scientific or statistical information, the results must be capable of being substantially reproduced if the original or supporting data are independently analyzed using the same models. Reproducibility does not mean that the original or supporting data have to be capable of being replicated through new experiments, samples, or tests.
 - c. Making the data and models publicly available will assist in determining whether analytical results are capable of being substantially reproduced. However, these guidelines do not alter the otherwise applicable standards and procedures for determining when and how information is disclosed. Thus, the objectivity standard does not override other compelling interests, such as privacy, trade secret, and other confidentiality protections. (Chapter [578](#))

Obligated balance

Represents net unpaid obligations that will result in budget outlays of the account being reported, *i.e.*, the total amount of unliquidated obligations of an appropriation or fund account less the amount collectible as repayments from other Federal agencies that will be credited to that account. Offsetting collections that will be credited to a receipt account are excluded from the computation of net unpaid obligations. Receivables from the public, loans, and other long-term receivables, amounts due at some future date under credit sales, and deferred charges are not deducted in computing the net unpaid obligations. (Chapter [621](#))

Obligating Official

USAID officials with the delegated authority to sign obligating documents, including, but not limited to, the authority to negotiate, execute, amend, deobligate, manage close-out activities, maintain obligation files, record obligations in the Global Acquisition and Assistance System (GLAAS), and administer agreements or awards that obligate USAID funds. An Obligating Official may be a Contracting/Agreement Officer,

Executive Officer, Assistant Administrator, Deputy Assistant Administrator, Mission Director, or other Agency official. (Chapter [201](#), [603](#), [621](#), [631](#), [634](#))

Obligation

A term of appropriations law that means some action that creates a definite commitment, which creates a legal liability of the government for the payment of funds for specific goods or services ordered or received. (Chapter [201](#), [603](#), [621](#))

Obligation Manager

An individual responsible for managing a specific obligation. The obligation manager may be the contracting officer's representative, agreement officer's representative, activity manager, assistance objective team leader, executive officer, or other Agency official. (Chapter [603](#), [621](#), [631](#), [634](#))

Obligation Recorder

The individual in a Bureau/Independent Office designated to record the obligation in Acquisition and Assistance (A&A) on behalf of a Bureau/Independent Office Assistant Administrator or Deputy Assistant Administrator. (Chapter [621](#))

Occupancy Agreement (OA)

A written agreement that describes the financial terms and conditions under which General Services Administration (GSA) assigns, and a tenant occupies, GSA-controlled space. (Chapter [517](#))

Occupant

Any person who is permanently or regularly assigned to the government facility and displays the required identification badge or pass for access. (Chapter [524](#))

Occupant Emergency Organization (OEO)

A group of employees within the agency designated to undertake certain responsibilities and perform certain tasks outlined in the Occupant Emergency Program. (Chapter [524](#))

Occupant Emergency Plan (OEP)

A short-term emergency response plan, which establishes procedures for evacuating buildings or sheltering-in-place to safeguard lives and property. Common scenarios that would lead to the activation of this plan include inclement weather, fire, localized power outages, and localized telecommunications outages. These types of events are generally short-term in nature. (Chapter [531](#))

Occupational Disease or Illness

A condition produced in the work environment over a period longer than one workday or shift by such factors as systemic infection; repeated stress or strain, or exposure to hazardous elements such as, but not limited to, toxins, poisons, fumes, noise, particulate or radiation, or other continuing conditions of the work environment. (Chapter [442](#))

Office

An organizational unit below Bureau level, the head of which reports directly to the Bureau Assistant Administrator (AA). An Office is a level 2 organization. An Office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. Generally, Offices contain three or more related sub organizational units. (**Chapter [102](#), [103](#), [504](#)**)

Office of Foreign Disaster Assistance (OFDA)

An organizational unit within USAID that directs and coordinates international United States Government disaster assistance. (**Chapter [545](#)**)

Office of Government Ethics (OGE)

The agency that provides overall direction, oversight, and accountability of Executive Branch policies designed to prevent and resolve conflicts of interest. OGE is also charged with promoting high ethical standards for Executive Branch employees. (**Chapter [109](#)**)

Office of Personnel Management (OPM)

A U.S. Government agency that recruits, retains, and honors a workforce to serve the American people. (**Chapter [545](#)**)

Office of Small Disadvantaged Business Utilization - Point of Contact (POC)

A qualified staff member in the OSDBU office who is assigned to support a designated B/IO or Mission including small business and subcontracting review duties in accordance with (FAR 19.201(C)(8)). (**Chapter [321](#)**)

Official Agency Information

For the purposes of this chapter, official Agency information is narrative, graphics, multimedia, or other information that seeks to provide an understanding of Agency goals, objectives, results, operations, or organization above the project-specific level and/or speaks authoritatively on behalf of the Agency or the United States Government. (**Chapter [557](#)**)

Official Development Assistance (ODA)

Grants or loans to countries and territories on Part I of the Development Assistance Committee List of Aid Recipients (developing countries) that are undertaken by the official sector, with the promotion of economic development and welfare as the main objective, and at concessional financial terms (if a loan has a grant element of at least 25 percent). (**Chapter [221](#)**)

Official Duty Station

The official duty station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

- a. The corporate limits of the city or town where stationed; or

- b. If not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed. (**Chapter 522**)

Official File Copy

The official file copy of an outgoing letter or memorandum is the Agency record that bears the name and signature or initials of the drafting, clearing, and signing officials. (**Chapter 503**)

Official Parking

Parking spaces reserved for government-owned or government-leased vehicles. (**Chapter 514**)

Official Position

The actual position/position description to which an employee is assigned in the Agency. (**Chapter 452**)

Official Rest Stop

An official rest stop is defined as a U.S. Government-funded rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. Full per diem (lodging, meals, and incidental expenses (M&IE)) at the official rest-stop location rate is authorized in these circumstances. (See 14 FAM 584.4 and 14 FAM 567.2-4, subparagraph b(7)(e) for official rest-stop authorization criteria.) (**Chapter 522**)

Official Use

An executive agency employee may use a motor vehicle owned or leased by the government to perform the agency's missions, as authorized by the agency head or designee. Official use is for purposes that are directly related to the conduct of U.S. Government business. Official use excludes using such a vehicle for personal purposes, comfort, or benefit. (**Chapter 536**)

Official Worksite

For purposes of pay and travel, the official worksite is the location of the employee's main reporting office, as long as the employee is regularly scheduled to report physically at least twice each pay period on a regular and recurring basis. Otherwise, the official worksite is the location of the telework site (for example, the location of the employee's home or other alternative worksite). (**Chapter 405**)

One Period of Intern Work Experience

The equivalent of two months (320 hours). (**Chapter 460**)

One-Tour Posts

A State Department designation indicating that assigned employees are only required to stay at post for one standard tour (24 months). Employees may be encouraged but not required to do a second tour. (**Chapter [436](#)**)

One-Year Appropriation

An appropriation that is available for obligation during a specific fiscal year. Funds not obligated during the fiscal year expire at the end of the year. (**Chapter [603](#), [634](#)**)

One-Year Posts

Exceptionally challenging posts are designated for one-year assignments. Such assignments count toward completion of a standard 24-month tour of duty required for home leave eligibility. They can have anywhere from two to three rest and recuperation (R&R) trips. (**Chapter [436](#)**)

Open-Source Software (OSS)

Software that can be accessed, used, modified, and shared by anyone. OSS is often distributed under licenses that comply with the definition of “Open Source” provided by the [Open Source Initiative](#) and/or that meet the definition of “Free Software” provided by the [Free Software Foundation](#). (**Chapter [545](#), [547](#)**)

Open Storage

A room or area constructed for the purpose of safeguarding national security information that, because of its size or nature, or operational necessity, cannot be adequately protected by the normal safeguards or stored during nonworking hours in approved containers. Open storage rooms permit classified information to be outside of a General Services Administration (GSA)-approved container when not within one’s direct personal control. (**Chapter [552](#), [568](#)**)

Operating Expense (OE)

Costs related to personnel, other administration costs, rental, and depreciation of fixed assets. (**Chapter [201](#), [504](#), [517](#), [533](#)**)

Operating Expense (OE) Budget

The Agency’s Congressional appropriated funds for administrative support expenditures for a specified fiscal year. (**Chapter [527](#)**)

Operating Materials and Supplies

Operating materials and supplies consist of tangible personal property to be consumed in normal operations. Examples are computer paper and general office supplies for operating materials and supplies held for use and tents, blankets, cots, and contraceptive materials for operating materials held for future use. (Source: SFFAS 3) (**Chapter [629](#)**)

Operating Unit (OU)

The organizational unit responsible for implementing a foreign assistance program for one or more elements of the Department of State’s Foreign Assistance Framework. The definition includes all U.S. Government agencies implementing any funding from

the relevant foreign assistance accounts (the 150 accounts). For USAID, it includes field Missions and regional entities, as well as regional Bureaus, pillar Bureaus, and Independent Offices in USAID/Washington that expend program funds to achieve DOs identified in a CDCS. In Chapter 201, field OUs are referred to as “Missions”, and those in Washington are referred to as “Washington OUs.” (**Chapter [201](#), [260](#), [300](#), [304](#), [436](#), [540](#), [623](#)**)

Operational Controls

Security methods that focus on mechanisms that are primarily implemented and executed by people. (Source: [NIST SP 800-18](#)) (**Chapter [545](#)**)

Operational Costs

The portion of a program's costs that covers personnel and other administrative costs, depreciation of fixed assets, and loan losses. (**Chapter [219](#)**)

Operational Efficiency

The extent to which an organization succeeds in minimizing its operational costs, given the target population with which it is working. Measured by the ratio of the organization's operational costs to the average value of its outstanding portfolio. (**Chapter [219](#)**)

Operational Plan (OP)

Provides details on the use of foreign-assistance funding for a specific Fiscal Year. It identifies where, and on what, programs funds will be spent, which U.S. Government Departments and Agencies will manage the funds, and who will implement the programs. A primary objective of the OP is to ensure coordinated, efficient, and effective use of all U.S. Government foreign-assistance resources in support of American foreign-policy priorities. (**Chapter [201](#)**)

Operational Risk

The risk of direct or indirect loss from inadequate or failed internal processes, people, systems, institutions, or external events. It can cause financial or reputational loss, or the loss of competitive position or regulatory sanctions. (See [Playbook: ERM in the U.S. Federal Government](#)) (**Chapter [220](#)**)

Operational Self-Sufficiency

A situation in which an organization generates sufficient revenues from clients to cover all of its operational costs. (**Chapter [219](#)**)

Operational Year Budget

Financial plans for the current fiscal year. (**Chapter [634](#)**)

Operations Management Plan (OMP)

A three-year strategic plan that presents forward-looking details of their objectives, priorities, and targets for advancing efficiency and effectiveness in their operations. (**Chapter [597](#)**)

Operations Objective (OO)

The most ambitious result that an Operating Unit can materially affect, and for which it is willing to be held accountable. (Chapter [597](#))

Operations Policy

Program procedures, rules, and regulations affecting the management of USAID internal systems, including budget, financial management, personnel, procurement, and program operations. (Chapter [200](#), [201](#))

Opportunity

A favorable or positive event. In the context of risk-management, it refers to the possibility that an event will occur and positively affect the achievement of objectives. (See [Playbook: Enterprise Risk-Management for the U.S. Federal Government](#)) (Chapter [220](#))

Opportunity Costs

In general, the value of a given set of resources in their best alternative use. As applied to a microenterprise development program, refers to the market value of the resources used to carry out that program. In particular, calculating the opportunity costs of a program requires that any funds or other resources received in the form of grants or low-interest loans be evaluated according to what the institution would have had to pay for those funds had it raised them in private financial markets. (Chapter [219](#))

Opportunity Period (civil service)

The period during which an employee is given a reasonable opportunity to demonstrate acceptable performance after having job performance in one or more critical elements appraised as unacceptable. Typically, the minimum opportunity period is 30 days. (See also [ADS 462.4](#)). (Chapter [489](#))

Opportunity Period (performance improvement period)

The period during which an employee is given a reasonable time to demonstrate acceptable performance, where the performance had been determined to be unacceptable. (Chapter [462](#))

Optimal Breastfeeding

Exclusive breastfeeding for the first six months of life, with continued breastfeeding and appropriate complementary feeding for at least two years. Breastfeeding should be initiated with skin-to-skin contact immediately postpartum. Support of adequate maternal nutrition is an important part of breastfeeding support. (Chapter [212](#))

Optional Form

A form developed by a Federal agency for use in two or more agencies and approved by the General Services Administration (GSA) for non-mandatory government-wide use. Carries an OF form number. (Chapter [505](#), [552](#))

Optional Tour

Two 18-month tours with home leave after each 18 months or a three-year tour of duty with two Rest & Recuperation (R&R) trips. This tour option is only available at regional Missions or assignments to regional positions where the travel requirement is extensive. (Chapter [436](#))

Oral Admonishment

The least severe disciplinary action, consisting of an oral warning advising the employee that personal conduct in a particular situation has failed to meet Agency standards. (Chapter [487](#))

Orders of Succession

A formal, sequential listing of organization positions (rather than specific names of individuals) that identify who is authorized to assume a particular leadership or management role under specific circumstances. (Chapter [531](#))

Organization Change

Any action that in any way alters the scope, structure, title, and/or purpose of an existing organization. (Chapter [102](#))

Organization Unit

An official, identifiable work unit within USAID that is recognized by a unique title, abbreviation, and code number. (Chapter [102](#), [331](#))

Original Classification

An initial determination that information requires, in the interest of national security, protection against unauthorized disclosure. (Chapter [568](#))

Original Classification Authority (OCA)

An individual authorized in writing, either by the President, or by Agency heads or other officials designated by the President, to classify information in the first instance. (Chapter [568](#))

Other Authorized Use

Transportation of U.S. Government employees, including those under personal services contracts, and their dependents, for other than business purposes when authorized because public transportation is unsafe or not available or because such use is advantageous to the U.S. Government. (6 FAM 228.2-2) (Chapter [536](#))

Outcome

The conditions of people, systems, or institutions that indicate progress or lack of progress toward achievement of project/program goals. Outcomes are any result higher than an output to which a given output contributes, but for which it might not be solely responsible. Outcomes can be intermediate or end outcomes, short-term or long-term, intended or unintended, positive or negative, direct or indirect. (Chapter [201](#))

A higher level or end result resulting from a combination of outputs. Operations Objectives should be outcomes. For example, improved guidance on procedures, modernized transportation systems. (**Chapter [597](#)**)

Outcome Evaluation

A type of performance evaluation that can help answer the question, "Were the intended outcomes of the program, policy, or organization achieved?"; however, unlike an impact evaluation, it typically cannot discern causal attribution. (**Chapter [201](#)**)

Outlays

Outlays (expenditures) generally are equal to cash disbursements, less advances, but also are recorded for cash-equivalent transactions, such as the subsidy cost of direct loans and loan guarantees, and interest accrued on public issues of the public debt. (**Chapter [621](#), [631](#), [636](#)**)

Output

The tangible, immediate, and intended products or consequences of an activity within USAID's control or influence; the direct result of inputs. (**Chapter [201](#), [597](#)**)

Outtake

Any shot removed from a motion picture film or video during editing. (**Chapter [502](#)**)

Over-Classification

When a piece of information is classified at a level higher than it should be to adequately protect national security. (**Chapter [568](#)**)

Overnight

The period during which lodging for sleeping facilities is authorized, usually during the hours of darkness between sunset and sunrise. (**Chapter [522](#)**)

P

P3P

The Platform for Privacy Preferences Project (P3P) enables websites to express their privacy practices in a standard format that can be retrieved automatically and interpreted easily by user agents. P3P user agents will allow users to be informed of site practices (in both machine- and human-readable formats) and to automate decision-making based on these practices when appropriate. Thus users need not read the privacy policies at every site they visit. (**Chapter [557](#)**)

Paperwork Reduction Act (PRA)

This legislation was passed to minimize the paperwork burden and ensure greatest public benefit from information collected by or for the Federal Government. Other purposes for this law include minimizing costs, improving the quality, use, and dissemination of information collected, consistent with all applicable laws. (**Chapter [508](#)**)

Parent

A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter. This term does not include parents "in law." (Chapter [481](#))

Paris Club

A process that debtor governments follow to reschedule or refinance official debt. (Chapter [623](#))

Parity

The terms "parity" and "parity price" pertain to a formula prescribed in statute and applied under the authority of the U.S. Department of Agriculture (USDA). The National Agricultural Statistics Service of USDA computes parity prices of particular commodities and products (e.g., spearmint oil, dried peaches) and publishes these prices on a monthly basis in its [Agricultural Prices Report](#). While some commodities are priced without reference to use, for many listed commodities, parity price is provided for a specific use or class of item (e.g., olives for canning, strawberries for fresh consumption, strawberries for processing). Items that are developed for a specialized use, particularly seeds or other germplasm for planting, and that have a significantly different market price, are not captured by USDA's listed parity price for a broader commodity category. (Chapter [312](#))

Parking Permit

A permit issued by USAID pursuant to this policy to a USAID Washington-based employee within a designated parking structure and space for display on a vehicle owned or used by such employee which is parked within the designated structure/space. (Chapter [514](#))

Parking Space

The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (Chapter [514](#))

Partial Disability

An employee is unable to return to regular duty but is not totally disabled. (Chapter [442](#))

Partial Grant/Partial Denial

When an agency is able to disclose portions of the records in response to a FOIA request but must deny other portions of the request. (Chapter [507](#))

Partial Payment

Payment made for goods actually delivered or services actually rendered, when such goods or services represent complete performance of an identifiable part of the total fixed-price contract or other procurement arrangement. (Chapter [636](#))

Participant

See Exchange Visitor (EV). (**Chapter [252](#)**)

Participant Agreement

A written agreement between the Agency and each Pathways Participant. (**Chapter [460](#)**)

Participating Agency

A Federal agency that enters into a Participating Agency Service Agreement (PASA), Resources Support Services Agreement (RSSA), or Participating Agency Program Agreement (PAPA) with USAID under the authority of FAA section 632(b). (**Chapter [306](#), [508](#)**)

Participating Agency Program Agreement (PAPA)

A type of agreement between USAID and another Federal agency under the authority of FAA section 632(b). USAID uses the PAPA format when the other Federal agency is expected to implement a program with relatively little day-to-day oversight or direct supervision by USAID and the other agency's functions will be primarily performed at a place other than at USAID. USAID also uses the PAPA format if it expects the Participating Agency to contract out for a substantial portion of the services necessary to implement the program. In addition, USAID uses the PAPA format for programs to obtain technical assistance that will not be directly furnished to USAID or under USAID direction. (**Chapter [306](#)**)

Participating Agency Service Agreement (PASA)

Agreement under Foreign Assistance Act (FAA) section 632(b) between USAID and other Federal agencies for specific services or support, where the services or support may be either (1) activity-specific services tied to a specific goal to be performed within a definite time or (2) continuing general professional support services that have a broad objective but no specific readily measurable tasks to be accomplished within a set time. Typically, the other Federal agency would provide the services or support with significant oversight or supervision by USAID, as, for example, when Participating Agency personnel provide services in USAID workspace. (**Chapter [306](#), [545](#)**)

Participation

The active engagement of partners and customers in sharing ideas, committing time and resources, making decisions, and taking action to bring about a desired development objective. (**Chapter [101](#)**)

Partner

An organization or individual with which/whom the Agency collaborates to achieve mutually agreed-upon objectives and secure participation of ultimate customers. Partners can include host country governments, private voluntary organizations, host country and international non-governmental organizations (NGOs), universities, other U.S. Government agencies, United Nations and other multilateral organizations,

professional and business associations, and private businesses and individuals. (Chapter [101](#), [201](#), [320](#))

Partner Country

The country in which a USAID-funded activity takes place. **Chapter [201](#)**

Partner Government Implementing Entity

An office, organization, or body at any level of a public administration system (ministry, department, agency, service, district, or municipality) in a partner country that implements activities financed by or jointly programmed as a result of funds disbursed by USAID directly to the partner government's public financial-management system. (Chapter [220](#))

Partner Information Form (PIF)

An information-collection form approved by the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget (OMB) that requests Personal Identifying Information (PII, as defined by [OMB Memorandum M-07-16](#)) on key individuals from offerors/applicants/awardees/contractors/funds recipients. (Chapter [319](#))

Partner Liaison Security Office (PLSO)

A USAID Mission entity that provides safety and security support to USAID Implementing Partners through proactive engagement including meetings, site visits, and other communications. The PLSO assists with monitoring critical security information. (Chapter [573](#))

Partner Vetting System Application ("PVS Application" or "the PVS Secure Portal")

A password-protected, web-based application that allows B/IOs and Mission to transfer information confidentially on key individuals collected via the PIF to SEC for vetting. It also allows SEC to request additional information on key individuals if the PIF is incomplete. (Chapter [319](#))

Partnership

An association between USAID, its partners and customers based on mutual respect, complementary strengths, and shared commitment to achieve mutually agreed upon objectives. (Chapter [101](#))

Part-Time Career Employment

The employment of an individual serving under an excepted or competitive service appointment in tenure group I or II under a part-time work schedule of 16-32 hours per week. (Chapter [413](#))

Part-Time Employment

Employment of 16 to 32 hours per week where there has been established in advance a regular and specific tour of duty on two or more days of each administrative workweek. (Chapter [499](#))

Text highlighted in yellow indicates that the material is new or substantively revised.

Passenger Motor Vehicle

Any motor vehicle designed primarily to transport people. Included are sedans, station wagons, vans and utility vehicles with two or more rows of seats, and buses. Not included are vehicles specifically designed for a purpose other than carrying passengers, such as cargo vans, pick-up trucks, and ambulances. (**Chapter 536**)

Passive Collection

When debt is no longer being actively collected; that is, the debt remains secured by a judgment lien or other lien interest, has not been removed from the Treasury Offset Program (TOP), or is otherwise being collected by offset; and/or is scheduled for future sale. (TFM/DMS Managing Federal Receivables) (**Chapter 625**)

Password

A unique string of characters that a user must type to gain access to a computer system. (**Chapter 545**)

Patent

A patent is a written instrument from the U.S. Patent and Trademark Office (USPTO) granting an inventor the right to exclude others from making, using, or selling the invention for a period of time. (**Chapter 318**)

Patient

A person who is interviewed, examined, diagnosed, treated, or rehabilitated in connection with any alcohol or drug abuse prevention function. (**Chapter 408**)

Pause and Reflect

A component of learning and adaptive management, the act of taking time to think critically about ongoing activities and processes and to plan for the best way forward. (**Chapter 201**)

Pay Adjustment

A change from one salary rate to another salary rate while employed in the Senior Executive Service. Pay may be adjusted once in any 12 month period. (**Chapter 421**)

Pay and Allowances

Basic pay (salary fixed by law or administrative action (SF-50)), special pay (regularly scheduled overtime, standby pay, post differential, danger pay), incentive pay (language pay, special incentive differential), basic allowances for quarters and subsistence, including if applicable, separate maintenance allowance, and post allowance for not more than 90 days. (**Chapter 478**)

Peer Review Agenda

A key deliverable in an agency's peer review planning process for research that will produce influential scientific information or be a highly influential assessment. This listing of all Influential Scientific Information (ISI) and Highly Influential Scientific

Assessment (HISA) that will be peer reviewed is a Web-accessible listing of forthcoming influential scientific disseminations (*i.e.*, an agenda) and is updated by the agency at least annually. (**Chapter 578**)

Penalty

A punitive charge assessed for delinquent debts. The rate to be assessed is set by law at no more than six percent per year and is assessed on the portion of a debt remaining delinquent more than 90 days, although the charge will accrue and be assessed from the date of delinquency. Penalties and interest are separate and distinct charges. Both must be assessed, unless otherwise provided in legislation or a contractual agreement. (**Chapter 625**)

Per Diem Allowance

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable, for:

- Lodging. This includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.
- Meals. Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons).
- Incidental expenses. This includes, but is not limited to:
 - Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;
 - Laundry, cleaning and pressing of clothing;
 - Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and
 - Mailing cost associated with vouchers and payment of government sponsored charge card billings. (6 FAM 111.3) (**Chapter 522, 633**)

Perfect Request

A FOIA request for records which adequately describes the records sought, which has been received by the agency in possession of the records, and for which there is no remaining question about the payment of applicable fees. (**Chapter 507**)

Performance

The accomplishment of assigned work described in the Senior Executive's performance plan. (Chapter [421](#), [425](#))

Performance Appraisal

The review and evaluation of a Senior Executive's performance against established performance elements and standards established at the beginning of the appraisal period. (Chapter [421](#), [425](#))

Performance Appraisal Cycle

The 12-month cycle during which performance is appraised. In some circumstances, the performance appraisal cycle can be split into multiple performance appraisal periods. (Chapter [461](#), [464](#))

Performance Appraisal Period

Periods of performance appraisal that occur within the performance appraisal cycle, initiated when an employee changes supervisors or assignments. (Chapter [461](#), [464](#))

Performance Audit

An objective and systematic examination of evidence to assess the performance and management of a program, provide a prospective focus, or synthesize information on best practices or cross-cutting issues. (Chapter [590](#), [592](#))

Performance Awards

An award, ranging from 5 to 20 percent of basic salary, granted by an appointing authority to an SES career appointee who has at least a fully successful performance rating, commonly referred to as a "bonus". (Chapter [423](#))

Performance Awards (Senior Foreign Service Only)

Cash payments based on an employee's Annual Evaluation Form for the current rating cycle. (Chapter [463](#))

Performance Based Action

Action taken by the Agency either to place an employee in a lower-graded position or to remove an employee from the Agency's rolls. (Chapter [489](#))

Performance Counseling Memorandum

A Performance Counseling memorandum is a written document that puts the employee on notice that the employee's performance is unsatisfactory in one or more areas (skills, work objectives, job requirements) and that if the employee does not improve the performance to a satisfactory level, the employee may be put on a Performance Improvement Plan. (Chapter [464](#))

Performance Decision

The outcome of a streamlined or standard competition. (Chapter [104](#))

Performance Elements

Work responsibility for an employee established by management for a particular rating period. (Chapter [462](#))

Performance Evaluation (see evaluation, impact evaluation)

Evaluations that encompass a broad range of methods and often incorporate before-after comparisons but generally lack a rigorously defined counterfactual. Performance evaluations can focus on what a particular project or program has achieved (at any point during or after implementation); how it was implemented; how it was perceived and valued; and other questions that are pertinent to design, management, and operational decision making. (Chapter [201](#))

Performance Evaluation File (Foreign Service Only)

Performance evaluation file consists of the current year promotion package (Annual Accomplishment Records (AARs), Operating Unit Context Statements, Annual Performance Evaluations (APEs), and Multisource Ratings (MSRs)) including the prior four years' performance evaluations, training, awards, assignments history, disciplinary actions, and language scores. (Chapter [463](#))

Performance Evaluation File (PEF)

An evaluation file established for each Foreign Service Officer as part of the employee's Official Personnel File. (Chapter [422](#), [461](#))

Performance Improvement Officer (PIO)

Advises and assists USAID's leadership to ensure that the mission and goals of the agency are achieved through strategic and performance planning, measurement, analysis, regular assessment of progress, and use of high-quality performance information and other evidence to improve results. This includes driving performance improvement efforts across the organization by using goal-setting, measurement, analysis, evaluation and other research, data-driven performance reviews on progress, cross-agency collaboration, and personnel performance appraisals aligned with organizational priorities. As such, the Performance Improvement Officer (PIO) and Chief Human Capital Officer (CHCO) coordinate extensively to report USAID performance on key human capital (HC) measures agreed upon in the Agency HRStat and other human capital reports impacting strategic human capital efforts. (Chapter [401](#))

Performance Improvement Plan (PIP)

A formal written plan provided to an employee whose performance in one or more critical elements is determined to be unacceptable. In addition to defining the length of the opportunity period, the PIP provides a structured means of identifying the areas of unacceptable performance and devising a plan for improving the employee's performance. (Chapter [489](#))

Performance Improvement Plan (PIP) (Foreign Service)

A formal written plan provided to an employee whose performance in one or more work

objectives, job requirements, technical backstop competencies, and/or Foreign Service skill areas is determined to be unsatisfactory. (**Chapter [463](#), [464](#)**)

Performance Indicator

Means to monitor the expected outputs and outcomes of strategies, projects, or activities based on a Mission's RF or a project's or activity's logic model. Performance indicators are the basis for observing progress and measuring actual results compared to expected results. Performance indicators help answer the extent to which a Mission or Washington OU is progressing toward its objective(s), but alone cannot tell a Mission or Washington OU why such progress is or is not being made. (**Chapter [201](#)**)

