



USAID
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ADS Chapter 476

Benefits

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ADS 476 – Benefits

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*An asterisk indicates that the adjacent material is new or substantively revised.

ADS 476 – Benefits

476.1 OVERVIEW

Effective Date: 10/04/2011

This chapter is applicable to United States citizens and direct-hire employees, as appropriate.

This chapter describes the various Office of Personnel Management (OPM) benefits available to USAID employees. The OPM benefits covered in this chapter include health insurance, life insurance, unemployment compensation, death gratuity, medical and health program, and Social Security.

476.2 PRIMARY RESPONSIBILITIES

Effective Date: 10/04/2011

a. **The Office of Human Resources, Employee Services and Benefits Branch (OHR/POD/ESB)** is responsible for administering the USAID benefits program.

476.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 10/04/2011

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

476.3.1 Federal Employees Health Benefits Program (FEHB)

Effective Date: 10/04/2011

The Agency shall administer the FEHB program in accordance with 3 FAM 3610. (See Mandatory Reference, [3 FAM 3610](#) and [Mandatory Reference 476mac, Health Reform Changes for Federal Benefits Program](#)).

For information about nursing mothers, see [Mandatory Reference 476mab, Guidance on Nursing Mothers in the Federal Workplace](#).

For information on Extension of Benefits to Same-Sex Domestic Partners, see the [Mandatory Reference 476mad, Implementation of the President's Memorandum Regarding Extension of Benefits to Same-Sex Domestic Partners of Federal Employees Including Coverage under the Federal Long Term Care Insurance Program \(FLTCIP\)](#).

476.3.2 Federal Employees Group Life Insurance Program (FEGLI)

Effective Date: 10/04/2011

The Agency shall administer the FEGLI program in accordance with 3 FAM 3620. (See Mandatory Reference, [3 FAM 3620](#))

476.3.3 Unemployment Compensation

Effective Date: 10/04/2011

The United States Department of Labor shall administer unemployment compensation for Agency employees in accordance with 3 FAM 3640. (See Mandatory Reference, [3 FAM 3640](#))

476.3.4 Death Gratuity

Effective Date: 10/04/2011

Death gratuity payments to survivors of Foreign Service (FS) employees who die as a result of injuries sustained in the performance of duty outside the United States shall be made in accordance with 3 FAM 3650. (See Mandatory Reference, [3 FAM 3650](#))

476.3.5 Rest and Recuperation

Effective Date: 10/04/2011

Rest and recuperation travel shall be provided to members of the FS and their eligible dependents in accordance with the policy contained in 3 FAM 3720. (See Mandatory Reference, [3 FAM 3720](#))

476.3.6 Missing Persons Act

Effective Date: 10/04/2011

The Agency's policies and essential procedures for handling personnel and administrative matters related to Agency employees who are officially determined to be in missing status are contained in ADS 478. (See [ADS 478](#))

476.3.7 Medical Travel

Effective Date: 10/04/2011

Authorizations for travel for any approved medical and dental treatment which cannot be postponed until next scheduled travel such as transfer, home leave, R&R, or personal leave must be made in accordance with 3 FAM 3710. (See Mandatory Reference, [3 FAM 3710](#))

476.3.8 Visitation Travel

Effective Date: 10/04/2011

*An asterisk indicates that the adjacent material is new or substantively revised.

The Agency shall administer visitation travel in accordance with 3 FAM 3730. (See Mandatory Reference, [3 FAM 3730](#))

476.3.9 Emergency Visitation Travel

Effective Date: 10/04/2011

The Agency shall administer the Emergency Visitation Travel Program in accordance with 3 FAM 3740. (See Mandatory Reference, [3 FAM 3740](#))

476.3.10 Social Security

Effective Date: 10/04/2011

The Social Security Administration shall administer Social Security entitlements for Agency employees in accordance with the Social Security Act. Claims for compensation shall be submitted to the local branch of the Social Security Administration.

476.3.11 Employee Injury

Effective Date: 10/04/2011

The Agency policies and essential procedures governing the Occupational Workers Compensation Program are described in ADS 442. (See [ADS 442](#))

476.3.12 Career Transition Program

Effective Date: 10/15/2011

For information on USAID's participation in the Department of State's Career Transition Program, please see [Mandatory Reference 476mae, Career Transition Program](#).

