



US Agency for International Development  
FSN Senior Advisory Corp  
**MEMORANDUM OF AGREEMENT**  
Between FSN SAC Coordinator and USAID/[Mission] Mission Director

The U.S. Agency for International Development (USAID) FSN SAC Coordinator hereby enters into an agreement for the deployment of [FSN SAC Member Name] to USAID/[Mission] with the purpose of providing consultancy work in the area of [Area of Expertise]. This assignment shall be made on a cost-covered basis in accordance with the provisions set forth herein.

**I. PURPOSE**

USAID's ability to operate effectively overseas and in critical and strategically important missions depends heavily on maintaining a cadre of experienced and professional FSN personnel. In order to retain the highly qualified FSNs, it is important for the Agency to focus on creating a strategy for FSN professional development and empowerment. By implementing this program the Agency will greatly benefit from the wealth and talent of its FSN workforce in a structured manner by thinking globally to meet Mission specific requirements. At the same time the program intends to provide FSNs with: a) professional development opportunities; b) improve morale; and c) increase retention.

**II. SCOPE OF WORK**

**A. Duties and Responsibilities of Assignee**

[Identification of the responsibilities of the FSN SAC Member providing consultancy.]

**B. Controls over Work**

During the period of the assignment, the FSN SAC member will report to and receive supervision from: [Name and Title of Supervisor]. [Delineate responsibilities of the supervisor].

**C. Mentoring**

During the period of the assignment, the FSN SAC member will provide mentoring support to [Name and Title]. [Identify mentor's responsibilities]

**D. Support Budget**

[Delineate assignee's support budget for duration of assignment].

**III. DURATION, EXTENSION AND TERMINATION OF ASSIGNMENT**

A. This assignment is for a period of [length of assignment], beginning with the arrival at post.

B. This agreement may be extended or terminated by mutual consent of both parties, with reasonable notice to the assignee.

**IV. RIGHTS AND BENEFITS**

A. The workweek and hours of duty will be determined by the receiving Mission.

B. The receiving Mission Supervisor will complete a performance evaluation in accordance with stated procedures.

**V. TIME AND ATTENDANCE**

Time and attendance of the FSN SAC Consultant will be managed by the Home Mission adhering to the policies and essential procedures pertaining to Foreign Service National (FSN) employee attendance and leave regulations contained in 3 FAM 7400 subsections and AIDAR, Appendix J.

**VI. RULES, REGULATIONS AND POLICIES**

A. The assignee is subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity (18 U.S.C. 203, 205, 208 and 209, 5 CFR 73 and 5 CFR 1635); and to any applicable state and local government statutory and regulatory provisions.

B. The rules and policies that govern the internal operation and management of the receiving Mission are applicable to the assignee.

**VII. CONTACTS**

Jane Huang  
Office of Human Resources/Policy, Planning, and Information Management  
FSN SAC Coordinator  
1300 Pennsylvania Ave., N.W.  
Washington, DC 20523  
RRB. 2.09.008

**VIII. SIGNATURES**

This Agreement is entered into on behalf of the United States Agency by the FSN SAC Global Coordinator and the Mission Director (or Deputy Mission Director) by the undersigned duly authorized officials.

\_\_\_\_\_  
[Name]  
FSN SAC Member  
USAID/ [COUNTRY] MISSION

DATE: \_\_\_\_\_

\_\_\_\_\_  
[Name]  
FSN SAC Coordinator  
USAID/W OHR/PPIM

DATE: \_\_\_\_\_

\_\_\_\_\_  
[Name]  
FSN SAC Member's Supervisor  
USAID/ [COUNTRY] MISSION

DATE: \_\_\_\_\_

\_\_\_\_\_  
[Name]  
Mission Director or Deputy Director  
USAID/ [COUNTRY] MISSION

DATE: \_\_\_\_\_