Performance Indicators

The measures USAID uses to detect progress toward the results included in a Results Framework. When it pairs each result with appropriate and precise measures, USAID eliminates a good deal of the ambiguity that is inherent in many results statements. (See **[USAID Project Starter](#)**) (**Chapter [220](#)**)

Performance Management

The systematic process of planning and defining a Theory of Change and associated results through strategic planning and program design, and collecting, analyzing, and using information and data from program-monitoring, evaluations, and other learning activities to address learning priorities, understand progress toward results, influence decision-making and adaptive management, and ultimately improve development outcomes. Each USAID Mission's Performance-Management Plan describes performance-management activities at the Mission level. Performance-management supports continuous learning and adaptive management. (**Chapter [201](#) and [220](#)**)

Performance Management Plan (PMP)

A Mission-wide tool to plan and manage the process of identifying and addressing strategic learning priorities through monitoring, evaluation, and CLA activities and approaches, including by validating Theories of Change; monitoring progress and performance; tracking programmatic assumptions and changes in operational context; evaluating performance and impact; and using other learning activities to convene key stakeholders to learn from evidence, inform decision-making, the allocation of resources, and adaptation at the strategy level. PMPs are Mission documents and are distinct from Activity MEL Plans. (**Chapter [201](#) and [220](#)**)

Performance Management System

A framework of policies/procedures established for planning, monitoring, developing, evaluating, and rewarding individual and organizational performance that uses personnel information as a basis for making other employment decisions. (**Chapter [421](#), [425](#)**)

Performance Measure

Statement of standards (qualitative or quantitative) used to measure an employee's achievement of a given work objective. (**Chapter [450](#)**)

Performance Measure (Senior Foreign Service)

Criteria (qualitative and quantitative) that measure an SFS employee's achievement of a given work objective. (Chapter [461](#))

Performance Measurement

A means of evaluating efficiency, effectiveness, and results. A balanced performance measurement scorecard includes financial and non-financial measures focused on quality, cycle time, and cost. Performance measurement should include program accomplishments in terms of outputs and outcomes. (Chapter [594](#))

Performance Metric

An observable or measurable characteristic that shows or “indicates” the extent to which an intended result is being achieved. (Chapter [597](#))

Performance Monitoring

The ongoing and systematic collection throughout strategies, projects, and activities of performance-indicator data and other quantitative or qualitative information to reveal whether implementation is on track and whether expected results are being achieved. Performance-monitoring includes monitoring the quantity, quality, and timeliness of activity outputs within the control of USAID or its implementers, as well as the monitoring of project and strategic outcomes expected to result from the combination of these outputs and other factors. (Chapter [201](#) and [220](#))

Performance Plan

The written summary of work the Senior Executive is expected to accomplish during the appraisal period and the standards against which performance will be evaluated. The plan addresses all elements established for the Senior Executive. (Chapter [421](#), [425](#))

The completed Annual Evaluation Form at the beginning of the performance cycle, which consists of work objectives and performance measures. (Chapter [461](#), [462](#), [489](#))

Performance Plan and Report (PPR)

Documents U.S. Government foreign assistance results achieved over the past fiscal year and sets targets on designated performance indicators for the next two fiscal years. (Chapter [201](#) and [220](#))

Performance Rating of Record

The summary level performance rating prepared at the end of an appraisal period for performance of Agency-assigned duties over the entire rating period (*i.e.*, Exceptional, Excellent). (Chapter [452](#))

Performance Ratings

The final (annual) rating of record given under a Senior Executive Service (SES) performance appraisal system as reviewed by the Agency Performance Review Board and approved by the Administrator. SES appointees who for any reason do not have an annual performance rating of record must be assigned a presumptive rating of Fully Successful. (Chapter [455](#))

Performance Requirements

A statement of the performance expected for a critical element. (Chapter [421](#))

Performance Review Board (PRB)

A group of executives appointed by the Administrator that provides recommendations regarding Senior Executive Service performance appraisals, bonuses, pay adjustments, and rank award nominations. (Chapter [421](#), [423](#), [425](#))

Performance Standard

A statement containing the level of performance expected for an element. (Chapter [421](#), [425](#), [462](#))

Performance Standards Board

Board responsible for reviewing the files of all employees referred by the C/Board whose performance is ranked least competitive among their class and decide whether the employees meet the standards of their class, marginally meet the standards of their class, or should be selected out for relative performance. (Chapter [422](#))

Performance Work Statement (PWS)

A statement in the solicitation that identifies the technical, functional, and performance characteristics of the agency's requirements. The PWS is performance-based and describes the agency's needs (the "what"), not specific methods for meeting those needs (the "how"). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards, and specifies the location, units, quality, and timeliness of the work. (Chapter [104](#))

Period of Availability

The timeframe specified in the Appropriations Act during which new obligations may be incurred. (Chapter [621](#))

Periodic Advance by Treasury Check/ACH/EFT

An advance when payment is made to the recipient by issuance of a Treasury Check, through the Automated Clearing House (ACH), or by electronic fund transfer (EFTS). This method is used when an advance is justified but the conditions for a Letter of Credit (LOC) cannot be met. (Chapter [636](#))

Permanent Position

A position filled by an employee whose appointment is not designated as temporary by law and does not have a definite time limitation of one year or less. "Permanent position" includes a position to which an employee is promoted on a temporary or term basis for at least one year. (Chapter [471](#))

Permanent Records

Records which have been given the disposition of permanent by National Archives (NARA) in USAID Disposition Schedules (see USAID Disposition Schedule).

Permanent AV records (tapes, motion picture reels, etc.) are transferred to NARA after a designated number of years. (**Chapter 502**)

Personal Assistance Services

Assistance with performing activities of daily living that an individual would typically perform if s/he did not have a disability, and that is not otherwise required as a reasonable accommodation, including, but not limited to, assistance with removing and putting on clothing, eating, and using the restroom. Such services do not include medical care. The agency provides personal assistance services during work hours and work-related travel, and if the provision of such services would not impose an undue hardship on the agency. (**Chapter 111**)

Personal Digital Assistants (PDAs)

This is a term for any small mobile handheld device that provides computing and information storage and retrieval capabilities. A PDA is a Mobile Computing Device (MCD). (**Chapter 545, 552**)

Personal Identification Number (PIN)

A personal identification number (PIN, pronounced “pin”; often erroneously PIN number) is a secret numeric password shared between a user and a system that can be used to authenticate the user to the system. Typically, the user is required to provide a non-confidential user identifier or token (the user ID) and a confidential PIN to gain access to the system. Upon receiving the user ID and PIN, the system looks up the PIN based upon the user ID and compares the looked-up PIN with the received PIN. The user is granted access only when the number entered matches with the number stored in the system. Hence, despite the name, a PIN does not personally identify the user. (**Chapter 552**)

Personal Identifier

A name, number, or symbol that is unique to an individual. Examples are the individual’s name and Social Security Number and may also include fingerprints or voiceprints. (**Chapter 508**)

Personal Identity Verification (PIV)

A PIV card is a smart card issued by the Federal Government and contains the necessary data for the cardholder to be granted access to Federal facilities and information systems and assure appropriate levels of security for all applicable Federal applications. A PIV card requires the completion of National Agency background Check with Inquiries (NAC-I) for issuance. (**Chapter 545, 566**)

Personal Identity Verification Alternative (PIV-A)

A PIV-A card is issued to users who are unable to obtain a standard PIV due to restrictions prohibiting issuance to non-U.S. citizens (e.g., USAID Foreign Service Nationals, Third Country Nationals). A PIV-A card requires the completion of a National Agency background Check (NAC) for issuance. (**Chapter 545**)

Personal Property

Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures that are normally referred to as real property. (Chapter [518](#), [534](#), [629](#))

Personal Property Management (PPM)

Management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposing of such property. (Chapter [518](#), [527](#))

Personal Property Specialist

Official appointed by Agency Personal Property Management Officers who is responsible for nonexpendable property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. (Chapter [518](#))

Personal Relief

A specific remedy directly benefitting the grievant(s) but may not include a request for disciplinary or other action affecting another employee. (Chapter [490](#))

Personal Representative

An individual who applies under the Voluntary Leave Transfer Program on behalf of a USAID employee to become a leave recipient. (Chapter [482](#))

Personal Service Contractor (PSC)

This term refers to a type of contractor who provides specialized technical assistance in designing and managing programs, primarily in the field. They can be locally recruited or internationally recruited. (Chapter [545](#), [566](#))

Personal Services Contract

A contract that, by its express terms or as administered, make the contractor personnel appear, in effect, government employees (see FAR 37.104 and AIDAR Appendix D). (Chapter [300](#), [522](#))

Personal Use

Personal use means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Executive Branch employees are specifically prohibited from using government office equipment to maintain or support a personal private business. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service. (Chapter [541](#))

Personally Identifiable Information (PII)

Per OMB A-130, personally identifiable information means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-PII can become PII whenever additional information is made publicly available — in any medium and from any source — that, when combined with other available information, could be used to identify an individual. (Chapter [319](#), [508](#), [545](#))

Personally Owned Devices/Equipment

Equipment that is not owned or leased by the Federal Government or operated by a contractor on behalf of the Federal Government. (Chapter [552](#))

Personnel

The term “personnel” refers to any USAID employee, contractor, or any other individual providing services to USAID, directly or indirectly. Personnel may or may not be authorized to use USAID information systems. (Chapter [545](#))

Any person, in any capacity, who includes, but are not limited to, Direct-Hires, licensees, or any person, group or representative, operating or functioning in any role in support of or on behalf of, or in a capacity that represents USAID, that creates, generates, accesses, processes, distributes, discusses, views, manipulates, transmits, communicates and/or provides security or National Security Information (NSI) system support in any manner, by any means (physical, technical or logical). (Chapter [552](#))

Personnel working for USAID, to include: Direct-Hire Foreign Service or General Schedule employees, Personal Services Contractors (PSCs), and Foreign Service Nationals (FSNs). (Chapter [569](#))

Personnel Recovery

The sum of military, diplomatic and civilian efforts to prepare for and execute the recovery of isolated personnel. (Chapter [572](#))

Personnel Security Investigation

Inquiries designed to develop information pertaining to an individual for use in determining whether the employment, assignment to duties, or retention in employment of that individual is clearly consistent with the interests of national security and USAID goals and objectives. (Chapter [566](#), [567](#))

Pesticide

Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms infesting humans or live animals), or intended for use as a plant regulator, defoliant or desiccant. (Chapter [312](#))

Pharmaceutical

Any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of diseases in humans or animals; any substances (other than food) intended to affect the structure or any function of the body of humans or animals; and any substance intended for use as a component in the above. The term includes drugs, vitamins, oral rehydration salts, biologicals, and some in-vitro diagnostic reagents/test kits; but does not include devices or their components, parts, or accessories. Contraceptives, including condoms, are not included in this definition. (Chapter [312](#))

Phoenix

USAID's single, Agency-wide, integrated, core financial system. Phoenix is a web-based, COTS financial management system, which is CGI Federal's Momentum Financials configured for USAID. (Chapter [621](#), [627](#))

Phoenix Program Element Code

A code used in the agency accounting system to track all inter- and intra-agency reimbursable agreement activity in relation to the customer agreement. (Chapter [635](#))

Phoenix Program Element Notebook

A notebook found in the agency accounting system to keep record of transactions referencing the program element code used to track all inter- and intra-agency reimbursable agreement activity in relation to the customer agreement. (Chapter [635](#))

Physician

Surgeons, osteopathic practitioners, podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited treatment) within the scope of their practice as defined by state law. (Chapter [442](#))

Physician and Dental Pay (PDP) Review and Compensation Panel

A group of qualified physicians and dentists at USAID who serve as subject matter experts and make recommendations for assessing PDP-eligible candidate qualifications and pay levels. The panel will ensure consistency and appropriateness of pay determinations within USAID and will review periodically pay under the PDP Program. (Chapter [465](#))

Pillar Bureau

A Washington OU that provides leadership and innovation in its respective field. The Pillar Bureaus are Economic Growth, Education, and Environment (E3), soon to be Development, Democracy, and Innovation (DDI); Humanitarian Assistance (BHA); Resilience and Food Security (RFS); Conflict Prevention and Stabilization (CPS); and Global Health (GH). Pillar Bureaus concentrate on programmatic activities that support USAID's Operating Units (OUs) in the field (see [ADS 200](#)). (Chapter [201](#))

Pipeline

The difference between the total amount obligated in an award or agreement and the total expenditures against that award or agreement. (Chapter [201](#), [602](#), [621](#))

Text highlighted in yellow indicates that the material is new or substantively revised.

Placed In

The term "placed in", as used concerning marine insurance, refers to the place where the insurance is purchased. Thus, marine insurance must be "placed in" an eligible source country. To be placed in an eligible source country, two conditions must be met: payment of the premium must be made to an insurance company in an eligible source country; and the policy must be issued by an insurance company located in an eligible source country. (**Chapter [322](#)**)

Plain Language

As defined by the Plain Language Action and Information Network (PLAIN), plain language is writing that your reader can understand the first time he or she reads it. It doesn't mean writing for a certain grade level – it means organizing and writing for your reader. Writing in plain language saves time and money for writers and readers. Writing in plain language includes using common, everyday words, short sentences, active voice, and, when appropriate, addressing the reader directly by using the pronoun "you." (**Chapter [501](#)**)

Plan

An overview of the requirements for completing a task. (**Chapter [545](#)**)

Plan of Action and Milestones (POA&M)

According to OMB M-02-01, a POA&M identifies tasks to do. It details resources to accomplish the elements of the plan, any milestones in meeting the tasks, and scheduled completion dates for the milestones. A POA&M assists agencies in identifying, assessing, prioritizing, and monitoring the progress of corrective efforts for security weaknesses found in programs and systems. (**Chapter [545](#), [552](#)**)

Planner

The designated person responsible for developing and maintaining a written Individual Acquisition Plan (IAP), or for the planning function in those acquisitions (FAR 7.101) or assistance actions not requiring a written plan. The Planner may be the Project Manager, where a project approach is used (**[ADS 201](#)**), or the intended Contracting Officer/Agreement Officer Representative (COR/AOR), among other examples. The Planner works with the CO/AO to carry out the planning function. Operating Units (OUs) must ensure that a Planner is identified for a particular procurement. Though OUs have the discretion to determine the appropriate individual based on the organizational structure and functions of the unit, the Planner must be an individual with sufficient authority in the OU to ensure that planning complies with this chapter, FAR acquisition planning requirements, and OMB/OFPP Policy Letter 11-01 Performance of Inherently Governmental and Critical Functions. (**Chapter [201](#), [300](#), [302](#), [303](#), [304](#)**)

Platform

Base vehicle capable of supporting the applied level of armor. (**Chapter [563](#)**)

Platform Accessibility Services

Services provided by a platform enabling interoperability with assistive technology. Examples are Application Programming Interfaces (API) and the Document Object Model (DOM). (**Chapter [551](#)**)

Platform Software

Software that interacts with hardware or provides services for other software. Platform software may run or host other software and may isolate them from underlying software or hardware layers. A single software component may have both platform and non-platform aspects. Examples of platforms are desktop operating systems; embedded operating systems; including mobile systems, web browsers, plug-ins to web browsers that render a particular media or format and sets of components that allow other applications to execute, such as applications which support macros or scripting. (**Chapter [551](#)**)

Point of Contact (POC)

The individual designated by a Bureau/Independent Office (B/IO) to be the liaison with Bureau for Management, Office of Management Policy, Budget and Performance, Policy Division (M/MPBP/POL) on ADS material and to serve as the subject matter expert (SME) and/or author of ADS material. (**Chapter [501](#)**)

A person or business unit serving as the focal point associated with identified resources. POCs are used in many cases where information is time-sensitive and accuracy is important. (**Chapter [552](#)**)

Policy

USAID policy includes both mandatory guidance (policy directives and required procedures and internal mandatory references), as well as broader official statements of Agency goals, guiding principles, and views on development challenges and best practices in addressing those challenges. (**Chapter [501](#), [504](#), [508](#), [545](#)**)

Policy Documents

Refers to internally determined policies, strategies, and vision papers and externally driven policies involving other agencies/departments in the U.S. Government, multilateral organizations, and international bodies. (**Chapter [200](#)**)

Policy Enforcement Point (PEP)

A firewall or similar device that can be used to restrict information flow. (**Chapter [545](#)**)

Policy Framework

A Policy Framework is done at the Agency-level and is a roadmap that provides details for the entire Agency in an approach to development, program implementation, and prioritization. (**Chapter [200](#)**)

Policy Notice

A notice, issued as part of the nightly notices to all USAID employees that includes both mandatory guidance and required procedures, and may include broader official statements of Agency goals, guiding principles, and views on development challenges and best practices in addressing those challenges. (**Chapter [501](#), [504](#)**)

Politically Sensitive Country

Generally defined as a country in which the internationally-recognized government:

- Is politically repressive; and
- Has explicitly rejected USAID assistance, or has such an adverse relationship with the United States that the Agency cannot partner or cooperate with the government on development assistance. (**Chapter [201](#)**)

Port

Used in this document to denote a place where one might connect a computer to a network. (**Chapter [545](#)**)

Portable Media

Portable storage devices (USB memory sticks, compact disks, digital video disks, external/removable hard disk drives), mobile devices with storage capability (smart phones, tablets, E-readers), and portable end points (laptops and netbooks). (**Chapter [545](#)**)

Portable (or personal) Electronic Device (PED)

Any non-stationary (government or non-government owned) electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, media players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, pagers, and PlayStation (and similar technologies). Use of personal devices to conduct official Agency business is prohibited outside of extreme circumstances outlined in ADS Chapter [502](#) and [545](#). (**Chapter [552](#)**)

Portfolio Review

A periodic review of designated aspects of a USAID Mission or Washington OU's Strategy, projects, or activities, respectively. (**Chapter [201](#)**)

Position

The duties and responsibilities that make up the work of one employee. (**Chapter [456](#)**)

Position Change

A move by an employee from one position to another position during his or her continuous service within the same agency. The move may establish an employee's eligibility for grade retention (5 USC 5362). Moves when the employee is not entitled to grade retention are called promotion, change to lower grade, or reassignment. A

position change may also involve a change of official headquarters or post of duty within the Agency. (**Chapter [418](#)**)

Position Classification

The system of grading Foreign Service National (FSN) positions based upon the policies, procedures, and standards as outlined in 3 FAH 2, Chapter 4. (**Chapter [495](#)**)

Position Description

The official description of management's assignment of duties, responsibilities, and supervisory relationships to a position. (**Chapter [456](#)**)

Positive Film

Film in which the dark portions of the original appear dark and light portions light. (**Chapter [502](#)**)

Post Incident Support Activities

The Department of State refers to Reintegration as Post Incident Support Activities; the terms are often used interchangeably. (**Chapter [572](#)**)

Post-Modification Liability

The present value of net cash outflows of loan guarantees estimated at the time of modification under the post-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter [623](#)**)

Post-Modification Value

The present value of net cash inflows of direct loans estimated at the time of modification under the post-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter [623](#)**)

Post of Duty

The duty station to which an employee is officially assigned, outside of the continental United States (OCONUS) or within the continental United States (CONUS). (**Chapter [522](#)**)

Post Probationer

A career appointee who has successfully completed the Senior Executive Service (SES) probationary period or did not have to serve one (e.g., an individual who converted to the SES as a career appointee upon its establishment in 1979). (**Chapter [423](#)**)

Poverty Lending

A subset of microfinance program efforts, in which very small loans are targeted toward very poor clients, often with a focus on women. For operational and program reporting purposes, USAID defines poverty loans as loans with an average balance less than the local-currency equivalent of a maximum loan size stated in U.S. dollars. The maximum is typically set in consultation with Congress or through legislation. The Microenterprise

for Self-Reliance Act of 2000 set different maximum loan sizes for USAID-assisted programs in different regions: \$1,000 or less in Europe and Eurasia; \$400 or less in Latin America and the Caribbean; and \$300 in sub-Saharan Africa, Asia, and the Near East, all in U.S. dollars at 1995 prices. At February 2002 prices, the equivalent maxima were \$1,166, \$466, and \$350. The applicable maxima for any given year can be obtained using the Inflation Calculator at the Consumer Price Index site of the U.S. Bureau of Labor Statistics, www.bls.gov/cpi/home.htm. (Chapter 219)

Practical

One of the seven criteria for selecting a quality metric: a metric is practical if it can be collected at a reasonable cost and in a reasonably timely fashion. (Chapter 597)

Practice Dangerous to Security (PDS)

Practices which have the potential to jeopardize the security of sensitive information or operations if allowed to continue. (Chapter 568)

Pre-Award Audit

An advisory audit conducted on pending awards to determine the reasonableness, allowability, and allocability of proposed costs. This audit is conducted in accordance with standards approved by the Comptroller General of the U.S. (Chapter 591)

Pre-Award Survey

An evaluation of a prospective recipient's ability to perform under a government sponsored agreement. Such surveys are normally limited to assessing the adequacy of a potential recipient's accounting system in accumulating cost information or financial capability to perform under a prospective award. Surveys may also encompass technical, production, and quality assurance considerations. This survey is not conducted in accordance with standards approved by the Comptroller General of the U.S. (Chapter 591)

Precision

One of the five standards of data quality assessments: data that has precision present a fair picture of performance, give an appropriate level of detail, enable management decision-making at the appropriate levels, and have a margin of error less than the intended change. (Chapter 597)

Premia

A risk of default rating for a country. (Chapter 623)

Pre-Modification Liability

The present value of net cash outflows of loan guarantees estimated at the time of modification under the pre-modification terms, discounted at the current discount rate. (SFFAS 2) (Chapter 623)

Pre-Modification Value

The present value of net cash inflows of direct loans estimated at the time of

modification under pre-modification terms, discounted at the current discount rate. (SFFAS 2) (**Chapter [623](#)**)

Pre-Obligation Requirement

A mandatory provision that must be met prior to obligation of funds. These items include a wide range of legal, policy, financial, and instrument-specific provisions. For Missions that have DOAGs with their partner government, obligations into activity-level agreements are often sub-obligations under a DOAG. (**Chapter [201](#)**)

Pre-Procurement Action Lead Time (PALT)

A period of time that begins at design initiation and ends at activity approval and submission of the GLAAS requisition. (**Chapter [201](#)**)

Pre-Professional Study

Academic study, credentialing, or training beyond the post-baccalaureate level that prepares the individual to practice a specific profession. Examples include Juris Doctor, Master of Science in Social Work, or Doctor of Pharmacy. (**Chapter [460](#)**)

Present Value (PV)

The value of future cash flows discounted to the present at a certain interest rate (such as the reporting entity's cost of capital), assuming compound interest. (SFFAS 2) (**Chapter [623](#)**)

Presidential Management Fellow

Individuals who 1) complete a graduate course of study at a qualifying college or university, 2) successfully complete an Office of Personnel Management administered assessment process, 3) are selected by the Office of Personnel Management as a finalist, and 4) are selected by the Agency for appointment. (**Chapter [460](#)**)

Presidential Management Fellow Program

A Federal Government program to attract outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in and commitment to excellence in the leadership and management of public policies and programs. (**Chapter [460](#)**)

Presidential Management Intern Program

This is an excepted service appointment which includes developmental rotational assignments. After successfully completing the two-year appointment, Presidential Management Interns (PMIs) are eligible for a career or career-conditional appointment. (**Chapter [469](#)**)

Press Guidance

Cleared language that may be used with the media, including information or materials regarding USAID activities and programs provided to the Department of State, White House, or other Federal agency for their use in news media contact. (**Chapter [560](#)**)

Press Releases and Statements

Statements of policy, comments from USAID officers, data, or other information regarding USAID activities and programs provided to members of the news media for publication or for use in reporting on the activities of USAID and related topics. (Chapter [560](#))

Prevention, Mitigation and Preparedness (PMP)

Actions taken to reduce disaster risks to actual or potential victims. PMP activities include strengthening the physical environment, reducing chronic threats to agriculture, training in disaster management and other actions designed to eliminate or moderate the effects of disasters. (Chapter [251](#))

Priced Order

An order for supplies or services, the price of which is established at the time of issuance of the order. (Chapter [300](#))

Primary Mission Essential Function (PMEF)

The essential functions of an organization that must be performed in order to support the accomplishment of National Essential Functions (NEFs) before, during, and in the aftermath of an emergency. Functions that must be maintained throughout or resumed within 12 hours after an event and maintained for up to 30 days or until normal operations can be resumed. (Chapter [531](#))

Primary Operating Facility (POF)

The facility within the National Capital Region (NCR), where USAID's leadership and staff operate on a day-to-day basis. (Chapter [531](#))

Primary Skill Code

All employees are assigned to a Primary Skill Code which identifies the skill area in which the employee is best qualified by USAID service, experience, education, and training. (Chapter [454](#))

Principal Officers

The most senior officer in a USAID Operating Unit in the field, *e.g.*, USAID Mission Director or the USAID Senior Development Advisor or USAID Representative, if properly designated by the cognizant Regional Assistant Administrator pursuant to [ADS 102](#). Principal Officers also include the directors of USAID/W/Office of U.S. Foreign Disaster Assistance and Office of Transition Initiatives when those offices are implementing emergency disaster relief and assistance to internally displaced persons, humanitarian emergencies, or immediate post-conflict and political crisis response in a cooperating country. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible Operating Unit, the Principal U.S. Diplomatic Officer in the non-presence country exercising delegated authority from USAID. (Chapter [320](#), [461](#), [462](#), [463](#), [464](#))

Priority

Outgoing telegrams that contain essential information for operations and actions in progress. (Chapter [549](#))

Priority Consideration

A non-competitive opportunity for selection to a new or vacant position granted to a qualified employee who failed to receive proper consideration for selection for an equivalent position under another vacancy announcement. (Chapter [418](#))

Privacy Act of 1974

A Federal Law that governs the use, collection, maintenance and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies. (Chapter [545](#))

Privacy Act Notice

A statement or notice, required by Privacy Act Section (e)(3), appearing on a website or information collection form which notifies the users of the authority for collecting requested information. It also states the purpose and use of the collected information. USAID must notify the public or users if providing such information is voluntary or mandatory, and the effects, if any, of not providing all or any portion of the requested information. See also Privacy Act Statement. (Chapter [508](#))

Privacy Act Record

Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph. (Chapter [508](#))

Privacy Act Request

A request from an individual for notification as to the existence of, access to, or amendment of records about that individual. These records must be maintained in a system of records and the request must indicate that it is being made under the Privacy Act to be considered a Privacy Act request. (Chapter [508](#))

Privacy Act Statement

A statement or notice, required by Privacy Act Section (e)(3), appearing on a website or information collection form which notifies the users of the authority for collecting requested information. It also states the purpose and use of the collected information. The public or users must be notified if providing such information is voluntary or mandatory, and the effects, if any, of not providing all or any portion of the requested information. See also Privacy Act Notice. (Chapter [508](#))

Privacy Impact Assessment (PIA)

Analysis of how information is handled; 1) to ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy, 2) to

determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in electronic information systems, and 3) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks. (**Chapter [508](#), [545](#)**)

Privacy Incident

A violation or imminent threat of violation of security policies, acceptable use policies, or standard security practices, involving the breach of personally identifiable information (PII), whether in electronic or paper format. (**Chapter [508](#)**)

Privacy Threshold Assessment (PTA)

A Privacy Threshold Assessment or Analysis (PTA) provides a high-level description of an information system including the information it contains and how it is used. The PTA determines and documents whether or not a Privacy Impact Assessment (PIA) or System of Records Notice (SORN) is required. (**Chapter [508](#), [545](#)**)

Privately Owned Motor Vehicle

A motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, or a type used for private conveyance of passengers by land. (**Chapter [522](#)**)

Privately Owned U.S. Flag Commercial Vessel

A vessel—

- 1) Registered and operated under the laws of the United States,
- 2) Used in commercial trade of the United States, and
- 3) Owned and operated by U.S. citizens, including a vessel under voyage or time charter to the government, or
- 4) A government-owned vessel under bareboat charter to, and operated by, U.S. citizens.