For information on USAID's human resources policy to assist Federal employees called to active duty, see [Mandatory Reference 476maf, Human Resources Policy to Assist Federal Employees Called to Active Duty](#).

***476.4 MANDATORY REFERENCES**

476.4.1 External Mandatory References

Effective Date: 10/04/2011

- a. [5 CFR 890, Federal Employees Health Benefits Program](#)
- b. [5 USC 8701, Definitions](#)
- c. [5 USC 8501, Definitions](#)
- d. [5 USC 8502, Compensation under State agreement](#)

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- e. [5 USC 8503, Compensation absent State agreement](#)
- f. [5 USC 8504, Assignment of Federal service and wages](#)
- g. [5 USC 8505, Payments to States](#)
- h. [5 USC 8506, Dissemination of information](#)
- i. [5 USC 8507, False statements and misrepresentations](#)
- j. [5 USC 8508, Regulations](#)
- k. [20 CFR 609, Unemployment compensation for Federal civilian employees](#)
- l. [20 CFR 1, Performance of functions](#)
- m. [20 CFR 10, Claims for compensation under the Federal Employees' Compensation Act, as amended](#)
- n. [20 CFR 25, Compensation for disability and death of noncitizen Federal employees outside the United States](#)
- o. [22 USC 3973, Death Gratuities](#)
- p. [22 USC 3922, Utilization of Foreign Service personnel system by other agencies](#)
- q. [5 USC 5561, Definitions](#)
- r. [P.L. 98-259 \(H.R. 4206\)](#)
- s. [5 USC 8133, Compensation in case of death](#)
- t. [P.L. 98-21 \(H.R. 1900\)](#)
- u. [3 FAM 3610, Federal Employees Health Benefits Program \(FEHB\)](#)
- v. [3 FAM 3620, Federal Employees Group Life Insurance Program \(FGLI\)](#)
- w. [3 FAM 3640, Unemployment Compensation](#)
- x. [3 FAM 3650, Death Gratuity](#)
- y. [3 FAM 3720, Rest and Recuperation \(R&R\) Travel](#)

- z. [3 FAM 3710, Medical Travel](#)
- aa. [3 FAM 3730, Visitation Travel](#)
- ab. [3 FAM 3740, Emergency Visitation Travel](#)

***476.4.2 Internal Mandatory References**

Effective Date: 05/16/2012

- a. [ADS 442, The Workers' Compensation Program](#)
- b. [476mab, Guidance on Nursing Mothers in the Federal Work Place](#)
- c. [476mac, Health Reform Changes for Federal Benefits Program](#)
- d. [476mad, Implementation of the President's Memorandum Regarding Extension of Benefits to Same-Sex Domestic Partners of Federal Employees Including Coverage under the Federal Long Term Care Insurance Program \(FLTCIP\)](#)
- e. [476mae, Career Transition Program](#)
- *f. [476maf, Human Resources Policy to Assist Federal Employees Called to Active Duty](#)
- g. [ADS 478, Payments to Missing Employees](#)

***476.4.3 Mandatory Forms**

Effective Date: 05/16/2012

- *a. [Checklist for Employees Called to Active Duty](#)
- *b. [Checklist for Employees Returning from Active Duty](#)
- *c. [Federal Employees' Group Life Insurance \(FGLI\) Program Election Form: Extension of Coverage when Called to Active Duty](#)

476.5 ADDITIONAL HELP

Effective Date: 10/04/2011

There are no additional help documents for this chapter.

476.6 DEFINITIONS

Effective Date: 10/04/2011

death gratuity ([3 FAM 3650](#))

emergency visitation travel ([3 FAM 3740](#))

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)

Federal Employees Health Benefits Program (FEHB) ([3 FAM 3610](#))

Federal Employees Group Life Insurance Program (FEGLI) ([3 FAM 3620](#))

medical travel ([3 FAM 3710](#))

rest and recuperation (R&R) travel ([3 FAM 3720](#))

unemployment compensation ([3 FAM 3640](#))

visitation travel ([3 FAM 3730](#))

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