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USAID LESOTHO

OPERATIONAL CLOSEOUT PLAN

MAY 1994

ACRONYMS & ABBREVIATIONS

AA	-	Assistant Administrator
AAI	-	African-American Institute
ADP	-	Automated Data Processing
ADO	-	Agriculture Development Officer
AFGRAD	-	African Graduate Fellowship
AFR/SA	-	Africa Bureau/Southern Africa
AID	-	Agency for International Development
AIDSCAP	-	AIDS Control and Prevention Project
ARC	-	American Red Cross
BHR	-	Bureau for Humanitarian Resources
CCN/TCN	-	Cooperating Country National/Third Country National
CDIE	-	Centre for Development, Information and Evaluation
CNRM	-	Community Natural Resource Management
C&R	-	Communications and Records
DCM	-	Deputy Chief of Mission
EXO	-	Executive Officer
EXP	-	Expendable Property
FAAS	-	Foreign Affairs Administrative Support
FBO	-	Foreign Building Operation
FHI	-	Family Health International
FY	-	Fiscal Year
GOL	-	Government of Lesotho
HIV/AIDS	-	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome
IG	-	Inspector General
LAN	-	Local Area Network
LHDP	-	Lesotho Highlands Development Project
MACS	-	Mission Accounting Control System
MOE	-	Ministry of Education
MOU	-	Memorandum of Understanding
NPA	-	Non-Project Assistance
NXP	-	Non-expendable Property
OE	-	Operating Expenses
OICI	-	Opportunities Industrialization Centers International
OMS	-	Overseas Management Services
PEP	-	Primary Education Program
PP/PAAD	-	Project Paper/Program Assistance Approval Document
RAMC	-	Regional Administrative Management Center
RIF	-	Reduction In Force
RLA	-	Regional Legal Adviser
SSIAP	-	Small Scale Intensive Agriculture Production
TDY	-	Temporary Duty
UPS	-	Uninterrupted Power Source
USAID	-	United States Agency for International Development
USDH	-	United States Direct Hire
USPSC	-	United States Personal Services Contract

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I. INTRODUCTION

In November 1993, the Government of Lesotho was advised (93 State 315921 and 351068) that as a result of A.I.D.'s rightsizing deliberation, the U.S. bilateral economic assistance program in Lesotho would be phased out in FY 95. The resulting Mission Program Closeout Plan, as modified by the Africa Bureau, was approved by the AA/M on March 18, 1994. The Operational Closeout Plan presented herein provides for the phased closeout of AID activities in Lesotho.

The first phase, to be completed by September 30, 1994, will involve reducing the mission staff to one USDH, 2 USPSCs and 11 local hire personnel and also reducing the EXP and NXP inventories and the leased properties to levels necessary to support the smaller staff. The second phase, planned for completion by September 30, 1995, will allow for the completion of two projects terminating early, the Community Natural Resource Management Project (CNRM) and Small Scale Intensive Agriculture Project (SSIAP), and closure of the USAID/Lesotho office. The third phase, scheduled for completion by September 30, 1996, will allow time for the Government of Lesotho to complete the Primary Education Program under the overall supervision of the Southern Africa Regional Office.

The Mission's planned USDH staff levels for implementing the phased closeout were set forth in the approved Program Closeout Plan. The USDH staff reductions to implement this plan started with the departure of the Supervisory Program Officer in May of this year and will be completed with the departure of the EXO in August 1994 and the Director in September 1994. The final USDH, an Agriculture Development Officer, will remain through FY 1995, as the in-country officer in charge of the Lesotho program. It is planned that this officer will receive support services and be under the direction of the Southern Africa Regional Office or a nearby Mission until a regional office is established and staffed. Mission assumes that legal, contracting, and financial management services will continue to be provided by USAID/Swaziland until the regional office is a reality.

Two issues that require resolution in the near future are the designation of a Mission to be responsible for the Lesotho program when the Director departs in September 1994 and approval of a plan for the disposal of AID-owned properties. This report presents such a plan. If the decision on the location of the Southern Africa Regional Office is not forthcoming in time for a Director to be appointed and staff assembled by August, then a Mission in the region needs to be designated responsible for the Lesotho Program. Since Swaziland is already providing considerable service to USAID/Lesotho, that Mission would be the logical choice for an interim delegation.