The term "privately owned U.S. flag commercial vessel" should not include any vessel which, subsequent to September 21, 1961, should have been either built outside the United States, rebuilt outside the United States or documented under any foreign registry until such vessel will have been documented under the laws of the United States for a period of three years. (**Chapter [314](#), [315](#)**)

Privilege

Privilege means, in the context of **[ADS 541](#)**, that the Executive Branch of the Federal Government is extending the opportunity to its employees to use government property for personal use in an effort to create a more supportive work environment. However, this policy does not create right to use government office equipment for non-government

purposes. Nor does the privilege extend to modifying such equipment, including loading personal software, or making configuration changes. (**Chapter [541](#)**)

Pro Bono

Uncompensated legal service performed for the public good. (**Chapter [157](#)**)

Proactive Disclosure

Records released by an agency without waiting for a FOIA request. (**Chapter [507](#)**)

Probability

A quantitative measure that indicates the possibility that a given (risk) event will occur, usually expressed in terms of a percentage, frequency of occurrence, or other numerical metric. (**[Adapted from Playbook: ERM in the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Probationary Appointee

A career member of the Senior Executive Service (SES) who is subject to, but who has not completed, a one-year probationary period. (**Chapter [455](#)**)

Probationary Period

One year from the date of the employee's initial appointment to the competitive service. The probationary period is a part of the examining process to determine an employee's eligibility and suitability for retention in the competitive service. In the case of supervisors, one year from the date of the employee's initial appointment to a supervisory or managerial position, regardless of when the employee was appointed to the competitive service. (**Chapter [423](#), [446](#)**)

Probationer

An employee or supervisor who has not completed the probationary period. (**Chapter [423](#), [446](#)**)

Procedural Recommendation

A type of recommendation that involves non-monetary corrective actions. (**Chapter [591](#), [595](#)**)

Procedure

A description of steps that must be completed in a specific order to accomplish a task. (**Chapter [545](#)**)

Process (or Implementation) Evaluation

A type of performance evaluation that assesses how the program or service is delivered relative to its intended theory of change, and often includes information on content, quantity, quality, and structure of services provided. These evaluations can help answer the question, "Was the program, policy, or organization implemented as intended?" or "How is the program, policy, or organization operating in practice?" (**Chapter [201](#)**)

Processed Request

A request or appeal for which an agency has taken a final action. (Chapter [507](#))

Procurement

The term “procurement” includes all stages of the process of acquiring property or services, beginning with the process for determining a need for property or services and ending with contract completion and close out. For purposes of this chapter, the terms “acquisition” and “procurement” are used interchangeably ([Title 41, Public Contracts, Federal Procurement Policy, 41 USC §111](#)). (Chapter [304](#))

Procurement Action

This means the use of USAID direct contracts, USAID funded host country contracts, and contracts awarded by non-governmental organizations that receive grants from USAID (but not the grant awards themselves) to purchase goods and services above the threshold covered by the Development Assistance Committee (DAC) Recommendation. The procurement action, in this case, covers only the prime contractor. An activity covered by the DAC Recommendation, such as a capital project, requires that each distinct procurement above the threshold be untied and notified. (Chapter [221](#))

Procurement Executive

The USAID official who is responsible for the management direction of USAID's assistance and acquisition ("A&A") system, as so delegated and more fully described in [ADS 103](#). (Chapter [304](#), [305](#))

Procurement Executive Bulletin (PEB)

An information document issued by the Director, Office of Acquisition & Assistance, to provide information of interest to contracting personnel, such as policy reminders, information regarding general guidance, best practices, reminders, and frequently asked questions. (Chapter [302](#))

Program

Within the context of the Program Cycle, “program” usually refers to either a Mission's entire portfolio, or to an entire technical sector portfolio, under a Country Development Cooperation Strategy (CDCS). For Washington Operating Units and other Operating Units that do not have a CDCS, program generally refers to a set of projects or activities that support a higher-level objective or goal. (Chapter [201](#), [220](#))

Program Account

The budget account into which an appropriation to cover the subsidy cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to the financing account. Usually, a separate amount for administrative expenses is also appropriated to the program account. (OMB Circular No. A-11) (Chapter [623](#))

Program Area

One of the several categories in the Foreign Assistance Standardized Program Structure that identify broad programmatic interventions (such as Counter Narcotics, Health, or Private Sector Competitiveness), primarily used for budget planning and tracking. More than one appropriation account can fund a Program Area. (**Chapter [201](#)**)

Program Assessments

One of the independent audit components of the USAID Human Capital Evaluation System that monitors and evaluates progress to meet standards associated with the Human Capital Framework (HCF) systems. Assessments are based on a cyclical review schedule that identifies specific measures, methods, and timeframes for assessing results. (**Chapter [401](#)**)

Program Assistance

A generalized resource transfer, in the form of foreign exchange or commodities, to the recipient government based on meeting defined benchmarks or performance indicators that are not based on cost, in contrast to other types of assistance in which USAID finances specific inputs, such as technical assistance, training, equipment, vehicles, or capital construction. Program Assistance also has been known historically as “Non-Project Assistance.” (**Chapter [201](#)**)

Program Assistance or Non-Project Assistance (used interchangeably)

A generalized resource transfer, in the form of foreign exchange or commodities, to a partner government to alleviate policy- or resource-based constraints. Individual transfers or disbursements of funds depend on the completion, by the partner government, of the mutually defined and agreed-upon performance benchmarks. This contrasts with other types of assistance in which USAID finances specific inputs, such as technical assistance, training, equipment, vehicles, or capital construction. (**Chapter [220](#)**)

Program Compliance Audits

One of the independent audit components of the USAID Human Capital Evaluation System that establishes a structured and formal method for conducting independent compliance audits of HR office operations. Audits are based on a cyclical review schedule that identifies specific audit sites, scope, methodologies, and close out procedures. (**Chapter [401](#)**)

Program Cycle

The Program Cycle is USAID’s operational model for planning, delivering, assessing, and adapting development programming in a given region or country to advance U.S. foreign policy. It encompasses guidance and procedures for: 1) making strategic decisions at the regional or country level about programmatic areas of focus and associated resources; 2) designing projects and activities to implement strategic plans; and 3) learning from performance-monitoring, evaluations, and other relevant sources of information to make course corrections and inform future programming, as needed. (**Chapter [201](#), [304](#)**)

Program Element

Categories in the Foreign Assistance Standardized Program Structure that reflect the different components of a program area, primarily used for budget planning and tracking. Examples would be Alternative Development and Alternative Livelihoods within Counter Narcotics, HIV/AIDS within Health, and Business Enabling Environment within Private-Sector Competitiveness. (Chapter [201](#))

Program-Funded Property (USAID)

Program-funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records must indicate funding source. (Chapter [504](#), [534](#))

Program Management

Used in the context of this document, the process of creating and managing the information security program, including policies and enforcement guidelines that are designed to protect USAID's voice/data network equipment, computers and information. (Chapter [545](#))

Program Manager

Senior member of a Development Objective Team or Mission Technical Office who is responsible for the management of an entire program, if not individual projects, activities and/or awards who may not be the same as the Program Manager designated in GLAAS. (Chapter [300](#), [508](#), [545](#), [629](#))

Program of Requirements

A summary statement of the Agency's space needs in a form that is mutually agreeable by both General Services Administration (GSA) and the Agency. These requirements must include information about the location, square footage, construction requirements, and duration of the Agency's space needs. (Chapter [517](#))

Program Provider

Any institution, organization, or individual, whether public, private, non-profit, or for-profit, that directly furnishes program components to an Exchange Visitor under full or partial USAID funding. Distinct from Implementers who arrange for such programs and are also known as program Implementers or Programming Agents. (Chapter [252](#))

Program Specific Policies

These policies define the information security program (infrastructure), set Agency-specific strategic direction, assign responsibility within the infrastructure, and address compliance with policy. These policies span USAID. (Chapter [545](#))

Program Sub-Element

Categories in the Foreign Assistance Standardized Program Structure that reflect the different components of a program element, primarily used for budget planning and tracking. An example would be Farmer/Community Group Support within Alternative Development and Alternative Livelihoods, Preventing Mother-to-Child Transmission

Text highlighted in yellow indicates that the material is new or substantively revised.

within HIV/AIDS, or Property Rights within Business Enabling Environment. ([Chapter 201](#))

Programmatic Risks

Events or circumstances that potentially could improve or undermine the effectiveness of USAID's development or humanitarian assistance. (See [USAID's Risk Appetite Statement](#)) ([Chapter 220](#))

Progress Payment

Payment made under a fixed price contract or other procurement arrangement on the basis of actual costs incurred, an actual percentage of completion accomplished, or an actual stage of completion reached. ([Chapter 636](#))

Progress Review

A review of the Senior Executive's progress in meeting established performance elements and standards. A progress review normally occurs midway through the appraisal period. ([Chapter 421](#), [425](#), [461](#), [462](#))

Progressive Discipline

Progressive discipline means that the least serious penalty which will correct the problem must be imposed for the first offense. ([Chapter 487](#))

Prohibited Personnel Practices (PPPs)

These 13 practices codified in 5 U.S.C. 2302 are to be avoided and describe results of outcomes of poor (illegal) management practices that never should occur. Executives, managers, supervisors, and HR practitioners are held accountable for making HR decisions free of prohibited personnel practices. The U.S. Office of Special Counsel (OSC) has the authority to investigate and prosecute violations of the 13 PPPs. ([Chapter 401](#))

Prohibited Source

A person (or organization made up of such persons) who is seeking official action by, is doing business with, or seeking to do business with, or has interests that may be substantially affected by performance or nonperformance of the employee's official duties. ([Chapter 109](#))

Project

A group of activities designed and managed in a coordinated way to advance result(s) set forth in a CDCS (or other strategic framework) and foster lasting gains along the Journey to Self-Reliance in a country or region. Through a project approach, Missions and other Operating Units can create synergies among complementary activities that generate higher-level results achievable through the sum of their individual performances. ([Chapter 201](#) and [220](#))

Project Design

A process undertaken by a designated Project Design Team to define a project's boundaries, a high-level theory of change, and an adaptable plan for implementation, which results in a Project Development Document. (Chapter [201](#))

Project Development Document (PDD)

A short document (generally not more than 15 pages) that summarizes key decisions made during a voluntary project-design process, and during implementation thereafter. The PDD is not intended to be a comprehensive plan or an exhaustive description of all design considerations; it is a management tool for facilitating an ongoing process of decision-making. (Chapter [201](#))

Project Manager

A designated individual who is responsible for providing overall guidance and direction at the project level during project implementation. The Project Manager may be an Office Director, Team Leader, or COR/AOR, among other options. As this is a function in the Mission, rather than a formal position in the Mission's staffing pattern, the designated Project Manager might or might not have formal supervisory authorities over technical staff. (Chapter [201](#), [300](#))

Project Purpose

The highest-level result a project should achieve. The Project Purpose must support the Mission's CDCS Results Framework and be defined at a level of ambition that is manageable and judged to be attainable given the Mission's resources, staff, and influence. (Chapter [201](#))

Projected Positions System (PPS)

An easy-to-use, online system that can assist Presidential Management Fellow finalists to identify projected agency positions by agency, subagency, location, positions title, job type and date posted. Federal agencies post position information specifically for Presidential Management Fellow (PMF) finalists, and the positions are not open to the general public. The PPS also profiles agencies that participate in the PMF Program. (Chapter [460](#))

Projects

According to the Organization for Economic Cooperation and Development (OECD) methodology, projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output (for example, services from a fully functional water/sewage treatment facility). Thus, a project may cover many individual contracts and would normally include the following:

- Technical assistance for the bidding process,
- Architectural and engineering design studies,
- Construction of the physical infrastructure, and
- Operations and maintenance of the facility. (Chapter [221](#))

Promotion

Text highlighted in yellow indicates that the material is new or substantively revised.

The change of an employee to a position at a higher grade level within the same job classification system and pay schedule, or to a position with a higher rate of basic pay in a different job classification system and pay schedule. (**Chapter [418](#), [471](#)**)

Promotion Input Form (PIF)

The form used to document employees' contributions and accomplishments since their last promotion, highlighting the examples that best demonstrate an employee's readiness for promotion. Instructions and guidance on the preparation of the PIF are found in [ADS 463](#), the Employee Evaluation Program Guidebook, and on the USAID Forms website. (**Chapter [463](#)**)

Promotion Potential

The promotion potential of any position is the highest grade to which a person may be promoted without additional competition for the position, e.g., career ladder promotion. (**Chapter [418](#)**)

Property

An umbrella term that includes supplies and land or interest in land. (**Chapter [304](#)**)

Property Administrator

The authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to government property. (Source: FAR 45.501) (**Chapter [629](#)**)

Property Custodian

The official responsible for day-to-day oversight, control, and safeguarding of property (furniture and equipment) in USAID Bureaus/Offices. (**Chapter [518](#), [547](#)**)

Property Disposal Officer (PDO)

The official designated in writing by the Property Management Officer (PMO). The Property Disposal Officer must not be the Accountable Property Officer (APO) or the Personal Property Specialist in order to minimize the vulnerability of property to fraud or abuse. (**Chapter [518](#), [547](#)**)

Property Management Officer (PMO)

The overseas official (EXO or principal official), who is responsible for all Nonexpendable Personal Property (NXP) management functions. The official responsible for all personal property management functions including establishing internal policies and procedures for management and control of assigned personal property, ensuring implementation of such policies and procedures, and compliance with Agency and government-wide authorities and guidelines. (**Chapter [547](#)**)

Property, Plant, and Equipment (PP&E)

PP&E consists of tangible assets, including land, land rights, capital leases, and property owned by USAID in the hands of others, that:

- a. Have an estimated useful life of two or more years,
- b. Are not intended for sale in the ordinary course of business, and
- c. Are intended to be used or available for use by USAID. (**Chapter [629](#)**)

Proposing Official

The management official who proposes a reprimand, suspension, or separation for cause to the deciding official. (**Chapter [485](#), [487](#)**)

Proprietary Software

Software with intellectual property rights that are retained exclusively by a rights holder (e.g., an individual or a company). (**Chapter [547](#)**)

Protective Distribution System (PDS)

A fiber-optics telecommunication system that includes terminals and adequate acoustical, electrical, electromagnetic, and physical safeguards to permit its use for the unencrypted transmission of classified information. (**Chapter [552](#)**)

Prudential Financial Regulation

The subset of financial regulations intended to contribute to the stable and efficient performance of financial institutions, including the protection of depositors' assets. (**Chapter [219](#)**)

Public Access Control (PAC)

An area provided for the screening of visitors and employees before admittance into areas behind the hardline (see **12 FAH-5 H-452.1**). (**Chapter [562](#)**)

Public Accounting Firm

An independent, non-Federal auditor that generally is a Certified Public Accountant (CPA). (**Chapter [590](#)**)

Public Announcement

An agency's formal declaration that the agency has made a decision to perform a competition or a performance decision in a competition. The Contracting Officer (CO) makes these announcements via *FedBizOpps.gov*. (**Chapter [104](#)**)

Public Area

Any space or area that is open to the general public. (**Chapter [545](#)**)

Public Communications

Documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID-funded programs, projects, or activities, including signage and plaques; websites/Internet activities; and events such as training courses, conferences, seminars, press conferences, and the like. (**Chapter [320](#)**)

Public Facing

Content made available by an agency to members of the general public. Examples include, but are not limited to, an agency website, blog post, or social media pages. (Chapter [551](#))

Public Financial Management Risk Assessment Framework (PFMRAF)

USAID's risk-management process to identify, mitigate, and manage the fiduciary risks encountered when considering Government-to-Government (G2G) assistance. It focuses on fiduciary risks to which U.S. Government funds may be exposed when administered directly by the public financial-management (PFM) systems of the individual entities intended to implement G2G-funded activities. PFM assessments of individual entities must include all systems that might be used in implementing an individual project (see [ADS 220](#)). (Chapter [201](#))

Public International Organization (PIO)

An international organization that appears on the List of Public International Organizations or has otherwise been designated in accordance with the terms of [ADS Chapter 308](#). (Chapter [300](#), [308](#), [636](#))

Public Key Infrastructure (PKI)

A set of hardware, software, people, policies, and procedures which create, manage, distribute, use, store, and revoke digital certificates. In cryptography, a PKI is an arrangement that binds public keys with respective user identities by means of a certificate authority (CA). (Chapter [545](#), [552](#))

Public Reporting

Any reporting or record keeping required from ten or more non-Federal Government businesses, institutions, groups or individuals. (Chapter [506](#))

Publication

A generic term used to describe printed media such as periodicals, magazines and journals, brochures, pamphlets, and may include other printed media such as forms, wall charts, and posters. (Chapter [512](#))

Public Trust Risk Designations/Public Trust Positions

The designations of positions indicating the potential for action or inaction by the incumbent of the position to affect the integrity, efficiency, and effectiveness of government operations. Public Trust positions require the submission of an SF-85P form. (Chapter [566](#))

Public-Use Form

A form that 10 or more members of the public fill out for USAID's use for information collections. Carries an Office of Management and Budget (OMB) control symbol. (Chapter [505](#))

Purchase Order (PO)

A contractual agreement for small purchases of goods and services. (Chapter [300](#))

PWS Team

A group of individuals, comprised of technical and functional experts, formed to develop the Performance Work Statement (PWS) and quality assurance surveillance plan, and to assist the Contracting Officer (CO) in developing the solicitation. (Chapter [104](#))

Q

Qualification Requirements

Education, experience, and other prerequisites to employment or placement in a position. The Office of Personnel Management's Operating Manual for Qualifications Standards for General Schedule Positions or modified Agency standards is used to determine basic qualifications of applicants for a specific position. (Chapter [418](#))

Qualifications

Education, experience, and other prerequisites to employment or placement in a Foreign Service position in USAID. (Chapter [414](#))

Qualifications Evaluation Panel (QEP)

Panel appointed by the Board of Examiners to determine whether an applicant meets the statutory and other eligibility requirements, to assess the applicant's skills for the certification of need issued by the prospective employing agency, and to recommend whether the applicant should be examined for possible appointment as a Senior Career Candidate for the Senior Foreign Service (SFS) Career Candidate Program. (Chapter [422](#))

Qualifications Review Board (QRB)

A board attached to Office of Personnel Management (OPM) that certifies the executive qualifications of individuals for initial career appointment to the Senior Executive Service (SES). A majority of QRB members must be career appointees. (Chapter [423](#))

Qualified Candidates

Qualified candidates are those being considered for any competitive placement action who meet all established minimum eligibility and qualification requirements for the position. (Chapter [418](#))

Qualified Individual with a Disability

An individual with a disability who satisfies the requisite skill, experience, education, and other work-related requirements of the position and can perform the essential functions of the position, with or without reasonable accommodation. (Chapter [111](#))

Qualifying Educational Institutions

- A public high school whose curriculum has been approved by a state or local

governing body, a private school that provides secondary education as determined under state law, or a home-school that is allowed to operate in a state;

- Any of the following educational institutions or curricula that have been accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education: a technical or vocational school, a 2-year or 4-year college or university, a graduate or professional school, or a post-secondary home-school curriculum. (**Chapter [460](#)**)

Quality

An encompassing term comprising utility, objectivity, and integrity. Therefore, the Office of Management and Budget (OMB) Guidelines sometimes refer to these four statutory terms, collectively, as "quality." (**Chapter [578](#)**)

Quality Control Review

A review of the working papers supporting an audit report prepared by non-Federal auditors to ensure that the work complies with auditing standards approved by the Comptroller General of the United States. (**Chapter [590](#), [591](#)**)

Quality Ranking Factors

Quality ranking factors are competencies identified on the vacancy announcement for the positions to be filled that could be expected to significantly enhance performance in a position, but unlike selective factors, are not essential for satisfactory performance. (For example, oral communication might be used as a quality-ranking factor for a position in an organization where policy changes are communicated to the public in several ways). (**Chapter [418](#)**)

Quality Step Increase

An increase in an employee's rate of basic pay from one step or rate of the grade of his or her position to the next higher step of that grade, which is tied to an outstanding performance rating. (**Chapter [471](#)**)

Quantitative Unit of Cargo

The total tonnage of a commodity or commodities included in one invitation for bids or other solicitation of offers from ocean carriers for the transportation of cargo which may move in full shipload lots. (**Chapter [315](#)**)

Quasi-Experimental Design (of an evaluation)

Impact-evaluation designs used to attribute impact in the absence of a control group from an experimental design. Rather than a randomized control group, the evaluation generates a comparison group through rigorous statistical procedures, such as propensity-score matching, regression discontinuity, or analysis with instrumental variables. (**Chapter [201](#)**)

Questioned Costs

Costs determined to be potentially unallowable. It includes ineligible costs (violation of a law, regulation, contract, grant, cooperative agreement, etc., or an unnecessary or unreasonable expenditure of funds) and unsupported costs (those not supported by adequate documentation at the time of an audit). (**Chapter [591](#), [595](#)**)

R

R1

Also known as the Initiator, this individual is responsible for entering Exchange Visitor information into TEAMS accurately and completely without error, thus initiating the J-1 visa issuance process. The R1 is also responsible for entering Exchange Visitor status changes and changes to the Exchange Visitor's biographical information throughout the course of the program. (**Chapter [252](#)**)

R2

Also known as the Verifier, this individual is generally the supervisor of the R1, and accesses the Training and Exchanges Automated Management System (TEAMS) and verifies that all information in TEAMS regarding all Exchange Visitors is complete, correct, and error free. The R2 is also responsible for verifying Exchange Visitor status changes and changes to the Exchange Visitor's biographical information throughout the course of the program. A Mission or Bureau/Independent Office Approver must nominate all R2's. The role of the R2 must not be performed by an R1. (**Chapter [252](#)**)

R3

Also known as the Approver, this individual is a United States citizen member of the Mission or Bureau/Independent Office staff who is responsible for approving all exchange visits to the United States and some Exchange Visitor status changes and biographical updates. The R3 also certifies that a Security Risk Inquiry has been conducted for each Exchange Visitor and dependent who is approved for travel to the United States. The Mission or USAID/Washington Office Director must appoint the R3. (**Chapter [252](#)**)

R4

Also known as the Submitter, the R4 is the Responsible Officer or Alternate Responsible Officer for USAID's sponsorship designation under the Department of State's Student and Exchange Visitor Program. The R4 accesses both the Training and Exchanges Automated Management System (TEAMS) and the Student and Exchange Visitor Information System (SEVIS). All data regarding an Exchange Visitor that must be updated or input into SEVIS must be submitted by the R4. The R4 is responsible for printing, signing and expeditiously shipping to USAID Missions, all Exchange Visitor Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019) generated by SEVIS. (See [22 CFR 62](#) for information on the nomination process.) (**Chapter [252](#)**)

Radio Frequency

The number of complete alternating electrical currents. The unit of frequency measurement is the hertz (Hz) and is one cycle per second. Radio frequencies fall between 3 KHz and 30 GHz and the radio spectrum is divided into eight frequency bands:

| <u>Frequency</u> | <u>Classification</u> | <u>Designation</u> |
|---|--------------------------|--------------------|
| 3 to 30 KHz | Very low frequency | VLF |
| 30 to 300 KHz | Low Frequency | LF |
| 300 to 3000 KHz | Medium frequency | MF |
| 3 to 30 MHz | High frequency | HF |
| 30 to 300 MHz | Very high frequency | VHF |
| 300 to 3000 MHz | Ultra-high frequency | UHF |
| 3 to 30 GHz | Super high frequency | SHF |
| 30 to 300 GHz (Chapter 552 , 564) | Extremely high frequency | EHF |

Radio Frequency Identification (RFID)

The use of a wireless non-contact system employing radio-frequency electromagnetic fields to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking. (Chapter [545](#), [552](#))

Rank Award

An award granted by the President to career Senior Executive Service (SES) members, following nomination by their agency and recommendation by the Director of the Office of Personnel Management (OPM). Meritorious Executive rank is a sustained accomplishment and carries a lump-sum payment of \$10,000. Distinguished Executive rank is for sustained extraordinary accomplishment and carries a lump-sum payment of \$20,000. (Chapter [423](#))

Rate of Basic Pay

For pay-setting purposes, the rate of basic pay means the rate of pay fixed by law or administrative action for the position held by an employee or, in the case of an employee who is entitled to grade or pay retention, the employee's retained rate of pay, before any deductions and exclusive of additional pay of any other kind, such as locality-based comparability payments under 5 USC 5304 or special pay adjustments for law enforcement officers under section 302 or 404 of the Federal Employees Pay Comparability Act of 1990. (Chapter [423](#), [470](#), [471](#))

Rate of Basic Pay [recruitment and relocation bonuses]

The rate of pay fixed by law or administrative action for the position to which the employee is being newly appointed, or to which the employee is being relocated, before

deductions and exclusive of additional pay of any kind, such as locality payments under 5 U.S.C. 5304. (**Chapter [467](#)**)

Rate of Basic Pay [retention allowances]

The rate of pay fixed by law or administrative action for the position held by an employee, before deductions and exclusive of additional pay of any kind, such as locality pay. (**Chapter [467](#)**)

Rater of Record (Foreign Service)

The Rating Official who supervises the employee at the end of the evaluation period, March 31st. (**Chapter [461](#)**)

Rating of Record

The performance rating prepared at the end of an appraisal period for performance of Agency-assigned duties over the entire period and the assignment of a summary level within a pattern (as specified in 5 CFR § 430.208 (d)). (**Chapter [462](#)**)

Rating Official

The employee's immediate supervisor or team leader, who prepares the initial summary rating. (**Chapter [421](#), [461](#), [462](#), [463](#), [464](#)**)

Readiness Reporting System (RRS)

A Department of Homeland Security (DHS) program designed to collect and manage continuity capability data and assessments of executive branch organizations and their status in the performance of their Primary Mission Essential Functions/Mission Essential Functions (PMEFs/MEFs) in support of the National Essential Functions (NEFs). The RRS is used to conduct assessments and track capabilities at all times under all conditions, to include natural disasters, manmade incidents, terrorism, and war. (**Chapter [531](#)**)

Readiness to Partner

The ability of an organization to enter a formal contractual relationship with USAID or one of its lead implementing partners. It requires that an organization have sufficiently robust financial controls and management systems and institutions to minimize or eliminate the likelihood that risk will occur for USAID because of entering into such a partnership. (**Chapter [220](#)**)

Real Property

A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities. (Source: 6 FAM 700) (**Chapter [517](#), [518](#), [535](#), [629](#)**)

Real Property Acquisition

The act of acquiring real property by either lease or purchase. (**Chapter [518](#), [527](#)**)

Reapportionment

A revision of a previous apportionment of budgetary resources for an appropriation or fund account. The Office of Management and Budget (OMB) reapportions just as it apportions. Agencies usually submit requests for reapportionment to OMB as soon as a change becomes necessary due to changes in amounts available, program requirements, or cost factors. ([OMB Circular A-11](#)) ([Chapter 635](#))

Reassignment

The change of an employee within the Agency from one position to another without promotion or demotion. ([Chapter 418](#))

Reasonable Accommodation

Any change in the work environment or application process that enables a person with a disability to enjoy equal employment opportunities. There are three general categories of reasonable accommodations:

- Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille and providing a sign language interpreter);
- Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters; making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and reassignment to a vacant position); and
- Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as (1) training; (2) services (e.g., employee assistance programs (EAP's), credit unions, cafeterias, lounges, gymnasiums, auditoriums, transportation); and (3) parties or other social functions (e.g., parties to celebrate retirements and birthdays, and Agency outings). ([Chapter 110](#), [111](#), [405](#), [442](#), [522](#))

Reasonable Cost or Price

A cost or price is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. ([Chapter 305](#))

Reasonable Suspicion

Reasonable grounds to suspect that a key individual, recipient entity or participant may be or may have been involved in drug trafficking or have been convicted of a narcotics offense. ([Chapter 206](#))

Reassignment

The change of an employee within the Agency from one position to another without

promotion or demotion. (Chapter [471](#), [489](#))

Recalled Foreign Service (FS) Employee

A career FS employee who retired under the Foreign Service Retirement and Disability System (FSRDS) or Foreign Service Pension System (FSPS) and is returned to active duty status in the same personnel category as the individual was serving at the time of retirement and to any appropriate salary class or rate. (Chapter [414](#))

Receipt Data

Information in electronic mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s). (Chapter [502](#))

Receivable

An amount owed to USAID by an individual, organization, public entity, or other entity to satisfy a debt or claim. If an individual or entity has been billed and the debt is under appeal, the debt is considered a receivable. (Chapter [625](#))

Receiving Agent

The official appointed by the Personal Property Specialist who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. (Chapter [518](#))

Recipient

An organization that receives direct financial assistance (a grant or cooperative agreement) to carry out an assistance program on behalf of USAID, in accordance with the terms and conditions of the award and all applicable laws and regulations. (Chapter [303](#), [319](#), [591](#), [636](#))

Recipient Agency

A Federal agency to which another agency transfers allocated funds under the authority of section 632(a) of the Foreign Assistance Act of 1961, as amended. (Chapter [306](#))

