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# ADS Chapter 532

## Employee Operated Services and Facilities

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Functional Series 500 – Management Services  
ADS 532 – Employee Operated Services and Facilities  
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## ADS 532 - Employee Operated Services and Facilities

### 532.1 OVERVIEW

This chapter provides guidance on the establishment of non-government-operated services and facilities at overseas posts, such as employee associations, commissaries, and recreation facilities.

### 532.2 PRIMARY RESPONSIBILITY

a. The **USAID Mission Director** is responsible for determining whether to provide assistance to newly established employee operated services or facilities, including the furnishing of space and utilities and, on a loan basis, vehicles and other personal property (such as furniture), as appropriate.

b. The **post principal officer, in consultation with the Mission Director**, is responsible for determining whether the employee association must reimburse the USAID mission.

### 532.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

In cases where the Mission Director makes a determination to provide assistance to newly established employee operated facilities or services, s/he will consult with the post principal officer to determine whether the post employee association must reimburse the USAID mission. (See [6 FAM 514.2](#))

USAID must adhere to the Employee Associations policy and procedures set forth in 6 FAM 500 through 6 FAM 550. These policies pertain to the operations and use of employee operated services and facilities.

### 532.4 MANDATORY REFERENCES

#### 532.4.1 External Mandatory References

- a. [6 FAM 510, Legislative Authority and Applicability](#)
- b. [6 FAM 520, Principal Officer Responsibilities](#)
- c. [6 FAM 530, Operating Policies](#)
- d. [6 FAM 540, Use of Facilities](#)
- e. [6 FAM 550, Reporting Requirements](#)

**532.4.2 Internal Mandatory References**

There are no Internal Mandatory References for this chapter.

**532.5 ADDITIONAL HELP**

There are no Additional Help documents for this chapter.

**532.6 DEFINITIONS**

There are no Definitions for this chapter.

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