

United States Information Agency

§ 510.1

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AUTHORITY: 5 U.S.C. 3401 (note and 3402).

SOURCE: 44 FR 63098, Nov. 2, 1979, unless otherwise noted.

§ 506.1 Purpose of program.

Many individuals in society possess great productive potential which goes unrealized because they cannot meet the requirements of a standard workweek. Permanent part-time employment also provides benefits to other individuals in a variety of ways, such as providing older individuals with a gradual transition into retirement, providing employment opportunities to handicapped individuals or others who require a reduced workweek, providing parents opportunities to balance family responsibilities with the need for additional income, providing employment opportunities for women returning to the workforce and assisting students who must finance their own education or vocational training. In view of this, the United States Information Agency will operate a part-time career employment program, consistent with the needs of its beneficiaries and its responsibilities.

§ 506.2 Review of positions.

Positions becoming vacant unless excepted as provided by § 506.7, will be reviewed to determine the feasibility of converting them to part-time. Among the criteria which may be used when conducting this review are:

(a) Mission requirements and occupational mix.

(b) Workload fluctuations.

(c) Employment ceilings and budgetary considerations.

(d) Size of workforce, turnover rate and employment trends.

(e) Affirmative action.

§ 506.3 Establishing and converting part-time positions.

Position management and other internal reviews may indicate that positions may be either converted from full-time or initially established as part-time positions. Criteria listed

above may be used during these reviews. If a decision is made to convert to or to establish a part-time position, regular position management and classification procedures will be followed.

§ 506.4 Annual goals and timetables.

An agencywide plan for promoting part-time employment opportunities will be developed annually by the Office of Personnel after consultation with the operating elements. This plan will establish annual goals and set deadlines for achieving these goals.

[44 FR 63098, Nov. 2, 1979, as amended at 51 FR 11015, Apr. 1, 1986]

§ 506.5 Review and evaluation.

The part-time career employment program will be reviewed through semiannual reports submitted by the Director, Office of Personnel to the Associate Director for Management. Regular employment reports will be used to determine levels of part-time employment.

[44 FR 63098, Nov. 2, 1979, as amended at 51 FR 11016, Apr. 1, 1986]

§ 506.6 Publicizing vacancies.

When applicants from outside the Federal service are desired, part-time vacancies may be publicized through various recruiting means, such as:

(a) Federal Job Information Centers.

(b) State Employment Offices.

(c) USIA Vacancy Announcements.

(d) College and University Placement Offices.

§ 506.7 Exceptions.

The Director of the Agency and the Associate Director for Management may except positions from inclusion in this program as necessary to carry out the mission of the Agency.

PART 510—SERVICE OF PROCESS

AUTHORITY: 5 U.S.C. 552(a)(1)(A).

§ 510.1 Service of process.

(a) The General Counsel of the United States Information Agency or any of his/her designees shall act as agent for the receipt of legal process against the United States Information Agency, as

well as against employees of the agency to the extent that the process relates to the official functions of the employees.

(b) When accepting service of process for an employee in his/her official capacity, the General Counsel or his/her designee shall endorse on the server's return of process form, registered mail receipt, certified mail receipt, or express mail receipt: "Service accepted in official capacity only."

(c) Process shall be delivered to:

Mailing address: Office of the General Counsel, United States Information Agency, 301 Fourth Street SW., Washington, DC 20547

Location: Office of the General Counsel, United States Information Agency, 301 Fourth Street SW., Room 700 Washington, DC 20547.

[53 FR 50515, Dec. 16, 1988]

PART 511—FEDERAL TORT CLAIMS PROCEDURE

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AUTHORITY: 5 U.S.C. 301.

SOURCE: 34 FR 20430, Dec. 31, 1969, unless otherwise noted.

§511.1 Definitions.

Agency. Agency means the United States Information Agency.

Act. Act means the Federal Tort Claims Act, as amended, and codified in 28 U.S.C., sections 2671–2680.

§511.2 Scope of regulations.

The regulations in this part shall apply only to claims asserted under the Federal Tort Claims Act, as amended, or as incorporated by reference in any

appropriation Act or other statutes, for money damages against the United States for injury, loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the Agency while acting within the scope of his/her office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred.

[43 FR 14301, Apr. 4, 1978]

§511.3 Exceptions.

Claims not compensable hereunder are listed in 2680 of the Act with the exception that 2680(k) (claims arising in a foreign country) has been removed by 22 U.S.C. 1474(5).

[44 FR 16374, Mar. 19, 1979]

§511.4 Administrative claim; when presented.

(a) For the purposes of the provisions of section 2672 of the Act and of this part, a claim shall be deemed to have been presented when the Agency receives, in the office designated in paragraph (b) of this section, an executed "Claim for Damage or Injury", Standard Form 95, or other written notification of an incident, accompanied by a claim for money damages in a sum certain, for injury to or loss of property, personal injury or death, alleged to have occurred by reason of the incident. The claimant may, if he/she desires, file a brief with his/her claim setting forth the law or other arguments in support of his/her claim. In cases involving claims by more than one person arising from a single accident or incident, individual claim forms shall be used. A claim which should have been presented to the Agency, but which was mistakenly addressed to or filed with another Federal Agency, shall be deemed to have been presented to the Agency as of the date the claim is received by the Agency. If a claim is mistakenly addressed to or filed with the Agency, the Agency shall transfer it forthwith to the appropriate Agency.