Any agency, or its contractor, that receives records contained in a system of records from a source agency for use in a matching program. (Chapter [508](#))

Recipient-Contracted Audit (RCA)

A periodic audit of a foreign nonprofit organization receiving USAID funding where the organization hires non-Federal auditors. The Office of the Inspector General is responsible for maintaining quality control over the audit field work and report. Such audits follow the rules and procedures of 2 CFR 200, Subpart F. (Chapter [591](#))

Reciprocity

The recognition and acceptance of all security clearance background investigations and determinations completed by an authorized investigative or adjudicative agency of the Federal Government without further investigation or adjudication. (Chapter [566](#))

Recognize

Recognize means to record an amount in entity accounts and to report a dollar amount on the face of the Statement of Net Costs or the Balance Sheet either individually or so that the amounts are aggregated with related amounts. (Source: SFFAS 6) (**Chapter 629**)

Recommendation

An auditor's suggested action for management for addressing a deficiency arising from an audit. (**Chapter 590**)

Reconciliation

Action taken to rectify discrepancies between the physical inventory and accountable property records. (**Chapter 534**)

Reconstitution

The process by which surviving and/or replacement organization personnel resume normal organization operations from the original or a replacement primary operating facility. (**Chapter 531**)

Record

Pursuant to the Freedom of Information Act (FOIA), a record is any information that the Agency has created or obtained, and that is in the Agency's possession and control at the time of the FOIA request. (**Chapter 507**)

Record Retention Standard (RRS)

An aspect of records management that specifies the policy controlling how long a record must be kept. (**Chapter 545**)

Records

All books, papers, maps, photographs, machine readable materials, electronic documents (e.g., emails) or other documentary materials, regardless of physical form or characteristics that are made or received in connection with the transaction of the Agency's business. (**Chapter 158, 408, 502**)

Records Custodian

Agency employee who creates, records, stores, retrieves and disposes of records pertaining to Agency official business. (**Chapter 502**)

Records Schedule

A records schedule provides mandatory instructions for the disposition of the records (including the transfer of permanent records and disposal of temporary records) when they are no longer needed by the agency. As part of the ongoing records life cycle, disposition should occur in the normal course of agency business. (**Chapter 502**)

Recoupment

A special method for adjusting debts arising under the same transaction or occurrence. For example, obligations arising under the same contract generally are subject to recoupment. (22 CFR 213.2) (**Chapter 625**)

Recourse

The rights of a holder in due course of a financial instrument (such as a loan) to force the endorser on the instrument to meet his or her legal obligations for making good the payment of the instrument if dishonored by the maker or acceptor. The holder in due course must have met the legal requirements of presentation and delivery of the instrument to the maker of a note or acceptor of a draft and must have found that this legal entity has refused to pay for or defaulted in payment of the instrument. (SFFAS 2) (Chapter [623](#))

Recovered Alcoholic

A person who has undergone treatment for the disease of alcoholism and who has demonstrated a reasonable period of abstinence. (Chapter [408](#))

Recovery

To restore USAID programs/activities from a contingency state to their usual state under normal operating conditions (the rebuilding phase). (Chapter [502](#), [511](#), [531](#))

Recovery Point Objective (RPO)

The maximum targeted period in which data might be lost from an IT service due to a major incident. The RPO gives systems designers a limit to work to. (Chapter [545](#))

Recovery Time Objective (RTO)

The targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity. (Chapter [545](#))

Recruitment Bonus

The dollar amount paid only to newly appointed employees as an inducement to accept an offer of employment from the Agency. (Chapter [467](#))

Recurrence

A disability that occurs after the employee returns to work following absence due to a work-related disease, condition or injury. The disability is the result of a spontaneous return of the symptoms of the previous injury, disease or illness without intervening cause, or the need for medical treatment, other than a usual office call, for residuals of the previous condition. (Chapter [442](#))

Recurring Reports

A report required by the Foreign Assistance Act and related legislation for which the Agency must gather, maintain, and submit information at established intervals or upon the occurrence of a specified event. (Chapter [506](#))

Recurring Service Payment

A payment for recurring services, such as rents, which are performed under agency-vendor agreements for payments of definite amounts at fixed periodic intervals. Such payments may be made without the submission of a vendor invoice. (**Chapter [630](#)**)

Redeposit

A sum of money paid into the Retirement Fund by an employee or survivor to cover a period of service during which deductions were withheld but later refunded. (**Chapter [494](#)**)

Redistribution

A method of disposal. Redistribution means to give property to another USAID Mission or Office. It is the first method a Mission considers when it needs to dispose of property. Property may be redistributed when it is expected to last one year or more. (**Chapter [536](#)**)

Reduced Leave Schedule

A work schedule under which the usual number of hours of regularly scheduled work per workday or workweek of an employee is reduced. The number of hours by which the daily or weekly work schedule is reduced is counted as leave against the 12-week entitlement. (**Chapter [481](#)**)

Reduction in Force

The release of a career or probationary appointee from a position in the Senior Executive Service (SES) because the appointee has been displaced by a career or probationary appointee in a surplus position who has a higher retention standing, or the release of a career or probationary appointee from a surplus position in the SES when such appointee has the lowest retention standing of those occupying SES positions for which the appointee is qualified. (**Chapter [423](#), [454](#), [455](#)**)

An action taken by the Agency when it has been determined that there is a surplus of employees at a particular location in a particular line of work due to lack of work, shortage of funds, insufficient personnel ceiling, reorganization, the exercise of reemployment or restoration rights, or reclassification of an employee's position due to erosion of duties which will take place after the Agency has formally announced a Reduction in Force (RIF). The result of this action is furlough for more than 30 days, separation, demotion, or reassignment requiring displacement of employees. (**Chapter [452](#), [454](#)**)

Reemployment

The agreement between the Agency (either by statute or administratively granted) and a career Senior Executive Service (SES) employee to return them to the Agency upon completion of an assignment outside of the SES and their Agency. To be eligible, the employee must have held a career SES appointment prior to the assignment and must have completed the SES probationary period. (**Chapter [423](#)**)

Reemployment Rights

Rehire rights granted to a former Agency employee(s) when hired by another executive agency without a break in service of a full workday by transfer, reinstatement, or by excepted appointment, in a position which the Agency is currently authorized to fill with reemployment rights. (Chapter [413](#), [415](#), [418](#))

Reestimate

Refers to estimates of the subsidy costs performed subsequent to their initial estimates made at the time of a loan's disbursement. (SFFAS 2) (Chapter [623](#))

Reference Line

Use a reference line to refer to a previous telegram or line related communication. Although there is no limit to the number of references or lines, the Department's automatic retrieval system recognizes telegram references on only one line. References placed on succeeding lines will remain part of the telegram but cannot be used in automatic retrieval. (Chapter [549](#))

Referral

When an agency locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the Requester. This process is called a "referral." (Chapter [507](#))

Referral for Litigation

Referral of debts to the Department of Justice for appropriate legal proceedings. If the organization unit has statutory authority to handle its own litigation, referral to the office within the organization unit that is responsible for litigation. (Chapter [625](#))

Referral List

The form used to send the names of the best-qualified candidates being considered for placement to the hiring official for consideration and to document his or her selection decisions. (Chapter [418](#))

Refund

The withdrawal by the employee from the Retirement Fund of deductions made from the employee's salary during periods of employment. (Chapter [494](#))

Regional Award

An award managed by one of USAID's Regional Platforms or bilateral Missions that has activities in multiple countries. (Chapter [319](#))

Regional Development Cooperation Strategy (RDCS)

A strategy similar to a CDCS for a regional platform or program. (Chapter [201](#))

Regional Mission

A Mission that meets the criteria of a bilateral Mission plus designs and implements programs in 2+ countries through regional/bilateral programs. A Mission that supports

programming in non-presence countries and provides technical assistance and support to Bilateral Missions and USAID representative offices. Typical duties include: provide USAID Forward support, tools, leadership to Missions, Offices, and Senior Development Advisors (SDAs); serve as a hub for regional capacity development and learning; provide USAID Offices and SDAs with technical and support services; and has a key leadership role in the region supporting USAID Representatives or SDAs (who report to Chief of Mission). (**Chapter [102](#)**)

Regional Public International Organization (PIO)

An entity composed principally of countries within a designated geographic region whose primary goals and objectives are focused on benefiting the member states in said geographic region, or any other PIO that General Council (GC) designates as a regional PIO. (**Chapter [308](#)**)

Regional Security Officer (RSO)

Department of State, Bureau of Diplomatic Security Special Agents. They are responsible to the Chief of Mission at U.S. posts abroad. The RSO also receives management direction from Diplomatic Security through the Assistant Director for International Programs (DS/DSS/IP). (**Chapter [545](#)**)

Registration Authorities (RAs)

Register and administer identifiers used in information technology. (**Chapter [545](#)**)

Regular and Recurring Telework

An approved telework arrangement where eligible employees work at an alternate worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period. (**Chapter [405](#)**)

Regular Employees

FS employees who accept all the obligations of worldwide service are appointed to USAID posts, including USAID/W, in accordance with the needs of the Agency. (**Chapter [499](#)**)

Regularly Scheduled Administrative Workweek

For a full-time employee, the period within an administrative workweek established in accordance with Mandatory Reference, 5 CFR 610.111, within which the employee is regularly scheduled to work. For a part-time employee, the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work. (**Chapter [479](#)**)

Regularly Scheduled Work

Work that is scheduled in advance of the seven-day administrative workweek, including regular overtime and night work. (**Chapter [479](#)**)

Regulation

A rule or order, issued by an executive authority, prescribed for management or government and having the force of law. (Chapter [501](#), [516](#))

Regulatory Governance

Includes all applicable, relevant and current final version federal mandates (e.g., Executive Orders, Committee on National Security Systems (CNSS), National Institute of Standards and Technology (NIST), Federal Information Systems Management Act (FISMA), and any applicable others). (Chapter [552](#))

Regulatory Policy Officer

The Assistant Administrator, Bureau for Management (AA/M) serves as the Agency's Regulatory Policy Officer (RPO) and provides oversight for the rulemaking process. The RPO approves USAID's semi-annual regulatory unified agenda ("Unified Agenda") and any proposed and final rules for publication in the Federal Register. (Chapter [156](#))

Rehabilitation

Services and/or training provided to an injured employee who suffers from a vocational handicap due to an occupational injury or illness and who cannot resume usual employment. (Chapter [442](#))

Reimbursable Detail

Temporary loan of an employee from one Agency or body to another when the employee's salary and benefits are paid by the borrowing entity. (Chapter [432](#))

Reimbursable Development Program

The sale of services and commodities to friendly countries, international organizations, and certain voluntary organizations on a reimbursable basis under the authority of Section 607 of the Foreign Assistance Act. (Chapter [628](#))

Reimbursable Program

A reimbursable program is an activity under which USAID provides goods and services to or on behalf of other Federal agencies, foreign governments, international organizations and private voluntary organizations and that other entity reimburses (in effect, "pays") USAID for the goods and services provided. (Chapter [306](#))

Reimbursable Work Authorization

The form (GSA 2957) that provides written documentation of a formal agreement between General Services Administration (GSA) and a customer whereby GSA agrees to provide goods and/or services and the customer agrees to reimburse GSA's direct and indirect costs. (Chapter [519](#))

Reinstatement

The noncompetitive reappointment of a career employee in the Senior Executive Service (SES) who, under a previous career appointment successfully completed the SES probationary period.

Noncompetitive reemployment in the competitive service based on previous service under a career or career-conditional appointment. The noncompetitive employment of a career or career conditional employee, or a person formerly employed in the competitive service who held competitive status or who was serving probation when separated from that service. (Chapter [413](#), [423](#))

Reinstatement Eligibility

Refers to the ability for those individuals who previously held a career or career-conditional appointment to apply for jobs in the competitive Federal service open to status applicants. There is no time limit on reinstatement eligibility for those who either have veterans' preference or acquired career tenure by completing three years of substantially continuous creditable service. (Chapter [413](#), [418](#))

Reintegration

A systematic and controlled method to process recovered isolated persons from the time that they are recovered until they are fully assimilated back with their family, colleagues, and society. (Chapter [572](#))

Re-Lactating Mother

The process of re-establishing breastfeeding after a woman has stopped breastfeeding her child, even without a further pregnancy. (Chapter [212](#))

Release Print

The final version of a motion picture film that has been distributed for public viewing. (Chapter [502](#))

Reliability

One of the five standards of data quality assessments: data that has reliability reflect stable and consistent data collection processes and analysis methods over time. (Chapter [597](#))

Relocation Bonus

The dollar amount paid only to current Federal employees as an inducement to relocate from a different agency in a different commuting area to USAID (without a break in service). (Chapter [467](#))

Remote Access

Remote access is access to organizational information systems by users (or processes acting on behalf of users) communicating through external networks (*i.e.*, the Internet). Remote access methods include, for example, dial-up, broadband, and wireless. (Source: [NIST SP 800-53 rev. 4](#)) (Chapter [545](#))

Remote Control Software

Enables a user to control another user's computer across a network. Remote control software may be bundled with other software, such as collaboration software, file-sharing software, or P2P software. (Chapter [545](#))

Remote Desktop Protocol (RDP)

This provides a user with a graphical interface to another computer. (**Chapter [545](#)**)

Removable Media

Items such as thumb drives, CDs, and removable hard drives that connect to a computer system to transfer information and can later be removed from that computer system. (**Chapter [568](#)**)

Removal

Involuntary separation of an employee from the Agency for such cause as will promote the efficiency of the Federal service. (**Chapter [487](#)**)

Rent

The cost assessed by General Services Administration (GSA) for space and related services to agencies with tenancy in GSA controlled space or as the agent in regard to commercially leased space. (**Chapter [517](#)**)

Rentable Area

The total amount of space Operating Units (OUs) can occupy or use within an entire building and the respective share of Building Common area in relationship to the Usable area. (**Chapter [517](#)**)

Reobligation

The obligation of an amount that has been obligated and deobligated in prior transactions. (**Chapter [621](#)**)

Reorganization

See 5 CFR 536.102. The planned elimination, addition, or redistribution of functions or duties in an organization. (**Chapter [452](#)**)

Repayment Agreement

Establishes the terms and conditions governing the recovery of a debt by USAID from the borrower when a debt is rescheduled. Repayment agreements must be reduced to writing as soon as possible after such agreements are reached. (**Chapter [625](#)**)

Repeater

A radio repeater receives a radio signal at one frequency and retransmits the signal on another frequency and/or power level. Repeaters and hi-gain antenna systems enhance radio signals. (**Chapter [564](#)**)

Replacement Feeding

The use of a breast milk substitute that provides the nutrients the child needs. During the first six months, replacement feeding should be with a suitable breast milk substitute such as commercial standard infant formula if exclusive breastfeeding is not possible. After six months, it should preferably be with a suitable breast milk substitute until 12

months and complementary foods made from appropriately prepared and nutrient enriched foods. Replacement feeding does not include breast milk substitutes such as whole powdered milk or animal milk. (**Chapter 212**)

Replacement Property

Replacement property is any personal property for which there is a continuing need on a worldwide basis by the parent agency, such as office furniture and equipment; household furniture, furnishings, and equipment; motor vehicles and automotive spare parts; tires; and any other property having a continued general use. The proceeds of sale of replacement property are used to purchase similar property. Replacement property is not declared excess by the post except as noted in 6 FAM 227.1-2.

(**Chapter 534, 536, 629**)

Report

A report is data or information transmitted for use in determining policy; planning, controlling, and evaluating operations and performance, and in making administrative determinations or preparing other reports. (**Chapter 506**)

Report to Congress

A written response to a congressional request for information required in law or requested in associated explanatory congressional materials such as a committee report. (**Chapter 556**)

Reportable Vehicles

Sedans, station wagons, buses, ambulances, vans, utility vehicles, trucks, and truck tractors that operate on petroleum-based or other alternative fuels, including gasoline, diesel fuel, methanol, ethanol, natural or propane gas, or electricity. Excluded are fire trucks; motorcycles; military-design motor vehicles; semi-trailers, trailers, and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; and trucks with permanently mounted equipment, such as generators and air compressors. (**Chapter 536**)

Reporter

An individual who submits a report of sexual misconduct. The individual can be the actual individual of concern or a third-party. (**Chapter 113**)

Reporting Risk

The risk associated with the accuracy and timeliness of information needed within an organization to support decision-making and performance-evaluation, as well as outside the organization to meet standards, regulations, and stakeholder expectations; a subset of Operational Risk. (See [Playbook: ERM in the U.S. Federal Government](#)) (**Chapter 220**)

Representation Allowances

Representation Allowances are a separate line item within the operating expense (OE) account for overseas events of a protocol nature. (**Chapter 610**)

Representative Rate

The fourth step of the grade for a position subject to the General Schedule; the prevailing rate for a position under the wage-board system; and for all other positions, the rate designated by the Agency as representative of the position. (**Chapter [452](#)**)

Reprimand

A written official rebuke, censure, or registration of disapproval of a specific action or actions by an employee. (**Chapter [485](#), [487](#)**)

Reputational Risks

Events or circumstances that potentially could improve or compromise USAID's standing or credibility with Congress, the interagency, the American public, host-country governments, multilateral institutions, implementing partners, beneficiaries, or other stakeholders. (See [USAID Risk-Appetite Statement](#)) (**Chapter [220](#)**)

Requesting Office

A Bureau, Independent Office or Operating Unit responsible for describing the need for a Personal Services Contractor (PSC) in accordance with [FAR Parts 11 and 37](#), the [AIDAR](#) and this chapter. (**Chapter [309](#)**)

Required Evaluation

An evaluation whose completion fulfills a requirement; it must be external and managed, in most cases, by Program Office staff. (**Chapter [201](#)**)

Required Source

A government-established source of supplies and services that the purchase cardholder must consider before going to the commercial sector to make acquisitions. (**Chapter [331](#)**)

Required Supplementary Information (RSI)

A section of the Annual Financial Statement which includes additional information supporting the "Management Discussion and Analysis" or enhancing the understanding of the financial condition and operations of USAID. (**Chapter [594](#)**)

Requiring Office

A USAID office initiating a reporting requirement or sponsoring a requirement imposed by an organization external to USAID. (**Chapter [506](#)**)

Rescissions

Enacted legislation canceling budget authority previously provided by law, prior to the time when the authority would otherwise expire. (**Chapter [634](#)**)

Reservist Differential

A payment equal to the amount by which an employee's projected civilian basic pay for a covered pay period exceeds the employee's actual military pay and allowances for that pay period. (**Chapter [411](#)**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Residence Country

Country where the Exchange Visitor claims legal residency. (Chapter [252](#))

Resident Hire Employees

USAID Foreign Service (FS) employees who are unable to accept all the obligations of a long-term, worldwide career service, or who reside in the country of assignment primarily for reasons other than employment in the Foreign Service, who are (a) A dependent of a U.S. citizen employed overseas who is at least 18 years of age and who is expected to remain at a post only for the duration of the employee's assignment or a vacation period, (b) U.S. citizen who resides in a country primarily for reasons other than employment with a U.S. Government agency, and/or (c) An employee who, for personal reasons, is unwilling to transfer to another post. (Chapter [480](#), [499](#))

Residual Funds

The funds remaining in an obligation after the purpose of the obligation has been fully met. (Chapter [621](#))

Resilience

The ability to adapt to changing conditions and withstand and rapidly recover from disruptions due to emergencies. (Chapter [531](#))

Resources Support Services Agreement (RSSA)

An agreement formerly used between USAID and other Federal agencies to obtain continuing general support assistance that had a broad objective but no specific readily measurable tasks to be accomplished within set time frames. Such an agreement is now entered into in the form of a Participating Agency Service Agreement (PASA). (Chapter [306](#))

Respondent

A USAID office, individual, or other agency required to respond to a reporting requirement. (Chapter [506](#))

Responsible Officer (RO)

The USAID official listed with the Department of State as assuming the responsibilities described in Code of Federal Regulations pertaining to Exchange Visitor programs and designates Alternate Responsible Officers as appropriate. (Chapter [252](#))

Responsible Official

An employee's supervisor or any appropriate official who holds immediate jurisdiction over the matter being grieved. (Chapter [490](#))

Responsive Feeding

Responsive feeding refers to a reciprocal relationship between an infant or child and his or her caregiver that is characterized by the child communicating feelings of hunger and

fullness through verbal or nonverbal cues, followed by an immediate response from the caregiver. (Chapter [212](#))

Restatement (of direct loans or loan guarantees)

Refers to establishing a new book value of a direct loan or the liability of a loan guarantee. (SFFAS 2) (Chapter [623](#))

Restoration

The return of a Senior Executive Service (SES) employee who leaves the Agency to serve on active duty, including training, in the Armed Forces or who has recovered from a compensable injury. (Chapter [423](#))

Restored Annual Leave

Annual leave that was forfeited but is approved for restoration and placed in a separate leave account. (Chapter [480](#))

Restricted Areas

Areas of the building in which classified information may be handled and stored. Classified discussions and processing are permitted but may be limited to designated areas, depending on the technical security threat. (Chapter [562](#))

Restricted Authority to Operate (RATO)

A legally binding written permission to conduct activities but under certain restrictions. (Chapter [545](#))

Restricted Computer Software

Computer software developed at private expense that is a trade secret and is commercial or financial and confidential or privileged, or is copyrighted computer software, including minor modifications of the computer software. (Chapter [318](#))

Restricted Rights

Generally, restricted rights bar USAID from using, reproducing or disclosing copyrighted information outside the U.S. Government without permission from the party owning the copyright. (Chapter [318](#))

Restricted Space

An area where storage, processing, discussions, and handling of classified documents is authorized. (Chapter [517](#), [552](#), [565](#), [567](#), [568](#))

Result

A significant and intended change in a development condition affecting people, systems, or institutions. Results are outputs and outcomes, including the Development Objective (DOs), Intermediate Result (IRs), sub-Intermediate Result (sub-IRs), Project Purpose, and project outcomes, as specified in a Mission's Country Development Cooperation Strategy (CDCS) or project logic model. (Chapter [201](#), [597](#))

Results Framework

Text highlighted in yellow indicates that the material is new or substantively revised.

The predominant logic model for representing the development hypotheses underlying the Mission's strategy. The Results Framework diagrams the development hypotheses, outlining the logic for achieving DOs over time, including causal logic (at levels up to IRs) and contribution between IRs and DOs and between DOs and goals. The Results Framework includes the Country Development Cooperation Strategy (CDCS) Goal, DOs, IRs, and sub-IRs. (**Chapter [201](#), [597](#)**)

Results Package

A results package is a shorthand designation for items that contribute to achieving a particular result. Some Operating Units have used the term as a name for documentation used to obtain approval for a set of activities and to define AO sub-teams that concentrate on a particular new set of activities. The term is no longer "officially" used. Documentation to approve activities is called Activity Approval Documentation. (**Chapter [305](#)**)

Retention Register

A listing prepared by the Agency for a specific competitive level which will be reached by Reduction in Force (RIF), listing all competing employees by tenure group, veteran preference, length of service, and performance in descending order. (**Chapter [452](#), [454](#)**)

Retention Standing

An individual employee's placement on the retention register at the time of release from a competitive level. (**Chapter [452](#)**)

Retreat

Occurs when a released employee displaces another employee with lower retention standing within the same tenure group and subgroup who occupies a position that is not more than three grades or grade-intervals below the position from which that employee is released. The released employee is said to "retreat" to that lower level position. (**Chapter [452](#)**)

Retrofit

Installation of a building system or building water system alternative in an existing Federal building. (**Chapter [528](#)**)

Reviewing Official

The second-level supervisor (supervisor of the rating official) who will review and concur/not concur with the implementation of a performance improvement plan (PIP) and on any end of year evaluation in which the Rating Official determines that the rated employee is not performing at a satisfactory level. (**Chapter [461](#), [464](#)**)

Revised Section 508 Standards

The standards for Information and Communication Technology (ICT) developed, procured, maintained, or used by agencies subject to Section 508 of the Rehabilitation

Act as set forth in 508 Chapters 1 and 2 (36 CFR part 1194, Appendix A), and Chapters 3 through 7 (36 CFR part 1194, Appendix C). (**Chapter [551](#)**)

Revision Date

The date that Automated Directives System (ADS) chapters, internal mandatory references, or additional help documents are finalized for distribution. This is not an effective date. “New Edition” indicates that the chapter is being issued for the first time. “Partial Revision” indicates that some portions of the chapter have been modified. “Full Revision” indicates that the chapter has been revised in its entirety. The type of issuance is indicated on the lower right-hand corner of a chapter’s cover page and in the header of subsequent pages. (**Chapter [501](#)**)

Rights and Interest Records

Records essential to the preservation of the legal rights and interests of individual citizens and the Federal Government. Examples are legal proceedings, payroll, and retirement records. (**Chapter [511](#), [531](#)**)

Risk

The effect of uncertainty on objectives (see **[ADS 596mab](#)**). Within USAID’s Program Cycle, a risk refers to an uncertain event or circumstance that, if it occurred, would hinder the Operating Unit’s ability to achieve intended results. (**Chapter [201](#) and [220](#)**)

A combination of the likelihood that a threat will occur, the likelihood that a threat occurrence will result in an adverse impact, and the severity of the resulting impact. (Source: **[NSTISSI 1000](#)**) (**Chapter [545](#)**)

Risk Appetite

The broad-based amount of risk an organization is willing to accept in pursuit of its mission/vision. (**Chapter [201](#), [220](#)**)

Risk Assessment

The identification and analysis of risks to the achievement of strategic, program, and operational objectives, which forms a basis for determining how OUs should manage risks. Risk-assessment involves estimating the significance and likelihood of a risk, as well as any controls or other measures that mitigate or eliminate that risk. (**Chapter [201](#), [220](#)**)

An internal management process for identifying, analyzing, and managing risks relevant to achieving the objectives of safeguarding assets, compliance with relevant laws and regulations, and reliable financial reporting. (**[OMB Circular A-123](#)**) (**Chapter [545](#), [596](#)**)

Risk Category

Subdivisions of a cohort of direct loans or loan guarantees into groups of loans that are relatively homogeneous in cost, given the facts known at the time of obligation or commitment. Risk categories will group all loans obligated or committed for a program

during the fiscal year that share characteristics predictive of defaults and other costs. (OMB Circular No. A-11) (**Chapter [623](#)**)

Risk Executive

An individual or group within the Agency that helps to ensure that risk-related considerations for individual information systems, to include authorization decisions, are viewed from an organization-wide perspective with regard to the overall strategic goals and objectives of the Agency in carrying out its core missions and business functions. (**Chapter [545](#)**)

Risk Impact

A measurement of the effect that could result from the occurrence of a particular identified risk. (See **[Playbook: ERM for the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Risk Management

A coordinated activity to direct and control challenges or threats to achieving an organization's goals and objectives. (See **[Playbook: ERM for the U.S. Federal Government](#)**) (**Chapter [220](#)**)

The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level considering associated costs and benefits of any actions taken. (**Chapter [531](#)**)

The process concerned with the identification, mitigation and elimination of threats to, and vulnerabilities of, an information system to a level commensurate with the value of the assets protected. (Source: **[NSTISSI 1000](#)**) (**Chapter [545](#)**)

Risk Mitigation

A strategy for managing risk that seeks to lower or reduce the significance and/or likelihood of a given risk. (See **[Playbook: ERM for the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Risk Profile

A document that provides thoughtful analysis of the risks an Agency faces toward achieving its strategic objectives that arise from its activities and operations, and appropriate options for addressing significant risks. (**Chapter [201](#), [220](#)**)

Risk Response (or Strategy)

A strategy for managing (or responding to) a given risk. Risk-response strategies include avoidance, sharing, reduction, transfer, and acceptance. (See **[Playbook: ERM for the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Risk Tolerance

The acceptable level of variance in performance relative to the achievement of objectives, with special consideration to the relative importance of related objectives. Risk tolerance must align with risk appetite. (**Chapter [201](#), [220](#)**)

Role

These are the actions and activities assigned to, or required of, a person in a specific position or job. (**Chapter [545](#)**)

Rotation Assignment

The assignment of a Foreign Service (FS) employee to the United States for three years. (**Chapter [436](#)**)

Rotational Assignments

Short-term assignments used to allow Fellows to gain a broader perspective of the Executive Branch of the Federal Government and the U.S. Government foreign policy apparatus. Rotations can take Fellows to another Bureau, Division, Office, program, another agency or branch of the Federal Government, or even outside the Federal Government (to the private or non-profit sector, for example). Rotations provide an opportunity to gain management experience, work in specific occupational fields or learn about a program function from another perspective. (**Chapter [460](#)**)

Routine

Outgoing telegrams with the lowest order of precedence assigned to communications which justify Department of State (DOS) transmission but are of insufficient urgency to require a higher precedence. (**Chapter [549](#)**)

Routine Use

With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected. (**Chapter [508](#)**)

Rule/Regulation

An agency statement of general applicability and future effect designed to implement, interpret, or prescribe law or policy or to describe the organization, procedure, or practice requirements of an agency. A rule issued by an agency alters rights and interests of outside parties. The terms rule and regulations are interchangeable and synonymous. Both rules and regulations are subordinate to statutes, especially to the specific statute under which they are issued. (**Chapter [156](#), [516](#)**)

Rule of Two

During market research, if a minimum of two small businesses are found to have the capacity to compete for a contract opportunity, the contracting officer can set the contract aside for a small business. For example, if the Contracting Officer locates two women-owned small business (WOSB) firms, he/she can set the contract aside for WOSB. The same applies for all other socio-economic categories. (**Chapter [321](#)**)

Rulemaking

The process that an executive agency uses to create, amend, or repeal a rule that involves notice to the public and the opportunity for public comment. (**Chapter [156](#)**)

Rules Coordinator

A staff member of M/MPBP/POL, the Rules Coordinator (RC) acts as the liaison between the IPO and OMB/OIRA concerning USAID's rule development and review process. (**Chapter [156](#)**)

Rules of Behavior (ROB)

Rules that clearly delineate responsibilities and expected behavior of all individuals with access to a system. (Source: [NIST SP 800-12](#)) (**Chapter [545](#), [552](#)**)

S

Sabbatical

An absence from duty, with pay, that an agency may grant to a Senior Executive Service (SES) career appointee for up to 11 months to engage in study or uncompensated work experience for developmental purposes. (**Chapter [423](#)**)

Sabotage

An act or acts with the intent to injure, interfere with, or obstruct the national defense or foreign policy of a country by willfully injuring, destroying, or attempting to destroy national defense or war material, premises, or utilities, to include human or natural resources. (**Chapter [569](#)**)

Safe Area

A designated area within a building that serves as an emergency sanctuary and provides at least 15-minute forced-entry and ballistic-resistant (FE/BR) protection, emergency power, ventilation, communications, and emergency egress. (**Chapter [562](#)**)

Safe Haven

An approved site where essential records are stored for safekeeping and retrieval in cases of emergency and/or disaster. This site has to be at a location that is separate from where the files originated. (**Chapter [511](#)**)

A designated area within a building that serves as an emergency sanctuary and provides at least 60-minute forced-entry and ballistic-resistant (FE/BR) protection, emergency power, ventilation, communications, and emergency egress. (**Chapter [562](#)**)

Saved Pay

The Senior Executive Service (SES) rated pay that the individual receives by accepting a lower graded position after leaving the SES as the result of reduction-in-force or

removal during probationary period. (See 5 USC 3594(c)(1)(2) for definitions and limitations of SES pay.) (**Chapter [423](#)**)

Scan

A feature on radios that allows the operator to monitor different channels at one time. (**Chapter [564](#)**)

Schedule A Position

Positions other than those of a confidential or policy-determining character for which it is impracticable to examine. (**Chapter [413](#)**)

Schedule Awards

Compensation is provided for specified periods of time for the permanent loss, or loss of use, of each of certain body members, organs and functions. (**Chapter [442](#)**)

Schedule B Position

Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination. (**Chapter [413](#)**)

Schedule C Position

Positions of a confidential or policy-determining character. (**Chapter [413](#)**)

Schedule Change

A modification or adjustment in the established work schedule of an employee of a permanent or temporary nature which may be initiated by either the supervisor or employee. (**Chapter [479](#)**)

Scheduled Annual Leave

Annual leave that was requested and approved in advance in writing in webTA. (**Chapter [480](#)**)

Schedules A, B, and C

Categories of positions excepted from the competitive service by regulation. (**Chapter [413](#)**)

Scientific Assessment

Evaluation of a body of scientific or technical knowledge, which typically synthesizes multiple factual inputs, data, models, assumptions, and/or applies best professional judgement to bridge uncertainties in the available information. (**Chapter [578](#)**)

Scope of Work

The document which describes the specifications of an audit contracted out to a public accounting firm, including the background, audit objectives, steps, procedures, reporting requirements, and terms of performance. (**Chapter [590](#)**)

Script

Written specifications for an aspect of a video or motion picture production, such as settings, action, camera coverage, dialogue, narration, music, and sound effects. (Chapter [502](#))

Search

Review, manually or by automated means, agency records for the purpose of locating those records which are responsive to a Freedom of Information Act (FOIA) request. (Chapter [507](#))

Section 7011

A section of the annual Foreign Operation, Export Financing and Related Program Appropriations Act which provides that funds appropriated for the purposes identified in Section 7011 remain available for an additional four years from the date on which the availability of such funds would otherwise have expired, if such funds are initially obligated before the expiration of their respective periods of availability. (Chapter [621](#))

Sector Program Assistance

Contributions to carry out wide-ranging development plans in a defined sector such as agriculture, education, transportation, etc. Assistance is made available in cash or in kind, with or without restrictions on the specific use of the funds, but on the condition that the recipient executes a development plan in favor of the sector concerned. (Chapter [221](#))

Secure Compartmentalized Facility (SCIF)

An enclosed area within a building used to process Sensitive Compartmented Information (SCI)-level classified information. (Chapter [552](#))

Secure Compartmentalized Information (SCI)

SCI is classified information concerning or derived from intelligence sources, methods, or analytical processes, which is required to be handled within formal access control systems established by the Director of Central Intelligence. (Chapter [552](#))

Secure Portal

The password-protected, web-based application that allows applicants for USAID's assistance and acquisition awards to enter information requested by the PIF. (Chapter [319](#))

Secure Shell (SSH)

A cryptographic network protocol for secure data communication, remote shell services, or command execution and other secure network services between two networked computers that it connects via a secure channel over an insecure network: a server and a client (running SSH server and SSH client programs, respectively). The protocol specification distinguishes two major versions that are referred to as SSH-1 and SSH-2. (Chapter [545](#))

Secure Video-Teleconference (SVTC)

The conduct of a videoconference by a set of telecommunication technologies. They

allow two or more locations to communicate by simultaneous two-way video and audio transmissions. Security protects the video-teleconference against danger, damage, loss, or crime. (**Chapter [552](#)**)

Security Accreditation

The official management decision given by a senior agency official to authorize operation of an information system and to explicitly accept the risk to Agency operations, Agency assets, or individuals based on the implementation of an agreed-upon set of security controls. (**Chapter [545](#)**)

Security and Safety

Protection of the well-being of USAID employees, facilities, and classified or sensitive information. (**Chapter [527](#)**)

Security Assessment and Authorization (SA&A)

Certification is the comprehensive evaluation of the technical and non-technical security features of an information system and other safeguards, made in support of the accreditation process, to establish the extent to which a particular design and implementation meets a set of specified security requirements. Source: NSTISSI No. 1000. Security accreditation is the official management decision given by a Designated Approving Authority (AO) to authorize operation of an information system, and to explicitly accept the risk to Agency operations, Agency assets, or individuals based upon the agreed upon implementation of a prescribed set of security controls. (**Chapter [552](#)**)

Security Classification Guide

A document prepared for the sole or principal purpose of providing instructions about the derivative classification of information about a particular program, project, or subject. (**Chapter [568](#)**)

Security Clearance

A certification that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under Federal standards and may be permitted access to classified information at the specified level. (**Chapter [566](#), [567](#)**)

Security Clearance Review Panel (SCRIP)

Panel consisting of the Director of Security, Deputy Assistant Administrator for Human Capital and Talent Management (DAA/HCTM) and the designated Agency's Ethics Official that addresses the appeal of a denial or revocation of a security clearance. (**Chapter [566](#)**)

Security Container

A container (safe) that houses a built-in, three position, dial-type combination lock and is approved by the General Services Administration (GSA) for storage of classified information. (**Chapter [562](#)**)

Security Eligibility

A security status based on favorable adjudication of a required personnel security investigation; it indicates that an individual is deemed trustworthy for employment in a sensitive position and may be granted a clearance for access to classified information up to the level of eligibility if required in the performance of official duties. (**Chapter 566, 567**)

Security Environment Threat List

A classified document published by the Department of State (DOS) on a semi-annual basis that defines the threat levels at each post and defines the CI program requirements at post. (**Chapter 569**)

List of countries with U.S. diplomatic Missions compiled by the Department of State and updated semiannually. The listed countries are evaluated based on transnational terrorism; political violence; human intelligence; technical threats; and criminal threats. Threat levels for each of these four categories are designated as critical, high, medium, or low. (**Chapter 573**)

Security Incident

An adverse event that results from malicious activity, or the threat of such an event occurring. (**Chapter 545**)

An event that results in the failure to safeguard classified materials in accordance with [E.O. 13526](#), "Classified National Security Information," 12 FAM 500, and [ADS 566](#). The consequence of a security incident is either a Practice Dangerous to Security (PDS), a security infraction, or a security violation. (**Chapter 568**)

Security Infraction

A failure to properly safeguard classified material that does not result in the actual or probable compromise of the material, for example, improperly stored classified material within a controlled access area. (**Chapter 568**)

Security Level

The security level for an information system is defined by the potential impact on a system should a breach in security occur. (Sources: [NIST SP 800-60, Vol. I, FIPS 199](#)) (**Chapter 545**)

Security Operations Center (SOC)

A centralized unit in an organization that deals with security issues, on an organizational and technical level. An SOC within a building or facility is a central location from where staff supervises the site, using data processing technology. Typically, it is equipped for access monitoring, and controlling of lighting, alarms, and vehicle barriers. (**Chapter 545**)

Security Property

Property provided for the protection/security of personnel, facilities, or national security information. (**Chapter 518, 534**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Security-Related Parameters

Parameters affecting the security state of information systems including the parameters required to satisfy other security control requirements. They include registry settings; account, file, directory permission settings; and settings for functions, ports, protocols, services, and remote connections. (**Chapter [545](#)**)

Security Risks

Events or circumstances that potentially improve or compromise the security of USAID's staff, partners, property, information, funding, or facilities. (See [USAID's Risk-Appetite Statement](#)) (**Chapter [220](#)**)

Security Test and Evaluation (ST&E)

The examination and analysis of the safeguards required to protect an information system, as they have been applied in an operational environment, to determine the security posture of that system. (Source: [NSTISSI 1000](#)) (**Chapter [545](#)**)

Security Violation

A failure to properly safeguard confidential or secret classified material that results in the actual or probable compromise of the material, or any security incident involving the mishandling of Top Secret, Special Access Program, and Special Compartmented Information, regardless of location or probability of compromise. (**Chapter [568](#)**)

Segregable Portions

Select segments of records that can be set apart from the group of records that are exempt and released to the public. The requirement to provide Freedom of Information Act (FOIA) requesters with any reasonably segregable, non-exempt portions of the records that are responsive to FOIA requests is a fundamental tenant of the Act. (**Chapter [507](#)**)

Selcal Number

An unused selective calling number is obtained from the Embassy Information Program Officer (IPO) for each radio requested, whether or not selective calling is in use at Post. (**Chapter [564](#)**)

Selecting Official

The individual responsible for making a careful analysis of the qualifications of each candidate certified for a vacancy and judging which candidate on the referral list(s) could perform best in the job to be filled. (**Chapter [418](#)**)

Selective or Screen-Out Factors

Specific knowledge, skills, and abilities essential for satisfactory performance on the job and which represent an addition to the basic qualification standards for a position. (**Chapter [418](#)**)

Self-Assessment

A narrative written by the employee commenting on the performance of each Performance Element and Performance Standard, or any other performance. (**Chapter [462](#)**)

Self-Reliance

A country's capacity to plan, finance, and implement solutions to local development challenges, as well as its commitment to see these through effectively, inclusively, and with accountability. (**Chapter [201](#)** and **[220](#)**)

Senior Agency Information Security Officer (SAISO)

The Senior Agency Information Security Officer (or senior information security officer) is an organizational official responsible for: 1) carrying out the Chief Information Officer (CIO) security responsibilities under FISMA; and 2) serving as the primary liaison for the CIO to the organization's Authorizing Officials (AOs), information system owner (SO), common control providers, and Information System Security Officers (ISSOs). The senior information security officer: 1) possesses professional qualifications, including training and experience, required to administer the information security program functions; 2) maintains information security duties as a primary responsibility; and 3) heads an office with the mission and resources to assist the organization in achieving more secure information and information systems in accordance with the requirements in FISMA. The senior information security officer (or supporting staff members) may also serve as AO designated representatives or security control assessors. The role of senior information security officer has inherent U.S. Government authority and is assigned to government personnel only. The SAISO in USAID is the Chief Information Security Officer (CISO). (**Chapter [545](#)**)

Senior Development Advisor (SDA)

Receives policy direction from USAID/W Bureaus or Regional Missions; are posted in countries hosting multilateral donor organizations; are newly emerging bilateral donors; or have overseas Department of Defense (DoD) Combat Commands. Are posted in limited presence countries with modest assistance and typically have only one United States Direct-Hire (USDH). Typical duties include: Development Counselor to Chief of Mission or Combatant Commander; responsible for building partnerships with other United States Government (USG) stakeholders, coordinating implementation of USAID investments (with private sector or other donors), and directly advising host country government-financed programs. They can be either SMG or non-SMG. (**Chapter [102](#)**)

Senior Executive

A member of the Senior Executive Service. (**Chapter [423](#)**)

Senior Executive Service (SES)

A separate personnel system for persons who set policy and administer programs at the top levels of the government (equivalent to GS-16 through Executive Level IV). (**Chapter [413](#)**)

Senior Foreign Service Career Candidate Program

Appointment to the Senior Foreign Service for a limited period not to exceed five years as a career candidate. A career candidate who does not qualify during the trial period to become a career member of the Senior Foreign Service is separated from the Career Candidate Program no later than the expiration date of the candidate's time-limited appointment. (Chapter [422](#))

Senior Foreign Service Classes

The Senior Foreign Service consists of three ranks or classes: Counselor, Minister Counselor, and the senior most level, Career Minister. (Chapter [422](#))

Senior Foreign Service Consolidated Selection Board (C/BOARD)

Board convened annually by the Director, Office of Human Capital and Talent Management and the Inspector General for Backstop 08 personnel to evaluate the performance, competence, and potential of Senior Foreign Service employees. The Board makes recommendations for promotions, Presidential and Agency Awards, salary level adjustments, recertification determinations, separation considerations, limited career extensions, and withholding of scheduled salary step increases. (Chapter [422](#))

Senior Foreign Service Non-career Appointment

Limited Senior Foreign Service appointment used primarily to fill special needs overseas for skill categories not required on a long term basis. Appointments are made by the Administrator and are not to exceed five years. (Chapter [422](#))

Senior Management Review Board

Advisory panel to the Administrator which is responsible for recommending Senior Foreign Service employees for Presidential Awards, adjudicating denial of Foreign Service and Senior Foreign Service Agency performance pay award cases referred by the Director of Human Capital and Talent Management, and for advising the Deputy Administrator on Limited Career Extensions. (Chapter [422](#))

Senior Obligation Alignment Review (SOAR) Document

The form used to review and approve the issuance of solicitations for certain planned acquisition and assistance awards, cost-type agreements and project contributions with Public International Organizations, whether non-competitive awards or the result of solicitations. (Chapter [300](#))

Senior Officials

Individuals occupying executive positions of responsibility for oversight, management, and decision making. Generally, Senior Official's records are the most important documents created within the Agency and are some of the most valued documents achieved at National Archives and Records Administration (NARA). (Chapter [502](#))

Senior Real Property Officer (SRPO)

The individual responsible for developing and implementing the Agency asset

management planning process, managing all real property owned and utilized by the Agency, and annually reporting on real property to the Director of the Office of Management and Budget and the Administrator of General Services. In USAID, the Director, Bureau for Management, Office of Management Services (M/MS) is the delegated SRPO. ([E.O. 13327](#)) ([Chapter 535](#))

Senior Threshold Board

Board which reviews Foreign Service officers who have applied for promotion into the Senior Foreign Service. ([Chapter 422](#))

Sensitive But Unclassified Information (SBU)

SBU describes information which warrants a degree of protection and administrative control that meets the criteria for exemption from public disclosure set forth under Sections 552 and 552a of Title 5, United States Code: the Freedom of Information Act and the Privacy Act, 12 FAM 540 Sensitive but Unclassified Information, (TL;DS-61;10-01-199), 12 FAM 541 Scope, (TL;DS-46;05-26-1995).

SBU information includes, but is not limited to:

- Medical, personnel, financial, investigatory, visa, law enforcement, or other information which, if released, could result in harm or unfair treatment to any individual or group, or could have a negative impact upon foreign policy or relations; and
- Information offered under conditions of confidentiality which arises in the course of a deliberative process (or a civil discovery process), including attorney-client privilege or work product, and information arising from the advice and counsel of subordinates to policy makers. ([Chapter 508](#), [545](#), [562](#), [566](#), [567](#))

Sensitive Compartmentalized Information (SCI)

The term refers to a method of handling certain types of classified information that relate to specific national security topics or programs whose existence is not publicly acknowledged, or the sensitive nature of which requires special handling. ([Chapter 545](#))

All information and materials bearing special community controls indicating restricted handling within present and future community intelligence collection programs and their end products for which community systems of compartmentalization have been or will be formally established. ([Chapter 566](#), [569](#))

Sensitive Compartmented Information Facility (SCIF)

A SCIF is an accredited area, room, group of rooms, buildings, or installation where SCI (sensitive compartmented information) may be stored, used, discussed, and/or electronically processed. SCIFs will be afforded personnel access control to preclude entry by unauthorized personnel. ([Chapter 552](#), [568](#))

Sensitive Positions

Any position in USAID the occupant of which could bring about, because of the nature of the position, a material adverse effect on the national security. There are three types of sensitive positions each of which requires access to classified information:

- a. **Critical-Sensitive Position:** Any position in USAID, the duties of which include, but are not limited to: positions with public trust risk designations of high with access to any level classified information: positions with a requirement for access to Top Secret information: positions having investigative or security functions, or service on personnel security boards.
- b. **Noncritical-Sensitive Position:** Any other sensitive position in USAID that does not fall within the definition of a critical-sensitive position. The duties of a noncritical-sensitive position include but are not limited to access to national security information and material up to, and including, Secret.
- c. **Special-Sensitive Position:** Any position in USAID, the duties of which are determined to be at a level higher than "critical sensitive" because of the greater degree of damage that an individual by virtue of occupancy of the position could effect to the national security, or because the duties may entail access to sensitive compartmented information. (**Chapter 566**)

Separation for Cause

Separation from the Service for such cause as will promote the efficiency of the Service under Section 610 of the Act. (**Chapter 450, 485**)

Separation of Duties

A requirement that two or more individuals are needed to complete a process. This ensures that no single individual has complete control over process execution. (**Chapter 545**)

Series

A subdivision consisting of positions similar to a specialized line of work and qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-510; the Secretary Series, GS-318; and the Microbiology Series, GS-403. (**Chapter 456**)

Serious Health Condition

An illness, injury, impairment, or physical or mental condition that involves:

- a. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider that includes (but is not limited to) examinations to determine if there is a serious health condition and evaluations

Text highlighted in yellow indicates that the material is new or substantively revised.

of such conditions if the examinations or evaluations determine that a serious health condition exists. Continuing treatment by a health care provider may include one or more of the following:

- 1) A period of incapacity of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, which also involves:
 - Treatment two or more times by a health care provider, by a health care provider under the direct supervision of the affected individual's health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (e.g., a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition).

- 2) Any period of incapacity due to pregnancy, or for prenatal care, even if the affected individual does not receive active treatment from a health care provider during the period of incapacity or the period of incapacity does not last more than three consecutive calendar days.

- 3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition that:
 - Requires periodic visits for treatment by a health care provider under the direct supervision of the affected individual's health care provider,
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). The condition is covered even if the affected individual does not receive active treatment from a health care provider during the period of incapacity or the period of incapacity does not last more than three consecutive calendar days.

- 4) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The affected individual must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's,

Text highlighted in yellow indicates that the material is new or substantively revised.

severe stroke, or terminal stages of a disease).

- 5) Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity or more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy/radiation for cancer, physical therapy for severe arthritis, dialysis for kidney disease).
- (Serious health condition does not include routine physical, eye, or dental examinations; a regimen of continuing treatment that includes the taking of over-the-counter medications, bed-rest, exercise, and other similar activities that can be initiated without a visit to the health care provider; a condition for which cosmetic treatments are administered, unless inpatient hospital care is required or unless complications develop; or an absence because of an employee's use of an illegal substance, unless the employee is receiving treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions. Allergies, restorative dental or plastic surgery after an injury, removal of cancerous growth, or mental illness resulting from stress may be serious health conditions only if such conditions require inpatient care or continuing treatment by a health care provider). (**Chapter 481**)

Service Agreement (recruitment and relocation bonuses)

In conjunction with a recruitment bonus means a written agreement between USAID and a newly appointed employee under which the employee agrees to complete a one-year period of employment with the Agency in return for payment of a recruitment bonus. In conjunction with a relocation bonus means a written agreement between USAID and an employee under which the employee agrees to complete a one-year period of employment with the Agency at the new duty station to which relocated in return for payment of a relocation bonus. (**Chapter 467**)

Service Agreement (Travel Expenses for Candidates' Pre-Employment Interviews and New Appointees)

A written agreement initiated by USAID and signed by a newly appointed employee under which the employee agrees to remain employed with the Federal Government for 12 months in return for payment of travel and transportation expenses. (**Chapter 467**)

Service Desk

Staff tasked with responding to user problems or security incidents, and other support related roles. (Chapter [545](#))

Service Level Agreement (SLA)

A management agreement between USAID and a service provider. An SLA is a signed, obligating, and legally binding document that describes the services and products the service provider will provide to USAID pursuant to the contract. (Chapter [545](#))

Also called service level contract. A contract between a service provider and a customer, it details the nature, quality, and scope of the service to be provided. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance. (Chapter [552](#))

Service Mark

Similar to a trademark, except that it identifies and distinguishes the source of a service rather than a product. (Chapter [318](#))

Service Provider

Applicable policy and baseline requirements of any entity (internal (*e.g.*, M/CIO, SEC, CIO ISSO); outsourced, third party provider, etc.) that provides classified products, services and/or support to USAID users, facilities, and workspaces. (Chapter [552](#))

The service provider organizations are those entities that actually deliver the service to customer agencies and service recipients. The State Department management section and regional security office are service providers at almost every embassy. Embassies are turning increasingly to commercial entities to “contract out” for some administrative support. For quite some time, certain administrative support activities have been delivered regionally—a cost-effective service delivery approach that will continue to grow. Occasionally, another U.S. Government agency will have a sufficiently large administrative support capability at a location that it will step forward and agree to provide services as the Alternate Service Provider (ASP) (see [6 FAH-5 H-012.9](#)). (Chapter [635](#))

Services

The performance of identifiable tasks, rather than the delivery of an end item of supply. (Chapter [310](#))

Servicing Agency

The Federal agency that provides goods or services to another agency under the authority of the Economy Act or similar legislation. (Chapter [306](#), [508](#))

Senior Executive Service (SES) Career Appointee

An individual in an SES position whose appointment to the position, or previous appointment to another SES position, was based on a competitive SES merit staffing

process and whose executive qualifications for the SES were certified by a Qualifications Review Board, or an individual who converted to the SES with a career appointment. (**Chapter 423**)

Service-Disabled Veteran-Owned Small Business (SDVOSB)

A small business concern that is at least 51 percent unconditionally and directly owned by one or more service-disabled veterans may represent itself as a Service-Disabled Veteran-Owned Small Business Concern. To participate in the Federal marketplace, the Veteran must have a service-connected disability that has been determined by the Department of Veterans Affairs or his or her respective military service branch. (**Chapter 321**)

SES Limited Emergency Appointee

An individual who was appointed non-competitively, under a non-renewable appointment not to exceed 18 months, to an SES General position to meet a bona fide, unanticipated, urgent need. (**Chapter 423**)

SES Limited Term Appointee

An individual who was appointed non-competitively, under a non-renewable appointment not to exceed three years, to an SES General position, the duties of which must expire at the end of such term. (**Chapter 423**)

SES Non-Career Appointee

An individual, other than one serving under a career or limited appointment, who was appointed non-competitively to an SES General position. (**Chapter 423**)

SES Position

A position that is classified above GS-15, or is in level IV or V of the Executive Schedule, or an equivalent position, which is not required to be filled by President appointment with Senate confirmation, and in which the incumbent:

- 1) Directs the work of an organizational unit;
- 2) Is held accountable for the success of one or more specific programs or projects;
- 3) Monitors progress toward organizational goals, and periodically evaluates and makes appropriate adjustments to such goals;
- 4) Supervises the work of employees other than personal assistants; or
- 5) Otherwise exercises important policy-making, policy-determining, or other executive functions. (**Chapter 423**)

Set-aside Contract

A “set-aside” is a restricted Federal contract for which only small businesses may submit offers. Throughout this document, reference to small business encompasses U.S. small business concerns. (**Chapter [321](#)**)

Severable/Non-Severable Contracts

Severable contracts represent continuing or recurring services that can be separated into components. These components may be performed to meet separate needs. Under a severable contract, Operating Units receive value each time the contractor renders a service. Unless an exception to the bona fide needs rule applies, Operating Units may not fund severable contracts across fiscal years and must charge severable services to the fiscal years in which the contractor renders the service.

A non-severable contract represents a single undertaking that cannot be separated into components. With a non-severable contract, Operating Units receive value only when the contractor performs the entire service. Unless an exception to the bona fide needs rule applies, Operating Units must fully fund non-severable contracts in the fiscal year in which they sign the contracts, even though performance may extend into future fiscal years. (**Chapter [603](#)**)

SEVIS

The Student and Exchange Visitor Information System (SEVIS) is the Department of Homeland Security, Immigration and Customs Enforcement controlled database of Exchange Visitors traveling to the U.S. to pursue Exchange Visitor activities, pursuant to the Enhanced Border Security and Visa Entry Reform Act of 2002 Pub. L. 107-173/H.R. 3525. (**Chapter [252](#)**)

Sex

A biological construct that defines males and females according to physical characteristics and reproductive capabilities. For monitoring and reporting purposes, USAID disaggregates data by sex, not by gender. Gender and sex are not synonyms. (**Chapter [201](#)**)

Sexual Assault

Any non-consensual sexual act proscribed by Federal, tribal, or state law, including when the victim lacks capacity to consent. The term "sexual act" means touching, or causing another person to touch, either directly or through the clothing, any person, with an intent to abuse, humiliate, harass, or degrade them based on their sex or to arouse or gratify the sexual desire of any person. Touching may be accomplished by any part of the body or an object. For the purpose of the Agency's internal policy, such definition also extends overseas. (Note that the Department of State has a definition for sexual assault in 3 FAM 1710, which the Agency's above definition is intended to include). (**Chapter [113](#)**)

Sexual Harassment

According to the Equal Employment Opportunity Commission, sexual harassment is conduct that is sexual in nature or sex-based that is so pervasive or severe that it

violates Federal EEO law and creates a hostile or offensive work environment or results in a negative employment action. (**Chapter [113](#)**)

Sexual Misconduct

An umbrella term that encompasses inappropriate conduct of a sexual nature or that is sex-based that includes but is not limited to: 1) conduct that violates the Agency's code of workplace conduct and Agency policy, including occasional unwelcome compliments, questionable jokes, bullying, insults, etc.; 2) conduct that violates Federal EEO law because it is so severe or pervasive that it creates a hostile or offensive work environment or results in a negative employment action; 3) conduct that violates U.S. criminal laws. The misconduct need not rise to the level of civil (e.g., discriminatory harassment) or criminal illegality (e.g., sexual assault or rape) to warrant corrective or disciplinary action. Whether an action constitutes sexual misconduct does not depend on the intent of the subject of allegations, but rather, is evaluated from the objective standpoint of a reasonable person. (**Chapter [113](#)**)

Shared Leave Status

The administrative status of an employee while an employee who is an approved leave recipient is using transferred leave. (**Chapter [482](#)**)

Shareware

Shareware is software that requires a registration fee. Shareware, like freeware, retains its USAID proprietary character (the fee for use) and like open-source software may include source code distribution. Shareware might contain malicious code. (**Chapter [545](#)**)

Short Message Service (SMS)

A text messaging service component of phone, web, or mobile communication systems, using standardized communications protocols that allow the exchange of short text messages between fixed line or mobile phone devices. (**Chapter [545](#)**)

Short-Term Training

Full-time training for 120 days or less. (**Chapter [458](#)**)

Shot List

A list of shots in a completed motion picture film often used for classification purposes. (**Chapter [502](#)**)

Significant Change

A significant change is defined as a change that is likely to affect the security state of an information system. Significant changes to an information system may include for example: 1) installation of a new or upgraded operating system, middleware component, or application; 2) modifications to system ports, protocols, or services; 3) installation of a new or upgraded hardware platform; 4) modifications to cryptographic modules or services; or 5) modifications to security controls. For the purposes of

privacy compliance, the significant changes are applicable when they are a change that is likely to affect the privacy risks of the personally identifiable information (PII) in the system. (**Chapter 508**)

Significant Deficiency

(This replaces the former term “reportable condition”)

FMFIA overall: A deficiency or a combination of deficiencies in internal control that in management’s judgment, should be communicated to the next level of management because they represent significant weaknesses in the design or operation of an administrative, programmatic, operational, accounting or financial internal control that could adversely affect the Agency’s overall internal control objectives.

Financial reporting: A control deficiency, or combination of control deficiencies, that adversely affects the entity’s ability to initiate, authorize, record, process, or report external financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity’s financial statements, or other significant financial reports, that is more than inconsequential will not be prevented or detected (**OMB Circular A-123**). (**Chapter 596**)

Significant Effect

With respect to effects on the environment outside the United States, a proposed action has a significant effect on the environment if it does significant harm to the environment. (22 CFR 216.1(c)(11)). (**Chapter 204**)

Simple Request

A Freedom of Information Act (FOIA) request that an agency anticipates will involve a small volume of material or limited coordination, which Bureau for Management, Office of Management Services, Information and Records Division (M/MS/IRD) and the Office of the Inspector General (OIG) will be able to process relatively quickly. (**Chapter 507**)

Single Class Time-in-Class (TIC) Limitation

A specified period of time a career Senior Foreign Service employee has to be promoted to the next higher class. (**Chapter 440**)

Single-Purchase Limit

The maximum dollar amount allowed when using a purchase card to complete a transaction. (**Chapter 331**)

Single Real Property Manager (SRPM)

The Department of State, Bureau of Overseas Buildings Operations (OBO) is the designated SRPM worldwide. This responsibility is delegated through the Chief of Mission to the administrative counselor or officer at each embassy. This person is responsible for acquisition and management of all officially leased and U.S. Government-owned real property in the country, except for certain USAID property. (**15 FAM 120**) (**Chapter 535**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Site

“A site is the total computing environment that automated information systems (ISs), networks, or components operate. The environment includes physical, administrative, and personnel procedures as well as communication and networking relationships with other ISs.” (From *DON DIACAP Handbook*, v1.0, 15 July 2008) (**Chapter [545](#)**)

Situational Telework

Telework arrangement that is approved on a case-by-case basis, where the hours worked are not part of a previously approved, ongoing and regular telework schedule (*i.e.*, inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). (**Chapter [405](#)**)

Skill Development Objectives

Expectations for how an employee will work to develop or enhance skills or subskills during the performance period, as established through discussions between the supervisor and employee. (**Chapter [461](#), [464](#)**)

Skill Level

The level that an employee is rated against to determine whether he or she is meeting or exceeding the expectations of his/her personal grade. (**Chapter [461](#), [464](#)**)

Skills Feedback Worksheet

A feedback tool that the Rating and Approving Officials use during the employee feedback session during mid-year and final rating reviews to assess skill and proficiency level for employees under their purview. (**Chapter [462](#)**)

Skills Framework

A chart that provides the core skill area and subskill definitions as well as proficiency indicators that describe the requirements across the Foreign Service (FS) grade levels and Senior Foreign Service (SFS). (**Chapter [461](#), [463](#), [464](#)**)

Small Business Concern

A concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121. A business is further determined to be small by the North American Industry Classification System (NAICS) size standards. A business can be considered small under one NAICS code and other than small under another. (**Chapter [321](#)**)

Small Disadvantaged Business (SDB)

While the 8(a) Business Development Program offers a broad scope of assistance to socially and economically disadvantaged concerns, SDB certification strictly pertains to benefits in Federal procurement. 8(a) concerns automatically qualify for SDB certification. SBA certifies SDBs to make them eligible for special bidding benefits.

Evaluation credits available to prime contractors boost subcontracting opportunities for SDBs. (**Chapter [321](#)**)

Social Media

Applications and/or websites allowing users to engage in social networking. (**Chapter [502](#), [545](#), [558](#)**)

Social Media Account

An account created for the purpose of officially representing and/or promoting the Agency's brand, Bureaus, programs, and activities. (**Chapter [558](#)**)

Social Security Number (SSN)

A nine-digit number issued by the Social Security Administration to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 USC § 405(c)(2). Its primary purpose is to track individuals for Social Security purposes. (**Chapter [545](#)**)

Software

Programs, procedures, rules, and related data and documentation that direct the use and operation of information and communication technology (ICT) and instruct it to perform a given task or function. Software includes, but is not limited to, applications, non-web software, and platform software.

The set of user programs running on a system that are designed to be updated often. (**Chapter [547](#), [551](#)**)

Software as a Service (SaaS)

The capability provided to the consumer is to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (*e.g.*, web-based email), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user specific application configuration settings (NIST SP 800-145). (**Chapter [547](#)**)

Software (soft) Token

A two-factor authentication security device that may be used to authorize the use of computer services. Software tokens are stored on a general-purpose electronic device such as a desktop computer or mobile computing device. (**Chapter [549](#)**)

Solicitation

This is the term used by the U.S. Government to refer to the assorted means by which offers or proposals are sought for government requirements and programs. Requests for Proposals, Invitations for Bids, Tenders, Requests for Applications, Annual Program Statements, and Requests for Quotes are all examples of types of government solicitations. (**Chapter [221](#)**)

Son or Daughter

A biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is:

- a. Under 18 years of age; or
- b. 18 years of age or older and incapable of self-care because of a mental or physical disability. A son or daughter incapable of self-care requires active assistance or supervision to provide daily self-care in three or more of the "activities of daily living" or "instrumental activities of daily living." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using the telephones and directories, using a post office, etc. A "physical or mental disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual as defined in 29 CFR 1630.2(h), (i), and (j). (**Chapter [481](#)**)

Soundtrack

The portion of the length of film reserved for the sound record or any length of film bearing sound only. (**Chapter [502](#)**)

Source

The country from which a commodity is shipped to the cooperating country (or the cooperating country itself if the commodity is located therein at the time of the purchase). In the case of a commodity shipped from a free port or bonded warehouse in the same form it was received therein, "source" is the country from which the commodity was shipped to the free port or bonded warehouse. (**Chapter [310](#)**)

Source Agency

Any agency (including state or local government) that discloses records contained in a system of records to be used in a matching program. (**Chapter [508](#)**)

Source Code

Computer commands written in a computer programming language that is meant to be read by people. Generally, source code is a higher level representation of computer commands as they are written by people and, therefore, must be assembled or compiled before a computer can execute the code as a program. (**Chapter [547](#)**)

Source Selection Authority (SSA)

A competition official with decision-making authority who is responsible for source selection as required by the Federal Acquisition Regulation (FAR) and OMB Circular A-76. The SSA and the Contracting Officer (CO) may be the same individual. (**Chapter [104](#)**)

Sovereign Debt

Text highlighted in yellow indicates that the material is new or substantively revised.

Debt owed by the government of one country to the government of another. Collection of sovereign debt is normally through diplomatic means. Sovereign debt is normally retained as inactive debt after write-off. (**Chapter [625](#)**)

Space Assignment

A transaction between General Services Administration (GSA) and the Agency that results in the right to occupy certain GSA-controlled space in return for payments to GSA for use of the space. Space assignment rights, obligations, and responsibilities are formalized in an Occupancy Agreement. (**Chapter [517](#)**)

Special Access Program (SAP)

A sensitive program, approved in writing by a head of Agency with original top secret classification authority, that imposes need to know and access controls beyond those normally provided for access to confidential, secret, or top secret information. (**Chapter [568](#)**)

Special Act or Service

A contribution or accomplishment in the public interest that is

- A non-recurring contribution either within or outside of job responsibilities,
- A scientific achievement, or
- An act of heroism. (**Chapter [491](#)**)

Special Drawing Rights (SDRs)

An artificial currency unit of the International Monetary Fund defined as a basket of national currencies (Euro, Japanese yen, Pound sterling, and the U.S. dollar). The value of the SDR is posted on the IMF's website, http://www.imf.org/external/np/fin/data/rms_sdrv.aspx. (**Chapter [221](#)**)

Special Letter of Credit

A Special Letter of Credit (SLC) is an alternative to financing commodities and commodity related services under a Letter of Commitment. The SLC becomes a foreign exchange asset for the host country with an immediate impact on foreign exchange reserves as well as the rapid generation of local currency. When the SLC is used as a means for financing local costs, the Bureau Assistant Administrator must approve the justification for its use. (**Chapter [630](#)**)

Special Publication (SP)

A document, published by NIST, of general interest to the computer security community. (**Chapter [545](#)**)

Special Review Panel (SRP)

An SRP consists of senior-level officials in the Office of Human Capital and Talent Management (HCTM) who convene to review issues arising from a reference or other

factors that may adversely affect a tentative offer of employment to a candidate. (Chapter [468](#))

Special Selection Priority Referral List

A list used to refer candidates qualified under the Interagency Career Transition Assistance Plan to selecting officials. (Chapter [418](#))

Special Types of Records

Records which, because of their size or physical characteristics, must be kept in a separate group. They include films, disks, and tape records which require special equipment and handling, cartographic materials and drawings, cards (manual and machine type), and computer printouts. (Chapter [502](#))

Special Use Space

Any space solely used for a unique task, such as, secure storage rooms, SCIF, central computer or network rooms, etc. These spaces can be occupied or unoccupied but require special space consideration due to the unique function and equipment needed for the space. (Chapter [517](#))

Specific Reduction in Force (RIF) Notice

A written communication from an Agency official to an individual employee providing notice that the employee will be reached for a RIF separation action. (Chapter [454](#))

Split Funding

The term split funding refers to the practice of using more than one funding source in a single contract or other financing instrument. (Chapter [601](#))

Splitting

A prohibited tactic used to avoid the single-purchase limit for purchase cards. For example, if a Cardholder has a single-purchase limit of \$3,500 and wants to purchase a computer valued at \$3,600, "splitting" the purchase into two transactions, one for \$100 and another for \$3,500 in order to bypass the limit and make the procurement, would be a violation of the single-purchase limit. (Chapter [331](#))

Sponsoring Unit

The Mission or Bureau/Independent Office that expends USAID funds for an Exchange Visitor activity or for design, implementation, or evaluation related to these activities. (Chapter [252](#))

Spouse

A partner in any legally-recognized marriage, regardless of the employee's state of residency. The term "spouse" does not include unmarried domestic partners, unless they meet the requirements of being spouses in a common-law marriage in states where such marriages are recognized. (Chapter [481](#))

Staff

For purposes of this chapter only, staff refers to individuals working for or on behalf of the Agency, regardless of hiring type or contract mechanism, who have access to USAID facilities. This includes Direct-Hire (DH) employees, Personal Services Contractors (PSCs), Fellows, student volunteer interns, and individuals under a Participating Agency Service Agreement. Contractors are not automatically subject to Agency policy and procedures, as indicated in [ADS Chapter 501](#). However, the policies and procedures in this chapter apply to all staff, including certain contractor personnel to the extent possible where special contract requirements are included in the contract. Where policies are only applicable to certain hiring types or contract mechanisms, this is noted in the chapter. (**Chapter [113](#)**)

The term “staff” refers to any USAID employee, contractor, Foreign Service National (FSN) or any other individual providing services to USAID, directly or indirectly. Staff may or may not be authorized to use USAID information systems. (**Chapter [545](#)**)

Stakeholder

A Bureau or Independent Office that may be affected by the content of a Federal Register document. (**Chapter [516](#)**)

Stakeholders

Those affected positively or negatively by a development outcome or have an interest in or can influence a development outcome. (**Chapter [201](#)**)

Those who have influence, experience impact, interest and an investment in the Operating Unit’s processes. (**Chapter [597](#)**)

Standalone Activity

An activity not bundled with other activities under a project approach. In Missions, standalone activities should support result(s) set forth in a CDCS. (**Chapter [201](#)**)

Standard Cost

Predetermined expected unit costs, which are acceptable for financial reporting purposes if adjusted periodically to reflect actual results. (Source: SFFAS 3) (**Chapter [629](#)**)

Standard Form

A form prescribed by a Federal agency, pursuant to its authority, and approved by the General Services Administration (GSA) for mandatory government-wide use. Carries an SF form number. (**Chapter [505](#)**)

Standard Operating Procedure (SOP)

A written document providing a set of steps designed to produce a defined outcome. (**Chapter [552](#)**)

Standard Tour

A tour of duty that is 24 months in duration. (**Chapter [436](#)**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Standardized Regulations (Government Civilians in Foreign Areas)

A publication of the Department of State's Allowances section, covering the various support allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to U.S. Participating Agency Service Agreement (PASA)/RSSA and contract employees as provided for by the agreement or the contract provisions. (Chapter [526](#))

Standardization

Standardization is the selection of a specific brand of technical equipment to the exclusion of other brands when it can be established that such action is necessary in the public interest. (Chapter [534](#))

State

As defined in 5 U.S.C. 3371(1), a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and a territory or possession of the United States; an instrumentality or authority of a state or states; and a Federal-state authority or instrumentality. (Chapter [437](#))

Statement of Expenditure

The accounting of expenditures that must accompany each U.S. Exchange Visitor's income tax return, detailing the program-related expenditures paid from U.S. sources on behalf of the Exchange Visitor. (Chapter [252](#))

Statement of Work (SOW)

A formal document that captures and defines the work activities, deliverables, and timeline a vendor must execute in performance of specified work for a client. The SOW usually includes detailed requirements and pricing, with standard regulatory and governance terms and conditions. (Chapter [545](#))

Statements of Federal Financial Accounting Concepts (SFFAC)

Statements of Federal Financial Accounting Concepts are documents that describe the concepts used by the Federal Accounting Standards Advisory Board when recommending standards. Concept statements are not authoritative but may be useful in understanding specific Statements of Federal Financial Accounting Standards. (Chapter [620](#))

Statements of Federal Financial Accounting Standards (SFFAS)

Statements of Federal Financial Accounting Standards are accounting standards for the Federal Government recommended by the Federal Accounting Standards Advisory Board and approved by the Director of the OMB, the Secretary of the Treasury, and the Comptroller General. (Chapter [620](#))

Status Applicants

Refers to those individuals who are current or former Federal civilian employees who hold or held non-temporary appointments in the competitive service, not the excepted service. When a vacancy announcement indicates that status candidates are eligible to apply, Federal Government employees who have served at least 90 days after competitive appointment may apply. Certain veterans eligible under the Veterans Employment Opportunities Act (VEOA) may also apply and be considered under vacancy announcements limited to status candidates. (**Chapter [418](#)**)

Statutory Violations

Any transaction that results in creating obligations or making expenditures in excess of or before receipt of any appropriation, apportionment, reappropriation, or allotment. (**Chapter [634](#)**)

Stock Footage

Unedited motion picture, film or videotape of scenery and action that is retained for future use. (**Chapter [502](#)**)

Stocktaking

A structured review and assessment of ongoing efforts and options going forward; for example, a mid-course CDCS stocktaking exercise. (**Chapter [201](#)**)

Strategic Human Capital Plan

A plan that ensures the alignment between human capital strategies and the USAID mission, goals, and objectives through analysis, planning, investment, and management of human capital programs. The plan describes Agency procedures to ensure that its employees have the mission critical competencies required to carry out the Agency's strategic goals including workforce planning and analysis and deployment; succession management and planning; talent management; identification of performance measures and milestones; and addressing unique programmatic challenges. The plan is an instrument that supports the Human Capital Evaluation Framework of the Agency. (**Chapter [401](#)**)

Strategic Management Process

A continuous, holistic process that involves ensuring that business operations are efficient and effective by conducting business analysis; formulating and executing a management plan; monitoring and assessing performance; and communicating results. This is an inclusive process, implemented with robust participation and collaboration of stakeholders. It is also grounded on the principles of effective change management and continuous improvement of operations. (**Chapter [597](#)**)

Strategic Planning

The process by which USAID defines its objectives for development in a country or region and maximizes the impact of development cooperation (including, as appropriate, cooperation with partner governments, partner country/regional stakeholders, other donors, and the interagency). USAID's strategic planning advances overall U.S. Government efforts to ensure the strategic use of resources. (**Chapter [201](#)**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Strategic Planning Initiatives

Agency strategic plans, annual performance plans, organizational work plans, and other related initiatives. (Chapter [421](#), [425](#))

Strategic Risk

Risk that would prevent the accomplishment of objectives (meeting the mission). ([Adapted from Playbook: ERM in the U.S. Federal Government](#)) (Chapter [220](#))

Strategic Sourcing

A structured and collaborative process by which USAID analyzes its Cardholders' spending patterns to better leverage USAID's purchasing power, reducing cost and improving overall performance of the purchase card program. (Chapter [331](#))

Strategies

USAID strategies have programmatic targets in a sector or cross-cutting area. Strategies should include explicit targets to be achieved within a specific time period and must therefore be time-bound. Because strategies lay out targets, they have a more clearly delineated impact on Agency resources compared to Policies and Vision papers. Therefore, the strategy development process is closely linked to budget and resource discussions. Strategies must have an Operating Unit that is specifically designated to ensure implementation. (Chapter [200](#))

Structural Adjustment Support

Any sector program aid that is financed in association with or related to the structural adjustment programs of the World Bank and the International Monetary Fund. (Chapter [221](#))

Structured Data

This term is used to describe data that resides in a database or information system. This data is generally organized and more searchable than unstructured data. USAID has several information systems such as GLAAS, Phoenix, ASIST, WebTA and E2 Travel. (Chapter [502](#))

Student

An individual accepted for enrollment or enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution, on a full- or half-time basis (as defined by the institution in which the student is enrolled), including awardees of the Harry S. Truman Foundation Scholarship Program under Public Law 93-842. Students need not be in actual physical attendance, so long as all other requirements are met. An individual who needs to complete less than the equivalent of half an academic/vocational or technical course-load immediately prior to graduating is still considered a student for purposes of this Program. Students may work a full-time or a part-time schedule. (Chapter [413](#), [460](#))

Student Career Experience Program

This is a salaried program for full-time high school, college undergraduates and graduate students. It combines classroom learning directly related to practical on-the-job experience. (**Chapter [469](#)**)

Student Temporary Employment Program

This program enables high school, college undergraduate and graduate students to earn a salary while continuing their studies. Job assignments are clerical/administrative support. (**Chapter [469](#)**)

Sub-Allowance

The distribution of funds to program areas or other levels below the allowance level. (**Chapter [634](#)**)

Subaward

An award provided by a recipient to a subrecipient for the subrecipient to carry out part of an assistance award received by the recipient. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract. (**Chapter [319](#)**)

Sub-Borrower

The individual or group that is the recipient of a loan from an intermediate credit institution (ICI). (**Chapter [316](#)**)

Subcommittee

A subgroup of a Federal advisory committee which reports to a parent advisory committee and not directly to a Federal official. (**Chapter [105](#)**)

Subcontract

Any contract entered into by a subcontractor to furnish supplies or services for performance of the prime contract or subcontract. This chapter covers contracts and subcontracts for any specific classes of services provided under the award for which vetting is required. (**Chapter [319](#)**)

Subcontractor

Any organization or individual that receives a subcontract under acquisition award made by USAID. (**Chapter [319](#)**)

Subdomains

A domain often representing an administrative or other organizational subgroup within a second-level domain. For example, "egypt.usaid.gov" is a subdomain of "usaid.gov". (**Chapter [557](#)**)

Subject Files

Standard categories, functions and interests, and consists of general file materials of incoming originals and outgoing copies of letters, memoranda, cables/telegrams, emails, faxes, reports and documents involving a wide variety of topics. (**Chapter [502](#)**)

Text highlighted in yellow indicates that the material is new or substantively revised.

Subject Filing

The process of arranging and filing records according to their general informational content. The purpose is to bring together all papers on the same topic to make it easier to retrieve information when it is needed. (Chapter [502](#))

Subject Invention

Any invention of the contractor, grantee, or recipient of a cooperative agreement conceived or first actually reduced to practice in the performance of work under USAID agreements. (Chapter [318](#))

Sub-Intermediate Result (sub-IR)

Results necessary for achieving an Intermediate Result (IR). (Chapter [201](#))

Subject of Allegations

A person who is accused of sexual misconduct. (Chapter [113](#))

Subject Line

The subject line, assigned by the originator, highlights message content; identifies reader interest; and helps to automatically retrieve the telegram. Assign a subject that is concise but gives clear clues. (Chapter [549](#))

Sub-Loan

A loan from an Intermediate Credit Institution (ICI) to an individual or group. (Chapter [316](#))

Sub-Obligation

Expenditures of funds from a prior obligation of funds; they take place when an obligating official enters into a binding activity-level agreement under a DOAG by using funds obligated into the DOAG. A sub-obligation leads to the final disbursement of these Federal funds. (Chapter [201](#))

Subrecipient

Any person or government office, establishment, or nonprofit or for-profit organization that receives financial assistance to carry out a government program through a primary recipient or other subrecipient. (Chapter [591](#))

A non-Federal entity that receives a subaward from a recipient to carry out part of an assistance program; but does not include an individual that is a beneficiary of such program. (Chapter [319](#))

Subsidized Credit

The provision of loans on the basis of interest rates and fees that fail to cover the full long-run costs of providing those loans. (Chapter [219](#))

Subsidy Cost

Credit subsidy cost is defined in the Federal Credit Reform Act of 1990 as the estimated long-term cost to the government of a direct loan or loan guarantee or modification thereof, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays. Direct loan subsidy cost is the estimated long-term cost to the government of direct loans calculated on a present value basis, excluding administrative costs. The cost is the present value of estimated net cash outflows at the time the direct loans are disbursed. The discount rate used for the calculation is the average interest rate (yield) on marketable Treasury securities of similar maturity to the loan, applicable to the time when the loans are disbursed. Loan guarantee subsidy cost is the estimated long-term cost to the government of loan guarantees calculated on a present value basis, excluding administrative costs. The cost is the present value of estimated net cash outflows at the time the guaranteed loans are disbursed by the lender. The discount rate used for the calculation is the average interest rate (yield) on marketable Treasury securities of similar maturity to the loan guarantees, applicable to the time when the guaranteed loans are disbursed. (OMB Circular No. A-11) (**Chapter [623](#)**)

Subskills

Specific skills that are aligned to a core skill and defined within the Skills Framework, reflecting the requirements of Foreign Service and Senior Foreign Service Officers. (**Chapter [461](#), [464](#)**)

Substantive Changes

Substantive changes alter the meaning or intent of the policy directive or required procedure. If you change what people are required to do or how they are required to do it, you are making a substantive change. (**Chapter [501](#)**)

Subversion

An act or acts inciting USAID personnel to violate laws, disobey regulations, or disrupt official activities with the willful intent to interfere with, or impair the loyalty, morale, or discipline of USAID's personnel or mission. (**Chapter [569](#)**)

Suitability

Suitability refers to the basic standard (in E.O. 10450) requiring that an individual's appointment to or retention in the Federal Service must promote the efficiency of the Service. Suitability is only applicable to Direct-Hire employees. (**Chapter [414](#), [566](#), [567](#)**)

Summary Performance Levels

USAID's Senior Executive Service performance management system has five summary performance levels: Outstanding, Exceeds Fully Successful, Fully Successful, Minimally Satisfactory, and Unsatisfactory. (**Chapter [421](#), [425](#)**)

Summary Plan Description

This is the legal document that specifies the requirements and features of the 401(k) pension plan. (**Chapter [637](#)**)

Summary Rating

The overall rating assigned to a Senior Executive's job performance through the systematic assessment of individual element ratings. (**Chapter [421](#), [425](#)**)

Summer Employment Program

Salaried Summer internships for high school and college undergraduates and graduate students who will continue their education upon completion of the internship. Job assignments are clerical/administrative support for high school students, directly related to field of study above that level. (**Chapter [469](#)**)

Superior Qualifications and Special Needs Pay-Setting Authority

The authority under [5 U.S.C. 5333](#) and [5 CFR 531.212](#) that allows an agency to make an appointment at a rate above the minimum rate of the appropriate GS grade because of the superior qualifications of the candidate or a special need of the agency for the candidate's services. (**Chapter [471](#)**)

Supervisor

The individual who provides relatively continuous supervision and control of the contractor's performance in accordance with [FAR 37.104](#), and who supports the Contracting Officer (CO) in contract administration. The Supervisor is not a Contracting Officer's Representative (COR) as defined in [FAR 1.604](#). (**Chapter [309](#)**)

An employee that is responsible for the "direction" of subordinates within his/her organization unit and whose supervisory responsibilities meet at least the minimum requirements for coverage under the General Schedule Supervisory Guide. Those directed may be subordinate Federal Civil Service employees; assigned military employees; non-federal workers; unpaid volunteers; student trainees; or others. Supervisors serve as coaches that empower staff to accomplish work. Traditional supervisory duties include evaluating employee performance; selecting or participating with considerable weight in the selection of subordinate employees; reviewing and approving leave requests; hearing and resolving complaints and grievances; and effecting disciplinary measures. (**Chapter [113](#), [405](#), [413](#), [462](#), [508](#)**)

Supplies

All property except land or interest in land (FAR 2.101). (**Chapter [304](#)**)

Support Objective

Reflects the technical and management assistance that the regional platform/Mission might provide to bilateral Missions and to non-presence programs within its region. Regional platforms/Missions may include a Support Objective for the provision of services, if appropriate. A bilateral Mission or a Washington-based Operating Unit (OU) also may manage a Support Objective. (**Chapter [201](#)**)

Supreme Audit Institution (SAI)

A foreign country's principal government audit agency. (**Chapter [590](#), [591](#)**)

Surge Capacity

Space required to manage a sudden, unexpected increase in personnel that would otherwise severely challenge or exceed the current capacity of the existing office space. (Chapter [562](#))

Survivor Annuitant

A person who is entitled to an annuity based on the service of a deceased employee or annuitant, and who has filed claim. (Chapter [494](#))

Survivor Annuity

The annual sum payable to a survivor annuitant. (Chapter [494](#))

Survivor/Victim

A person who is or has been subjected to sexual misconduct, including but not limited to sexual harassment, assault, exploitation, or abuse. (Chapter [113](#))

Suspend Collection Action

A temporary stop in the collection activity of a debt for a specified period of time. During this time, the debtor is still required to pay the debt. Suspension of collection action is most appropriate in those cases where a billing office has reason to believe that the debtor will have future ability to repay the debt and that active collection of the debt at the present time would not be productive. (Chapter [625](#))

Suspension

An action taken by a suspending official to disqualify a contractor temporarily from government contracting and government-approved subcontracting; a contractor so disqualified is "suspended". (Chapter [313](#))

Placement of an employee in a temporary non-duty and non-pay status for disciplinary reasons. (Chapter [485](#))

Sustainability

The ability of a local system, network, or institutions to produce desired outcomes over time. Programs contribute to sustainability when they strengthen the ability to produce valued results and to be both resilient and adaptive in the face of changing circumstances. (Chapter [201](#))

Sustainable Development

Continued economic and social progress that rests on four key principles: improved quality of life for both current and future generations; responsible stewardship of the natural resource base; broad-based participation in political and economic life; and effective institutions that are transparent, accountable, responsive, and capable of managing change without relying on continued external support. The ultimate measure of success of sustainable development programs is to reach a point where improvements in the quality of life and environment are such that external assistance is no longer necessary and can be replaced with new forms of diplomacy, cooperation, and commerce. (Chapter [101](#))

Sustained Amount

The amount of a proposed management efficiency audit recommendation that is agreeable to USAID. (Chapter [595](#))

Swing Space

Temporary office or special space used while renovations or capital improvements are underway or when new space is being acquired. (Chapter [562](#))

System

Refers to any information system or application and may be used to designate both the hardware and software that comprise it. (Chapter [508](#), [545](#))

System Administrator (SA)

A subclass of users that require elevated privileges for the USAID network or a specific system. SAs are able to perform higher-order tasks, including technical operations prohibited for other general users. Typically responsible for the technical security, installation, configuration, and maintenance of both the software and associated hardware and have elevated system privileges. In [ADS 545](#), all personnel with elevated privileges are considered to be system administrators. (Chapter [545](#))

System Authorization Access Request (SAAR)

DD Form 2875, a form used pursuant to E.O.s 9397, 10450; and Pub. L. 99-474, the Computer Fraud and Abuse Act. This is used to record names, signatures, and other identifiers to validate the trustworthiness of individuals requesting access to systems and information. Records may be electronic and/or paper. SAARs can be agency specific, or from existing resources, as long as minimum information is captured (Chapter [552](#))

System Development Life Cycle (SDLC)

The process of developing information systems through investigation, analysis, design, implementation, and maintenance. (Chapter [545](#))

System of Records

A group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. (Chapter [508](#))

System of Records Manager

Individual responsible for daily program and operational management of their specific USAID Privacy Act System of Records. System of Records Managers are responsible for ensuring that their System of Records and the related USAID program comply with the requirements of the Privacy Act. (Chapter [508](#))

System of Records Notice

A notice of the existence and character of the system of records, which notice must include — 1) the name and location of the system; 2) the categories of individuals on whom records are maintained in the system; 3) the categories of records maintained in the system; 4) each routine use of the records contained in the system, including the categories of users and the purpose of such use; 5) the policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the records; 6) the title and business address of the agency official who is responsible for the system of records; 7) the agency procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him; 8) the agency procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its content; and 9) the categories of sources of records in the system. (**Chapter [508](#), [545](#)**)

System Owner (SO)

An individual or office responsible for the creation, update, maintenance, and disposition of an electronic data system, database, or automated program. Systems currently in use are listed in the Mandatory Reference section of Chapter 502 under Electronic Records Disposition Schedule. (**Chapter [502](#)**)

Individual responsible for daily program and operational management of their specific USAID system. SOs are responsible for ensuring that a security plan is prepared, implementing the plan, and monitoring its effectiveness. (**Chapter [508](#), [545](#)**)

System Security Authorization Agreement (SSAA)

The SSAA is a document required to do A&A. It is a representation of a system through which the A&A process is applied. It identifies and describes the system, security and operational requirements, roles and responsibilities, level of effort, and resources required. (**Chapter [545](#)**)

System Security Plan (SSP)

An overview of the security requirements of the computer system and the controls in place or planned to meet those requirements. The SSP delineates responsibilities and expected behavior of all individuals who access the computer system. (**Chapter [545](#), [552](#)**)

System-Specific Policies

Apply to single systems; they often address the context for meeting that system's particular security objectives. (**Chapter [545](#)**)

T**Tandem Couple**

A married couple, including domestic partners, working as Personal Service Contractors (PSCs) or Direct-Hires in the same Mission. (Chapter [109](#), [436](#))

Tangible Benefits

Benefits or savings to the government that can be measured in terms of dollars. (Chapter [491](#))

Tanker

A vessel used primarily for the carriage of bulk liquid cargoes such as liquid petroleum products, vegetable oils, and molasses. (Chapter [315](#))

Target

Specific, planned level of result to be achieved within a specific timeframe with a given level of resource. (Chapter [201](#), [597](#))

Target Position

The permanent full-time position the Presidential Management Fellow or Recent Graduate is expected to encumber upon conversion to permanent status at the completion of the Fellowship/Program. This can be the initial position for which the Fellow/Recent Graduate is hired. (Chapter [460](#))

Task Force

A cross-Agency team established in response to a crisis/challenge or emerging crisis/challenge that extends beyond disaster and humanitarian assistance. It is led by an Executive Director designated by the Administrator and serves as a limited-term unit for developing crisis/challenge response strategies, proposing action, and delegating and coordinating the Agency's response. A Task Force is intended to be an integrated platform to facilitate a coordinated Agency response to an event that goes beyond a humanitarian crisis. USAID uses Task Forces to improve collaboration inside the Agency and with the USG interagency and external stakeholders to achieve the goals of a non-humanitarian crisis response. (Chapter [112](#))

Task Force Readiness Unit

The entity in the Bureau for Management that is responsible for coordinating the establishment of a Task Force from activation to deactivation and manages the day-to-day operations, including for example, interagency logistics, staffing, and communications when the Administrator activates a Task Force; working with applicable B/IOs to activate/deactivate a Task Force; and working with the Executive Director of the Task Force and other members to formulate its objectives and processes. (Chapter [112](#))

Tasker

Official request for information from Executive Secretariat (ES) on behalf of an Agency Principal to be prepared by a Bureau/Independent Office (B/IO). (Chapter [503](#))

Tax Refund Offset

The reduction of a debtor's tax overpayments by the amount of legally enforceable debt owed to a Federal agency. A tax refund offset is a type of administrative offset. (31 CFR 285.2) (**Chapter [625](#)**)

Taxpayer Identification Number (TIN)

The Social Security Number (SSN) for individuals or the Employee Identification Number (EIN) for business organizations or nonprofit entities. (**Chapter [625](#)**)

Team Leader

Designated by supervisor to assure the work of his or her team is carried out by performing a range of coordinating and supportive duties and responsibilities. (**Chapter [462](#)**)

Technical Controls

Hardware and software controls used to provide automated protection to the system or applications. (Source: [NIST 800-18](#)) (**Chapter [545](#)**)

Technical/Default Reestimate

A reestimate of the subsidy cost of direct loans or loan guarantees based on the latest projections on defaults, delinquencies, recoveries, and prepayments, and other cash flow components. (SFFAS 18) (**Chapter [623](#)**)

Technical Documentation

Records required to plan, develop, operate, maintain, and use electronic records and software. Included are systems specification, file specification, code books, records layout, user guides, and output specifications. (**Chapter [502](#)**)

Technical Reference Files

Copies of documents retained strictly for reference and informational purposes and which are not part of the official files; sometimes called technical reference materials or reference publications. The technical reference file group consists of printed or processed material that has no record value but has a direct relationship to the work of the office. They include such material as technical reports, manuals and other directives, pamphlets, periodicals, and guides. They are collected for use as working tools. (**Chapter [502](#)**)

Technical Review Committee (TRC)

A Committee convened by the Chief, HCTM/FSP (or designee) to review technical qualifications, make assessments, and recommend appointments of Civil Service (CS) applicants to the Foreign Service. (**Chapter [415](#)**)

Technical Review Panel (TRP)

A Technical Review Panel (TRP) is a technically competent decision-making group gathered from the Agency's Foreign Service (FS) ranks that reviews written applications for Foreign Service career candidate vacancy announcements and recommends those applicants who should be brought in for interviews. (**Chapter [468](#)**)

Technical Selection Panel (TSP)

A Technical Selection Panel is a technically competent decision-making group whose members ideally are the same as the Technical Review Panel (TRP). The TSP completes the on-site assessment and interview of candidates recommended by the TRP and prepares a list of those candidates they are recommending for hiring by the Office of Human Capital and Talent Management (HCTM). (Chapter [468](#))

Telecommunications

The science and technology of communication at a distance by electronic transmission of impulses, as by telegram, telephone, radio, or television. The electronic systems used in transmitting messages, as by telegram, telephone, radio, or television. (Chapter [564](#))

Telecommunications Equipment

This includes telephones, mobile phones, facsimile machines, and computer equipment attached to the network. (Chapter [549](#))

Telecommunications Network

This includes email, development and dissemination of directory management procedures, network design and features, coordination of installation of local area networks (LANs), and utilization monitoring and performance management. (Chapter [549](#))

Telegram (CABLE)

An official message originating in the Agency relating pertinent information dealing with policies, program activities, and personnel for the operation of the United States Government (USG). (Chapter [503](#))

Telegram Captions and Attention Indicators

A four-letter computer address assigned by the Communications Center to an Agency office which designates the action office. (Chapter [549](#))

Telegram Communication

(Commonly known as the Cable System) includes all activities involving the coordination of telegram regulations with other government agencies, preparation and distribution of all Agency telegrams, and maintaining hardware and software to support the operation of the telegram system. (Chapter [549](#))

Telegram Precedence Indicators

Prescribe the relative urgency for handling and transmitting telegrams. (Chapter [549](#))

Telework

A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of regular paid hours at an approved alternative worksite on a regular and recurring or a situational basis. (Chapter [405](#), [508](#), [531](#), [545](#))

Telework Center

A facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by employees from more than one organization. (Chapter [405](#))

Telework Site

Telework known under various names such as “work at home,” “flexible work,” and “telecommuting,” is a method of accomplishing work requirements from a different location. The work location might be a residence or another alternative location. (Chapter [405](#) and [531](#))

Telecommunications Electronics Material Protected from Emanating Spurious Transmissions (TEMPEST)

The vulnerabilities of compromising emanations from communications and other electrical equipment that contain data. Requirements are set out in document NACSIM 5100A, which is classified. (Chapter [552](#))

TEMPEST Countermeasures

This term refers to technologies involving the monitoring (and shielding) of devices that emit electromagnetic radiation (EMR) in a manner that can be used to reconstruct intelligible data. Requirements are set out in document NACSIM 5100A, which is classified. (Chapter [552](#))

Temporary Change of Station (TCS)

The relocation to a new official work site for a temporary period while performing a long-term assignment, and subsequent return to the previous official work site upon completion of that assignment. (Chapter [522](#))

Temporary Detail

Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences. (Chapter [432](#))

Temporary Duty (TDY) assignment

An assignment whereby an employee provides assistance on a short-term basis at a place other than the employee's post of assignment. (Chapter [526](#))

Temporary Duty (TDY) Employees

Employees who provide assistance on a short-term basis at a place other than their post of assignment. Employees on TDY normally are concerned with overall activity direction or provide advice on specific problems, rather than broad assistance over an extended period of time. (Chapter [526](#))

Temporary Duty (TDY) Location

Any official travel at least 50 miles from an employee's residence or duty station, or

Personal Service Contractor (PSC) place of performance, for a period exceeding 12 hours. (**Chapter [522](#)**)

Temporary Duty (TDY) Travel

Official travel at least 50 miles from both an employee's duty station or Personal Service Contractor (PSC) place of performance for a period exceeding 12 hours. (**Chapter [522](#), [580](#)**)

Temporary Extension: 607(d)(2) Extension

A postponement of the time-in-class (TIC) or limited career extensions (LCE) separation date. It may not exceed one year (from the TIC or LCE expiration date). Multiple extensions may be granted but when added together they may not total to more than one year per section 607(d)(2) of the Foreign Service Act of 1980, as amended. While on a 607(d)(2), an employee is not eligible for promotion consideration. (**Chapter [440](#)**)

Temporary Facility Access

A determination that an individual is eligible to occupy a non-sensitive position. The Office of Security (SEC) grants temporary facility access pending a more in-depth personnel security investigation. (**Chapter [566](#), [567](#)**)

Temporary Promotion

The temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his or her permanent position upon the expiration of the temporary action. Temporary promotions can be used in situations such as unanticipated absences, temporary shortage of employees, emergency or project work, or pending permanent fill positions. Promotion lasting more than 120 days must be made competitively. (**Chapter [418](#)**)

Temporary Quarters

Quarters allowed under the authority of 5 U.S.C. 5993 and Section STR 120 or STR 130 of the Standardized Regulations. (**Chapter [526](#)**)

Temporary Quarters Allowance (TQA)

A subsistence allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members during a specific period of time. (**Chapter [526](#)**)

Temporary Security Clearance

A certification based on partial investigative action that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under USAID standards (authority #16) and may be permitted access to classified information at the specified level. The temporary clearance may be withdrawn at any time. If withdrawn, the individual will be advised of the issue requiring resolution, however the individual has no right to appeal the decision. The clearance will remain temporary until the personnel security investigation is completed and favorably adjudicated at which time the temporary designation is withdrawn. (**Chapter [566](#), [567](#)**)

Tenure

A process that changes a Career Candidate from limited or conditional to career status. (Chapter [414](#), [435](#), [440](#), [459](#), [463](#), [489](#))

Tenure Board

A Board established by the Foreign Service Act of 1980, as amended, to review all Career Candidates who meet eligibility for conversion to career status. In USAID, the Tenure Board also reviews Career Candidates, not eligible for tenure review, who are identified by Performance Boards as employees who appear to be failing to meet the standards of their class. (Chapter [414](#), [459](#))

Tenure Groups (Civil Service)

One of three groups in which an employee is ranked on a retention register according to the type of appointment under which they serve (*i.e.*, career, career-conditional, or temporary appointments). (Chapter [452](#), [454](#))

Tenure Groups (Foreign Service)

The group to which employees in the same Competitive Level are assigned, based on type of appointment, for the purpose of determining retention standing. There are two tenure groups, Group I (for career employees) and Group II (for career candidates). (Chapter [454](#))

Tenuring Languages

Languages in which USAID employees can be tested to determine if they meet their tenure requirements to become career Foreign Service officers. (Chapter [438](#))

Termination Claims

Claims for compensation of costs incurred when a contract is terminated for default or the convenience of the government. (Chapter [591](#))

Termination for Convenience

The exercise of the government's right to completely or partially terminate performance of work under a contract when it is in the government's interest. (Chapter [300](#))

Termination for Default

The exercise of the government's right to completely or partially terminate a contract because of the contractor's actual or anticipated failure to perform its contractual obligations. (Chapter [300](#))

Termination of Collection Action

To stop active efforts to enforce recovery of a debt. Termination is a legal procedure, which is separate and distinct from the accounting procedure of write-off. (Chapter [625](#))

Terms of Service (TOS)

Also known as Terms of Use and Terms & Conditions are rules which one must

Text highlighted in yellow indicates that the material is new or substantively revised.

agree to abide by in order to use a service. Sometimes used as a disclaimer, especially regarding the use of websites. (**Chapter [545](#)**)

Terrorism

The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. (**Chapter [569](#)**)

Tests, Training, and Exercise (TT&E)

Measures taken to ensure that an organization's continuity plan is capable of supporting the continued execution of the organization's essential functions throughout the duration of a continuity event. TT&E activities are designed to familiarize, impart skills and ensure viability of continuity plans. (**Chapter [531](#)**)

Tethering

The connection of two devices via cable or wireless technology for the purpose of accessing the Internet through wireless Mobile Computing Devices (MCDs). (**Chapter [545](#)**)

Text Documents

Narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format. (**Chapter [502](#)**)

Theater of War

Defined by the President, Secretary of Defense, or the geographic combatant commander as the area of air, land, and water that is, or may become, directly involved in the conduct of major operations and campaigns involving combat. (**Chapter [108](#)**)

Theory of Change

A narrative description, usually accompanied by a graphic or visual depiction, that describes how and why a purpose or result is expected to be achieved in a particular context. (**Chapter [201](#)**)

Third Country National

A legal resident, but not a citizen, of the non-U.S. country in which the Sponsoring Unit is operating. (**Chapter [322](#), [495](#)**)

Third Country National Personal Services Contractor (TCNPSC)

An individual who is neither a citizen or a permanent legal resident alien of the U.S., nor of the cooperating country to which the individual is contracted for duty; and who is brought into the cooperating country at United States Government (USG) expense for purposes of the contract, and who is eligible for return to his/her home country or country of recruitment at USG expense (often referred to as repatriation). Also, the individual is required to return to his/her home country or country of recruitment within 30 days after termination or completion of the contract or forfeit all rights to the repatriation. (**Chapter [496](#)**)

Third-Party

The term refers to any non-Agency staff. (Chapter [545](#))

Third-Party System

An IT system that is external to a system. (Chapter [545](#))

Third-Party Websites

Sites hosted on environments external to USAID boundaries and not directly controlled by USAID policies and staff, except through the terms and conditions of contracts, grants or cooperative agreements. (Chapter [545](#))

Third-Party Websites and Applications

Web-based technologies that are not exclusively operated or controlled by a government entity. Often these technologies are located on a “.com” website or other location that is not part of an official government domain. However, third-party applications can also be embedded or incorporated on an agency’s official website. (Chapter [508](#))

Threat

Any circumstance or event with the potential to adversely impact Agency operations (including Mission functions, image, or reputation), Agency assets, or individuals through an information system via unauthorized access, destruction, disclosure, modification of information, or denial-of-service (DOS). (Source: [NIST 800-37](#)) (Chapter [545](#))

Threat Level

Department of State (DoS) has developed six threat categories for use in defining the nature of threats at overseas posts: 1) Transnational Terrorism; 2) Indigenous Terrorism; 3) Political Violence; 4) Human Intelligence; 5) Technical; and 6) Crime. Within these six categories there are four threat levels indicating the frequency of violent threats directed against the U.S. official community: 1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DoS Security Environment Threat List (SETL), issued semi-annually by Department of State Bureau of Diplomatic Security, Office of Intelligence and Threat Assessment (DS/DSS/ITA). (Chapter [563](#), [569](#))

Threshold Decision

A formal Agency decision which determines, based on an Initial Environmental Examination, whether a proposed Agency action is a major action significantly affecting the environment. (22 CFR 216.1(c)(3)) (Chapter [204](#))

Tied Aid

Refers to procurement actions that, as an operational matter, have been assigned a source/origin code of 000, 899, or 941 and are loans or grants which are either in effect, tied to procurement of goods and services from the donor country, or are subject to

procurement modalities implying limited geographic procurement eligibility. (**Chapter [221](#)**)

Tier

A level within the annual pay range for a medical or dental assignment or specialty. (**Chapter [465](#)**)

Time-In-Class

Limitations on the maximum time which may be spent in the Foreign Service or in any one class of the Senior Foreign Service. (**Chapter [422](#)**)

Time-In-Class (TIC) Limitation

A specified period of time a career Foreign Service (FS) or Senior Foreign Service (SFS) employee has to be promoted to the next higher class (single-class TIC) or up through a series of classes (multi-class TIC) or else the Agency must separate the employee for expiration of TIC. (**Chapter [440](#)**)

Timeliness

One of the five standards of data quality assessments: data that are timely are current and available frequently enough to inform and influence management decision-making at the appropriate levels. (**Chapter [597](#)**)

Timely

One of the seven criteria for selecting a quality metric: a metric is timely when it can be obtained frequently and in time to be useful for decision-making. (**Chapter [597](#)**)

Time-Off Award

Time off from duty, without loss of pay or charge to leave, to encourage and reward superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. (**Chapter [491](#)**)

Token (specifically: authentication token)

A portable device used for authenticating a user. Authentication tokens operate by challenge/response, time-based code sequences, or other techniques. (**Chapter [545](#)**)

Top Secret (TS)

A security clearance affording access to data that affects national security, counterterrorism/counterintelligence, or other highly sensitive data. (**Chapter [545](#)**)

Tort Claims

Negligence-related claims for injuries to people or property. (**Chapter [152](#)**)

Terms of Service (TOS) Agreement

A written terms of service agreement between a third-party social media application and its users. (**Chapter [558](#)**)

Total Compensation

The sum of all payments made to a physician or dentist, including base pay; market pay; recruitment, relocation, and retention incentives; performance awards; and other cash awards. (**Chapter [465](#)**)

Total Disability

The inability of an employee to work in any capacity as a result of a work-related injury or occupational disease or illness. (**Chapter [442](#)**)

Total Estimated Amount (TEA)

The total authorized level of funding under an assistance award/agreement. (**Chapter [201](#)**)

Total Estimated Cost (TEC)

The total authorized level of funding under an acquisition award/agreement. (**Chapter [201](#)**)

Total Pay

The sum of all payments made to a physician or dentist. Total pay includes base pay; market pay; and recruitment, relocation, and retention incentives; and excludes cash awards. In Alaska, Hawaii, and Puerto Rico, where the U.S. Office of Personnel Management (OPM) has approved a non-foreign cost-of-living allowance (COLA) under 5 U.S.C. section 5941, total pay also includes COLA. (**Chapter [465](#)**)

Traceability

The ability to trace a policy to or from a rule of behavior. (**Chapter [545](#)**)

Tracking Audit Consolidated System (TRACS)

Application in the Agency Secure Image and Storage Tracking (ASIST) that aids in the development, tracking, and storage of Public Financial Management Risk Assessment Framework (PFMRAF) reports, risk response plans, pre-award surveys, annual vendor audits, other vendor reviews and engagements, local currency trust fund and host country owned special accounts, audit inventory, audit plans, and the generation of delinquency letters. (**Chapter [591](#)**)

Trade-In

The act or business of exchanging commodities by barter. (**Chapter [536](#)**)

Trademark

A word, phrase, symbol or design, or a combination of words, phrases, symbols or designs that identifies and distinguishes the source of the goods of one party from those of others. (**Chapter [318](#)**)

Trade-Related Activities

Capital goods, capital equipment, and capital-related commodity procurements and services inherent in the operation of a capital project. All such trade-related activities collectively are referred to as capital projects. (**Chapter [221](#)**)

Trainee Position

A position involving a well-defined training program established for a career or career conditional employee of a definite duration. The training may be on-the-job or formal training. Assigned tasks are performed on a rotating or non-rotating basis and under close guidance and instruction, with promotion scheduled upon satisfactory completion of the training period. A trainee who does not satisfactorily complete the training period will be reassigned to a different position. (**Chapter [418](#)**)

Training

A learning activity taking place in the U.S., a third country, or in-country in a setting predominantly intended for teaching or imparting certain knowledge and information to the participants with formally designated instructors or lead persons, learning objectives, and outcomes, conducted full-time or intermittently. (**Chapter [580](#), [603](#)**)

Training and Exchanges Automated Management System (TEAMS)

USAID's data system for the reporting of information on all USAID Exchange Visitor activities. TEAMS is USAID's single repository of Exchange Visitor data. TEAMS is a web-based application that helps Missions, contractors, and contractor systems at various locations to collaborate in approving and reporting EVs. The system serves as USAID's data interface with the Department of Homeland Security's (DHS) Student and Exchange Visitor Information System (SEVIS). (**Chapter [252](#)**)

Training Program Manager

An employee who manages, plans, develops, schedules, and implements training courses. (**Chapter [458](#)**)

Transfer

The employment of a career or career-conditional employee, when the employee moves from one agency to another (with or without promotion) without a break in service of one full workday. (**Chapter [418](#), [423](#)**)

Transfer (ICASS)

Joint or ICASS-managed assets preclude the necessity for other ICASS customer agencies to pay the compensation for assets not required to meet the needs of the customer base prior to the combining of operations. For Joint or ICASS managed assets, "transfer" indicates a physical transfer only. For USAID-managed assets, "transfer" continues to indicate both physical and ownership transfer. (**Chapter [534](#)**)

Transfer of Functions

Transfer of a specific function with no change in the duties of the position(s) from one post to another. (**Chapter [436](#), [452](#)**)

Transition Initiative

A set of actions intended to facilitate stability and strengthen democratic institutions in nations that have suffered political, economic or social upheaval. These actions are not conducted by Office of U.S. Foreign Disaster Assistance (OFDA). (Chapter [251](#))

Transition Planning

A legislatively mandated section of the CDCS to determine the proposed trajectory for USAID's assistance in country, including by identifying the conditions under which USAID's assistance will no longer be needed, benchmarks toward achievement of those conditions, and options for transition once those conditions are met. (Chapter [201](#))

Transitory Correspondence

Includes transmittal letters or forms, routine requests for information, publications or communications, acknowledgments, and other similar types of papers of short term interest which have no documentary or evident value and normally need not be kept more than 90 days. (Chapter [502](#))

Transitory Files

Contain correspondence that ordinarily would be filed in subject files except they pertain to matters of short-term interest. They constitute a separate record series because of the disposal date. (Chapter [502](#))

Transmission Data

Transmission and receipt data: Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and the time messages were sent. (Chapter [502](#))

Trans-Shipment

The transfer of goods from one ship to another. (Chapter [315](#))

Traumatic Injury

A wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and affected body member or function, and which occurs within a single day or work-shift. Traumatic injury includes prosthetic devices or applications, such as eyeglasses and hearing aids, damaged or destroyed incidental to a work-related personal injury requiring medical services. (Chapter [442](#))

Travel

The official travel and transportation of employees, their dependents and effects. It also includes the administration of allowances and benefits to employees assigned to overseas posts. (Chapter [527](#), [603](#), [633](#))

Travel Authorization

The Travel Authorization/Order is used to obligate funds for the purchase of goods and services associated with temporary duty travel, post assignment travel, retirement travel, Personal Services Contract travel, and donated travel. (**Chapter [621](#), [633](#)**)

Travel Authorization (orders)

Written permission for an employee to travel away from his or her official duty station on official business. (**Chapter [522](#)**)

Travel Management Center (TMC)

A commercial travel agent under joint contract with the General Services Administration (GSA), U.S. Department of State, and other Foreign Affairs agencies. (**Chapter [522](#)**)

Travel Voucher

A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel. (**Chapter [522](#)**)

Treasury Account Symbol (TAS)

An identification code assigned by Treasury, in collaboration with the Office of Management and Budget (OMB) and the owner agency, to an individual appropriation, receipt, or other fund account. All financial transactions of the Federal Government are classified by Treasury Account Symbol (TAS) for reporting to Treasury and OMB. The Agency Identifier for USAID is “72.” The USAID Working Capital Fund Account is 72X4513. The Department of State ICASS Account is 19X4513. USAID’s TAX mirrors state’s TAX 19X4513 given that the legal authority is derived from state’s legal authority. See **[Federal Account Symbols and Titles: The FAST Book](#)**. (**Chapter [635](#)**)

Treasury Report on Receivables Due from the Public (TROR)

The Department of the Treasury’s only comprehensive means for periodically collecting data on the status and condition of the Federal Government’s non-tax debt portfolio, in accordance with the requirements of the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. The information contained in the report is obtained from the various Federal agencies and is disseminated to Congress, the Office of Management and Budget, Agency Chief Financial Officers, the Federal Credit Policy Working Group, other officials and representatives of Federal and state organizations, private sector organizations, and the public. (**Chapter [625](#)**)

Trigger

A value or threshold that, if crossed, would prompt an action, such as re-examination of a Results Framework or logic model. (See **[Program Cycle Monitoring Toolkit: Context Indicator Reference Sheet \(CIRS\) Template](#)**) (**Chapter [220](#)**)

Trip Papers

All trip materials, including briefers and background information, tasked for principal-level travel. (**Chapter [503](#)**)

Triple Data Encryption Algorithm (TDEA)

In cryptography, the block cipher that applies the Data Encryption Standard (DES) cipher algorithm three times to each data block. (Chapter [545](#))

Triple Data Encryption Standard (TDES)

The common name for TDEA. (Chapter [545](#))

Trojan or Trojan horse

When referring to software, a Trojan (also called a Trojan horse) is a seemingly harmless software program that contains harmful or malicious code. Trojans can allow hackers to open back doors on Federal systems, giving them access to files and even network connectivity. (Chapter [545](#))

Trust

A “trust” (or “trust fund”, or “fund in trust”) is a financing arrangement set up with contributions from one or more donors and for which an entity (Public International Organization or other donor) serves and administers the trust as the trustee, but title to the contribution remains with USAID. (Chapter [308](#))

Trust Framework Provider Adoption Process (TFPAP)

A process whereby the government can assess the efficacy of the Trust Frameworks so that an Agency online application or service can trust an electronic identity credential provided to it at a known level of assurance comparable to one of the four Office of management and Budget (OMB) Levels of Assurance. Trust Frameworks that are comparable to Federal standards are adopted through this process, allowing Federal relying parties to trust credential services that have been assessed under the framework. (Chapter [545](#))

Two-Tour Post

A State Department designation indicating that assigned employees are required to stay at post for two standard tours (24 months each) separated by home leave. (Chapter [436](#))

Two-Way Mobile

A radio which is permanently installed in a vehicle and used for two-way communications. (Chapter [564](#))

Type Accreditation

“In some situations, a system consisting of a common set of hardware, software, and firmware is intended for installation at multiple locations. A type accreditation satisfies the C&A requirements in this case by obtaining a single accreditation that permits installation of multiple instances of this specifically configured system in a particular physical/operational environment at multiple locations. Rather than testing and validating the system at every site where it is needed, the type accreditations allow for the installation of identical systems based on the validation of all the IACs at one

representative site.” (Source: DON DIACAP Handbook, v1.0, 15 July 2008) (**Chapter [545](#)**)

Type of Service

Identifies whether the position of the employee is in the competitive or excepted service. (**Chapter [452](#)**)

U

Unacceptable Performance

Performance that fails to significantly meet minimum performance standards for one or more critical elements of an employee’s performance plan (AEF). For Civil Service employees, the minimum standard is ‘Needs Improvement’. (**Chapter [462](#), [489](#)**)

Unauthorized Disclosure

When personally identifiable information (PII) is disclosed to anyone except the subject individual absent the written consent of the subject individual, unless the disclosure falls within one of twelve statutory conditions in the Privacy Act, 5 USC 552a(b)(1)-(12). (**Chapter [508](#)**)

Unauthorized Use

Unauthorized use is defined as using the Government-Sponsored Travel Card (GSTC) for personal/non-official purposes. (For example, charges not authorized as part of official travel). (**Chapter [633](#)**)

Uncertainty

The inability to know in advance the exact likelihood or impact of future events. (See **[Playbook: ERM in the U.S. Federal Government](#)**) (**Chapter [220](#)**)

Unclassified Information

Information that has not been determined, per **[E.O. 12958](#)** or any predecessor order, to require protection against unauthorized disclosure and that is not designated as classified. (Source: **[NTISSI 4009](#)**). A category of information that includes both Sensitive But Unclassified (SBU) and non-sensitive information and materials which, at a minimum, must be safeguarded against tampering, destruction, or loss. SBU information and materials must also be afforded additional protections commensurate with the sensitivity level of the data involved. (**Chapter [545](#)**)

Unconditional Gifts

Gifts made with no conditions on their use. (**Chapter [628](#)**)

Underutilized Partner

An organization that has received less than \$25 million in direct or indirect awards from USAID over the past five years. (**Chapter [303](#)**)

Underwriters Laboratories (UL)

A safety consulting and certification company that provides safety-related certification, validation, testing, inspection, auditing, advising, and training. (Chapter [552](#))

Undue Hardship

An “action requiring significant difficulty or expense” when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the full scope of the Agency’s operations. (Chapter [111](#))

Undue Interruption

The degree of interruption that would prevent the completion of required work by the employee 90 days after placement into a different position under reduction in force (RIF) procedures. (Chapter [452](#))

Unexpended Appropriation Balance

The amount of appropriations or other funds or authority remaining after deducting outlays from total available resources. This balance includes cash with Treasury (and on hand and in banks, when included in Treasury reports), and investments in U.S. Government securities. The unexpended balance of an account is the sum of the total obligation authority less expenditures (disbursements and accruals). (Chapter [621](#))

Unilateral Contract Modification

A contract modification that is signed only by the contracting officer. (Chapter [300](#))

United States

The several states, the District of Columbia, and the states and areas defined under the term “Non-Foreign Area.” (Chapter [522](#))

United States Computer Emergency Readiness Team (US-CERT)

Part of the National Cyber Security Division of the United States' Department of Homeland Security, US-CERT serves as the focal point for cybersecurity issues in the United States. US-CERT is a partnership between the Department of Homeland Security and the public and private sectors, intended to coordinate the response to security threats from the Internet. As such, it releases information about current security issues, vulnerabilities and exploits via the National Cyber Alert System and works with software vendors to create patches for security vulnerabilities. (Chapter [545](#))

United States Government Configuration Baseline (USGCB)

An initiative to create security configuration baselines for IT products widely deployed across the Federal agencies. The USGCB evolved from the Federal Desktop Core Configuration mandate and provides guidance to agencies on what should be done to improve and maintain effective configuration settings focusing primarily on security. (Chapter [545](#))

Unknown Payment

A payment that could be either proper or improper, but the agency is unable to discern whether the payment was proper or improper as a result of insufficient or lack of documentation. (Chapter [630](#))

Unlawful EEO Harassment

A form of discrimination, it is unwelcome conduct that violates EEO laws, where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment includes conduct including retaliation against individuals for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. (Chapter [110](#))

Unlimited Rights

The ability to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform and display publicly, in any manner and for any purpose, and to have or permit others to do so. (Chapter [318](#))

Unliquidated Obligation

The difference between the total amount that has been obligated in an award or agreement and the total disbursement against that award or agreement. (Chapter [201](#))

Unliquidated Obligation Balance

An amount that has been obligated but not disbursed and remains as un-invoiced unpaid; the difference between the total amount that has been obligated in an agreement and the total amount that has been disbursed. (Chapter [621](#), [631](#))

Unobligated Balance

The portion of budget authority that has not yet been obligated. The unobligated balance for unexpired accounts is still available for new obligations. The unobligated balance for expired accounts is not available for new obligations. However, valid obligations may be adjusted, unrecorded obligations may be added, and payments may be made from expired accounts. (Chapter [621](#), [635](#))

Unpriced Order

An order for supplies or services, the price of which is not established at the time of issuance of the order. (Chapter [300](#))

Unrestricted Space

An area where storage, processing, discussion, and handling of classified documents is not authorized. (Chapter [517](#), [565](#), [567](#), [568](#))

Unscheduled Records

Records (including audiovisual (AV) records) for which a disposition has not been assigned, because the records don't fit any of the existing categories, or because they represent a new AV medium. (**Chapter 502**)

Unscheduled Telework

A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at an approved alternate worksite. (**Chapter 405**)

Unstructured Data

This term is used to describe data that does not reside within a database or information system. Some examples of unstructured data would be word documents, PowerPoints, email messages, and excel spreadsheets. (**Chapter 502**)

Untied Aid

Refers to procurement actions that, as an operational matter, have been assigned a source/origin code of 935 and are loans or grants that are freely and fully available to finance procurement from all substantially developing countries and from the Organization for Economic Cooperation and Development countries. (**Chapter 221**)

Unusual Hours

Work hours that are frequently required to be varied and do not coincide with any regular work schedule. (**Chapter 514**)

Upward Adjustment

To increase the amount of a previously recorded obligation when the actual amount is determined and it is larger than the estimated amount. An upward adjustment may require an amendment to the original obligating document. (**Chapter 552, 621**)

U.S.-Based United States Personal Services Contractors (USPSCs)

A USPSC performing services in the United States and its territories. (**Chapter 309**)

U.S. Citizen Resident Appointment

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

U.S. Flag Air Carrier

One of a class of air carriers holding a certificate under Section 401 of the Federal Aviation Act of 1958 (49 U.S.C. 1371) authorizing operations between the U.S. or its territories and one or more foreign countries. (**Chapter 314**)

U.S. Flag Vessel

A U.S. Government-owned vessel or a privately owned U.S. flag (U.S. registered) commercial vessel. (See also the definition of privately owned U.S. flag commercial vessel). (**Chapter 314**)

U.S. Personal Service Contractor (USPSC)

A U.S. National (USN) hired under a contract for personal services in accordance with [FAR Part 37](#) and [AIDAR Appendix D](#). (Chapter [309](#))

U.S. Standard General Ledger (USSGL)

The U.S. Standard General Ledger provides a uniform chart of accounts and technical guidance to be used in standardizing Federal agency accounting. (Chapter [620](#))

USAIDAC

This term is used when the subject of the outgoing telegram has to do with USAID programs or projects, or other substantive matters that are of interest to other U.S. Government agencies. (Chapter [549](#))

USAID-Associated Employee

USAID staff, including General Schedule (GS), Foreign Service (FS), Senior Foreign Service (SFS), Senior Executive Service (SES), Senior-Level (SL), Scientific or Technical (ST), Executive Schedule (EX), Foreign Service National Direct-Hires including Cooperating Country Nationals (CCN) and Third Country National (TCN) Direct-Hires, Foreign Service National Personal Services Contractors (FSNPSCs) (or Cooperating Country National Personal Services Contractors (CCNPSCs)), Third Country National Personal Services Contractors (TCNPSCs), U.S. Personal Services Contractors (USPSCs), Administratively Determined (AD), and non-career SES employees. (Chapter [492](#))

USAID Acquisition Regulation (AIDAR)

USAID's supplement to the FAR, issued as Title 48, Chapter 7, CFR. (Chapter [330](#))

USAID–Contracted Training Facility

A facility which may be used by USAID, as needed, to provide training for employees. (Chapter [438](#))

USAID Employee Memorial

The memorial, currently placed in the Agency main lobby entrance, that includes the names of USAID-associated employees who died while in direct performance of his/her duty, as defined in [492.3.2](#). The memorial may include other such plaques and items as the USAID SMC may deem appropriate from time to time. (Chapter [492](#))

USAID IT Investments

IT initiatives or projects funded at Missions or USAID/W, regardless of funding source, which are owned, licensed, or leased by USAID and operated by USAID or by contractors for Agency operations. (Chapter [547](#))

USAID Library

A USAID/Washington resource collection, staffed by information professionals, who manage and provide a wide range of development information services and sources

(books, journals, databases, etc.) to USAID staff, contractors, and the public, who need ready access to information sources on international development. (Chapter [540](#))

USAID Network (USAIDNET)

This includes: a) electronic mail (email), the development and dissemination of directory management procedures; b) network design and features; c) coordination of installation of local area networks (LANs); and d) utilization monitoring and performance management. (Chapter [549](#))

USAID Principal Geographic Code

A three-digit code in the USAID Geographic Code Book which designates a country, a group of countries, or an otherwise defined area. (Chapter [310](#))

USAID Representative

Typical in countries without a bilateral Mission, but with limited program. Typically Development Counselor to the Chief of Mission. They receive Agency policy direction and support from a Regional AA or Regional Mission. They only have resident staff where justified and they do not prepare a full Country & Regional Development Cooperation Strategy (CDCS). Typical duties include post lead for development cooperation, lead/participate in development dialogues at all levels with stakeholders; closely coordinate with Regional Mission to identify technical, programmatic, and other support needs; and could be designated SMG, depending on determination by Regional Assistant Administrator (AA) and HCTM in consultation with Administrator. (Chapter [102](#))

USAID Special Memorial Committee

A committee, chaired by the Agency's Counselor, that provides the mechanism to vet and approve individuals for inclusion on the USAID Employee Memorial. (Chapter [492](#))

USAID Standard Graphic Identity or USAID Identity

Official marking for the United States Agency for International Development (USAID) comprised of the USAID seal and landmark with the tagline that clearly communicates our assistance is "from the American people." In exceptional circumstances, upon a written determination by the USAID Administrator, the definition of the USAID Identity may be amended to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high-level interagency Federal initiative that requires consistent and uniform branding and marking by all participating agencies. The USAID Identity (including any required presidential initiative or related identity) is available on the USAID website at <http://www.usaid.gov/branding> and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards. (Chapter [320](#))

USAID System

A system funded and operated by or for the Agency and located in space owned or directly leased by the Agency. (Chapter [545](#))

USAID Trust-Funded Property

Property purchased with USAID Trust Funds, to be used only for USAID activities, and accounted in inventory records in the same manner as, but separately from, USAID operating expense (OE)-funded personal property. Trust funded property reverts to the host country upon disposal. ([14 FAM 410](#)) ([Chapter 627](#))

USAID/W

Refers to all Washington, DC office locations, including but not limited to the Ronald Reagan Building, SA-44, Crystal City Plaza 3, and Potomac Yards II. ([Chapter 567](#), [568](#))

Useful

One of the seven criteria for selecting a quality metric. A metric is useful to the extent that it provides a meaningful measure of change over time for management decision-making. ([Chapter 597](#))

Useful Life

Useful life is the normal operating life of the asset in terms of utility to the owner. (Source: SFFAS 10) ([Chapter 629](#))

User

All persons authorized to access and use the USAID network and the systems supported by it. Users have received favorable employment eligibility status or have successfully passed a background check or investigation. A user can also be someone who uses information processed by USAID's information systems and may have no access to USAID's information systems. Users are the only subclass that cannot possess elevated privileges. ([Chapter 545](#), [552](#))

User Classifications

NIST SP 800-16 defines five user classifications: Users, Systems Administrators, Information System Security Officers (ISSOs), Functional Management/Managers, and Executive Management/Managers. A user classification is a group of users with similar roles and responsibilities. ([Chapter 545](#))

User Identifications (IDs)

User IDs, also known as logins, usernames, logons, or accounts, are unique personal identifiers for agents of a computer program or network that is accessible by more than one agent. These identifiers are based on short strings of alphanumeric characters and are either assigned or chosen by the users. ([Chapter 552](#))

Users

Anyone responsible for complying with operating procedures or technical documentation in utilizing a system throughout its life cycle. ([Chapter 502](#))

User's Guide

A package of descriptive and technical documentation prepared for use with a data file. (Chapter [502](#))

Usually Traveled Route

One or more routes which are essentially the same in travel time and cost to the government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of [14 FAM sections 134 and 135](#) restricting use of foreign carriers. (Chapter [522](#))

Utility

Refers to the usefulness of the information to its intended users, including the public. In assessing the usefulness of information that the agency disseminates to the public, the agency needs to consider the uses of the information not only from the perspective of the agency but also from the perspective of the public. As a result, when reproducibility and transparency of information are relevant for assessing the information's usefulness from the public's perspective, the agency must take care to ensure that reproducibility and transparency have been addressed in its review of the information. (Chapter [578](#))

Utilization

The identification, processing, reporting and transfer of excess personal property among Federal agencies. (Chapter [536](#))

Utilization Rate

The percentage of capacity use for a given office or assignable area; measured in square feet per person. The measurement is derived from the overall square footage of the Office/Assignable area, divided by the total number of individuals or users within the Office/Assignable area. This derivation of usable space, provided to individuals within a given Office or Assignable area in order to perform their daily tasks includes the individual workstation, circulation space, and a portion of support spaces (conference rooms, copy rooms, etc.). (Chapter [517](#))

V

Validation

The process of applying specialized security test and evaluation procedures, tools, and equipment needed to establish acceptance for use of an information system. (Source: [NSTISSI 1000](#)) (Chapter [545](#))

Validity

One of the five standards of data quality assessments: data that has validity are clear of bias and provide a clear and adequate representation of the intended result. (Chapter [597](#))

Value-Added Telecommunication Services

This includes activities such as IT support at USAID conferences, video conferencing, direct connections to other U.S. Federal or State Government entities, Non-Governmental Organizations (NGOs), or commercial companies. (**Chapter [549](#)**)

Vanpool

A group of 8 to 15 persons using a van specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. (**Chapter [514](#)**)

Vaughn Index

Itemized index, correlating each withheld document (or portion) with a specific Freedom of Information Act (FOIA) exemption(s) and the relevant part of the agency's nondisclosure justification. The index may contain such information as: date of document; originator; subject/title of document; total number of pages reviewed; number of pages of reasonably segregable information released; number of pages denied; exemption(s) claimed; justification for withholding; etc. FOIA requesters are not entitled to a Vaughn Index during the administrative process. (**Chapter [507](#)**)

Vendor

An entity that sells products and services. It may be a government agency or organization, a contractor, or a retail merchant. (**Chapter [331](#)**)

Venue

The place where an event is held, such as a hotel or convention center. (**Chapter [580](#)**)

Verification

The process of comparing two levels of an information system specification for proper correspondence, *i.e.*, security policy model with top-level specification, top-level specification with source code, or source code with object code. (Source: **[NSTISSI 1000](#)**) (**Chapter [545](#)**)

Veterans Employment Opportunities Act (VEOA) Eligible

A special hiring authority, which gives eligible veterans access to positions that otherwise may have only been available to current competitive service employees. In VEOA appointments, preference eligibles and veterans are not accorded preference, but they are allowed to compete for job opportunities that are not offered to other external candidates. A VEOA eligible who is selected will be given a career or career-conditional appointment. (**Chapter [418](#)**)

Veterans' Preference

A retention preference for employees so entitled under 5 USC 2108, and 5 USC 3501(a)(3). (**Chapter [454](#)**)

Vetting Assistant (VA)

Any USAID employee or employees designated as such by, and who is or are responsible to, the MD. The VA(s) has/have responsibility delegated by the Vetting

Official, to include receiving vetting information; responding to questions about information for inclusion on the PIF; coordinating with SEC and the VO; and conveying the vetting determination to the cognizant CO/AO and each offeror/applicant, potential subrecipient, contractors, or subcontractor subject to vetting. AORs/CORs must not serve as VAs for prime or sub-awards/sub-contracts for which they serve as AOR/CORs. (**Chapter 319**)

Vetting Official (VO)

The USAID employee who heads the Vetting Support Unit (VSU). The VO coordinates USAID's receipt of PII from the Agency's implementing partners and prospective implementing partners; serves as the main Point of Contact in a B/IO or Mission with SEC for the vetting process; and coordinates the decision-making process in each B/IO Mission that leads to a final determination of eligibility or ineligibility. (**Chapter 319**)

Vetting Support Unit (VSU)

The unit that comprises the VO/VAs. The VSU is responsible for coordinating the Agency's receipt of PII and organizational information for vetting, serving as the point of contact with SEC and implementing partners and prospective implementing partners regarding the vetting process, and coordinating the decision-making process to lead to a final determination of eligibility or ineligibility. The Vetting Official is the head of the VSU. (**Chapter 319**)

Virtual Private Network (VPN)

A technology for using the Internet or another intermediate network to connect computers to isolated remote computer networks otherwise inaccessible. A VPN provides security so that traffic sent through the VPN connection stays isolated from other computers on the intermediate network. VPNs can connect individual users to a remote network or connect multiple networks together. (**Chapter 545**)

Virus

Typically, a small computer program that has the capability to self-execute and replicate on the infected machine as well as other machines. Viruses can cause damage to data, make computer(s) crash, display messages, provide back doors, or any number of other things. Viruses, as opposed to worms, are meant to replicate themselves on a given system. The term virus is sometimes used to generically describe not only viruses, but also to include worms and Trojans collectively. (**Chapter 545**)

Vision Papers

Aspirational statements orienting the Agency regarding an issue of high significance. Vision papers constitute a public statement about the importance USAID places on a development issue and articulate our position or approach to the issue. A vision paper often outlines an end state to which USAID aims to contribute (e.g., ending extreme poverty; ending child marriage; full inclusion of LGBTI persons). (**Chapter 200**)

Visit Authorization Letter (VAL)/Visit Authorization Request (VAR)

A request by a contractor to enter a USAID facility to perform services.
(Chapter [567](#))

Visitation Access Requests (VARs)

Formal vetting and approval for access requests to facilities, installations, systems, or spaces by non-Agency employees. (Chapter [552](#))

Visitor

An individual, who is not authorized to access the USAID facility, to which they have gained access, and who is being escorted by an authorized individual.
(Chapter [545](#), [552](#))

Voice Communication

This includes telephones, pagers, long-distance calling, facsimile machines, and voice mail for USAID/W sites. (Chapter [549](#))

Voice over Internet Protocol (VoIP)

USAID's private phone network that enables calls between USAID/W and the Missions. VoIP is usually available at posts where international voice gateway (IVG) is not available. Missions may also use it to call anywhere in the U.S. for free. Voice over Internet Protocol refers to the communications protocols, technologies, and methodologies used to deliver voice communications over Internet Protocol (IP) networks. (Chapter [545](#), [549](#))

Voice Radio Communication

Radio communication is the use of electromagnetic waves in a radio frequency range to transmit or receive electric signals without wires connecting the transmit and receive points. (Chapter [564](#))

Volunteer Intern Program

An intern program of ten weeks to six months in duration for college undergraduate and graduate students who will continue their education upon completion of the internship. Their work upon completion of assignment are related to their field of study. (Chapter [469](#))

Volunteer Service

Service performed without compensation by a full- or half-time student, including graduate student, with the written permission of the institution at which the student is enrolled. (Chapter [413](#))

Vulnerability

Weaknesses in an information system, system security procedure, internal control, or implementation that could be exploited. (Source: [NSTISSI 1000](#))
(Chapter [545](#))

Vulnerability Assessment

A systematic examination of an information system or product to determine the adequacy of security measures, identify security deficiencies, provide data from which to predict the effectiveness of proposed security measures, and confirm the adequacy of such measures after implementation. (Source: [NSTISSI 1000](#)) (Chapter [545](#))

W

Waiting Period (for within-grade increase)

The minimum time requirement of creditable service to become eligible for consideration for a within-grade increase. (Chapter [471](#))

Waiver

The written permission required to eliminate the requirements of a specific policy. Authorized individuals may grant waivers to meet specific business needs. (Chapter [545](#))

The cancellation, remission, forgiveness, or non-recovery of a debt allegedly owed by an employee to an agency as permitted or required by 5 U.S.C. 5584. (Chapter [625](#))

War Hazard Insurance

Insurance which provides compensation for the injury, disability, death, or enemy detention of employees of contractors with the United States, as defined by the War Hazards Insurance Act. (Chapter [322](#))

Warm Site

An alternate operating facility of the organization, with computer systems as well as near-complete backups of user data. Real time synchronization between the two sites may be used to completely mirror the data environment of the original site using wide area network links and specialized software. (Chapter [531](#))

Warrant

A Certificate of Appointment (SF-1402) used to redelegate purchasing authority. All warrants issued must be available for examination by the public or USAID personnel. (Chapter [103](#))

Washington (W)

USAID facilities in the Washington region. (Chapter [552](#))

Web 2.0

Another term to describe social media. Term that refers to sites on the Internet that contain mobile-based tools or applications that are used for sharing and discussing

information. Social media is broken into three categories: File Sharing/Storage, Social Networking and Web Publishing. (**Chapter [502](#)**)

Webpage

A non-embedded resource obtained from a single Universal Resource Identifier (URI) using HyperText Transfer Protocol (HTTP) plus any other resources that are provided for the rendering, retrieval, and presentation of content. (**Chapter [551](#)**)

WebTA

USAID's time and attendance system. (**Chapter [405](#)**)

Weighted-Average

A periodic inventory costing method where ending inventory and cost of goods sold are priced at the weighted-average cost of all items available for sale. (Source: SFFAS 3) (**Chapter [629](#)**)

Wet Nurse

A woman who cares for and suckles children that are not hers. (**Chapter [212](#)**)

Wireless Communications

Radio, cellular telephone, personal digital assistant (PDA), and satellite communications, including Tactical Satellite (TACSAT) and International Maritime Satellite (INMARSAT). (**Chapter [564](#)**)

Wireless Local Area Network (WLAN)

A WLAN links two or more devices using some wireless distribution method (typically spread-spectrum or OFDM radio), and usually providing a connection through an access point to the wider Internet. (**Chapter [545](#)**)

Wireless Personal Area Network (WPAN)

A computer network used for communication among computerized devices carried over wireless network technologies. Can be used for communication among the personal devices themselves (intrapersonal communication), or for connecting to a higher level network and the Internet (an uplink). (**Chapter [545](#)**)

Wireless Technologies

Wireless communication is the transfer of information between two or more points that are not connected by an electrical conductor. The most common wireless technologies use electromagnetic wireless telecommunications, such as radio. With radio waves, distances can be short, such as a few meters for television or as far as thousands or even millions of kilometers for deep-space radio communications. It encompasses various types of fixed, mobile, and portable applications, including two-way radios, cellular telephones, personal digital assistants (PDAs), and wireless networking. Other examples of applications of radio wireless technology include GPS units, garage door openers, wireless computer mice, keyboards and headsets, headphones, radio receivers, satellite television, broadcast television and cordless telephones. Less common methods of achieving wireless communications include the use of light, sound,

Text highlighted in yellow indicates that the material is new or substantively revised.

magnetic, or electric fields, and hearing or visual impairment aids. (**Chapter [552](#)**)

Wireless Wide Area Network (WWAN)

A form of wireless network. The larger size of a wide area network compared to a local area network requires differences in technology. Wireless networks of all sizes deliver data in the form of telephone calls, web pages, and streaming video. A WWAN often differs from wireless local area network (WLAN) by using mobile telecommunication cellular network technologies to transfer data. It can also use Local Multipoint Distribution Service (LMDS) or Wi-Fi to provide Internet access. These technologies are offered regionally, nationwide, or even globally and are provided by a wireless service provider. WWAN connectivity allows a user with a laptop and a WWAN card to surf the web, check email, or connect to a VPN from anywhere within the regional boundaries of cellular service. (**Chapter [545](#)**)

Wireless Priority Service (WPS)

Provides national security and emergency preparedness personnel priority communication capabilities over wireless networks and offers users up to an 80% call completion rate during higher call volume periods. (**Chapter [531](#)**)

Withholding Order

Any order for withholding or garnishment of pay issued by USAID or a judicial or administrative body. For the purposes of [ADS 625](#) and 22 CFR 213, wage garnishment order and garnishment order have the same meaning as withholding order. (22 CFR 213.2) (**Chapter [625](#)**)

Within Class Increase

A periodic increase in an employee's rate of basic pay from one step of the class of his or her position to the next higher step of that class. (**Chapter [463](#)**)

Within-Grade Increase

A periodic increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade. (**Chapter [471](#)**)

Woman-Owned Bank

A bank that is owned at least 50 percent by women. (**Chapter [636](#)**)

Women

Refers to adult females. (**Chapter [205](#)**)

Women Owned Small Business (WOSB)

WOSB is a small business program in which one or more woman has 51 percent or more stock ownership in the company. (**Chapter [321](#)**)

Workday

Those hours which comprise in sequence the employee's regularly scheduled tour of duty within any 24-hour period, whether falling entirely within one calendar day or not. (Chapter [479](#))

Work Objectives

Expectations for an employee established by management for a particular rating period. (Chapter [450](#), [461](#), [463](#), [464](#))

Work Objectives (Foreign Service)

Expectations for the work that an employee will accomplish, as established through discussions between the supervisor and employee. Work objectives may be short or long-term (e.g., annual) and updated as needed throughout the performance period. While employee participation in the development of work objectives is encouraged, the Rating Official maintains the final authority to set work objectives. (Chapter [461](#), [463](#), [464](#))

Work Schedule

The regularly established tour of duty for an employee to work in a week (*i.e.*, full-time or part-time). (Chapter [452](#))

Work Unit

An office, staff, or other unit below the Bureau or Independent Office. (Chapter [480](#))

Workforce

All individuals working for or on behalf of the Agency, regardless of hiring or contracting mechanism, who have physical and/or logical access to USAID facilities and information systems. This includes but is not limited to: United States Direct-Hire employees, Personal Services Contractors, Fellows, Participating Agency Service Agreement, and contract personnel. (Note: Contractors are not normally subject to Agency policy and procedures as discussed in [ADS 501.1](#). However, contract personnel are included here by virtue of the applicable clauses in the contract related to HSPD-12 and Information Security requirements). (Chapter [508](#), [547](#))

Working Capital Fund

A revolving fund that operates as an accounting entity. In these funds, the assets are capitalized and all income is in the form of offsetting collections derived from the funds' operations and available in their entirety to finance the funds' continuing cycle operations without fiscal limitation. A working capital fund is a type of intragovernmental revolving fund. (Source: GAO Glossary of Budget Terms) (Chapter [629](#), [635](#))

Workout

Workouts are actions undertaken to maximize the repayments to USAID under existing direct loans or to minimize claim payments that USAID would make under loan guarantees. (SFFAS 2) (Chapter [623](#))

Workstation

A modular work area constructed from freestanding desk units or panel hung systems furniture. (**Chapter 517**)

Worm

A computer program which replicates itself and is self-propagating across networks. Worms, as opposed to viruses, are meant to spawn in network environments. Worms usually are designed to slow down a network or even crash it. (**Chapter 545**)

Write-Down

An action taken, rather than write-off, where an agency reduces the value of a debt for accounting purposes to its collateral's net realizable value. The agency may not write-down non-collateralized debts. (**Chapter 625**)

Write-Off

An action to remove an amount from USAID's assets. A write-off of a loan occurs when an agency official determines, after all appropriate collection tools have been used, that a debt is uncollectible. Active collection on an account ceases, and the account is removed from USAID's receivables. (**Chapter 623**)

Write-Off of Administrative Receivables

Removal of the debt from the agency's accounting records based on a determination by the Chief Financial Officer (CFO) or the Treasury Department that a debt or a portion of a debt is uncollectible. If a debt is compromised, the amount no longer due must be reported as written off. All write-offs must be made through the allowance account. Generally, write-off is mandatory for delinquent debt older than two years unless documented and justified to the Office of Management and Budget (OMB) in consultation with Treasury. Once the debt is written off, the agency must either classify the debt as currently not collectible or close out the debt. (**Chapter 625**)

X

XWeb

A website created and maintained by Bureau for Legislative and Public Affairs/Public Information, Production and Online Services (LPA/PIPOS) to help USAID website content providers navigate the technical and content requirements of USAID and the Federal Government. (**Chapter 557**)

Z

Zero Tolerance

The principle that every allegation is taken seriously and acted upon in line with agreed procedures for resolving reports of sexual misconduct. This approach pursues measures in an effective manner that is accountable to staff, respects the rights of all

Text highlighted in yellow indicates that the material is new or substantively revised.

involved parties, and prioritizes support for those who experience any form of sexual misconduct. (**Chapter [113](#)**)

Glossary_090321