II. PROGRAM CLOSEOUT

The approved Mission Closeout Plan called for terminating all projects by the end of FY 95, except the Primary Education Program (PEP) which will terminate by September 30, 1996, eleven months earlier than the project's completion date. If the planned FY 94 obligation for PEP goes forward as planned, we expect to obligate a final \$2.9 million for this project during FY 95, and to complete all actions leading to terminal expenditures, which will then total \$24.2 million for this project. The Closeout Program Budget is attached as Annex A.

Community Natural Resources Management Project (CNRM)

The Program Closeout Plan calls for termination of the 10-year CNRM by September 1995 when the bilateral Mission closes and the last USDH USAID officer departs. Washington agreed with the Mission's recommendation that future natural resource management activities in Lesotho be considered under the Initiative for Southern Africa. Washington guidance indicated that the Mission should ensure that all lessons learned from the project are documented by the time the Mission closes in September 1995. USAID is amending the CNRM project paper to accelerate activities and terminate it early. A final evaluation will be conducted in mid-FY 1995 to document lessons learned. A schedule of tasks required to closeout the CNRM Project is included as Annex B-1.

Primary Education Program (PEP)

The Program Closeout Plan calls for the termination of PEP by September 1996 and the retention of the PSC Program Coordinator and two CCNs in Lesotho to monitor day-to-day implementation until that same month. The Coordinator will be re-located to the Ministry of Education offices during the latter part of FY 95 when the last USAID USDH officer departs. He will be supervised by a USAID project officer located in the new Southern African Regional Office during FY 96. USAID is modifying the PP/PAAD to reflect the reduced life of program and other changes. Those tasks required to closeout PEP are listed in Annex B-2.

USAID conducted a March/April 1994 mid-term evaluation of PEP which addressed the issue of local currency. The report summarized the evaluators' review of MOE administration of local currency deposits and Mission monitoring activities. Based on findings that the MOE had adequate systems and procedures in place to monitor development budget funds (including PEP-related local currency) and that the Mission would close in September 1995, it recommended USAID eliminate the requirement for Lesotho Government counterpart deposits after the second disbursement. The Mission is amending the PP/PAAD and negotiating a Program Agreement amendment to implement this recommendation. The deposits through the second disbursement are expected to be completely disbursed by early- to mid-FY 96.

The PEP Coordinator is responsible for monitoring local currency activity, including the review of bank statements, disbursement reports, and audit reports. The Lesotho Assistant Controller maintains a file on Special Account statements. The Coordinator will continue to monitor the accounts until all funds are disbursed in FY 96. With the departure of the Assistant Controller in September 1995 when USAID/Lesotho closes, the file on Special Accounts statement will be transferred to the Southern African Regional Office. The Lesotho Government will continue to be responsible for audits until all disbursements have been audited in FY 96.

The Lesotho Government provides an amount equivalent to 10 percent of each dollar tranche for the USAID OE Trust Fund. USAID plans to disburse all trust funds by September 1995 when the Mission closes and the last USDH officer departs. If all trust funds have not been utilized, the last USDH will program the uses of remaining funds with the Lesotho Government, as provided in the Trust Fund Agreement.

Small Scale Intensive Agriculture Production Project (SSIAP)

The Program Closeout Plan provides for the early termination of SSIAP by September 1995, when the Mission closes and the last USDH departs. USAID amended the project paper to reflect early termination. A schedule of activities to closeout the project is included in Annex B-3.

Non-Bilateral Projects

AIDS Technical Support Project (AIDSTECH)

During FYs 92 and 93, USAID transferred a total of \$600,000 to AIDSTECH (no. 936-5972), a Global Bureau project, to finance its activities in Lesotho. USAID has agreed to the programming of all funds, which have been obligated in a cooperative agreement with Family Health International (FHI), no. DPE 5972-A-00-1031-00, for the AIDSCAP subproject. Project activities are monitored by the FHI contractor in Lesotho under the supervision of the FHI Regional Office in Nairobi, Kenya. This arrangement will continue through FY 95 when these activities will be completed.

The Program Closeout Plan review in Washington recommended that a regional HIV/AIDS program be considered under the Initiative for Southern Africa after Mission closure in September 1995. The Southern African Regional Office would then assume responsibility for any such activities.

CARE Matching Grant

This Bureau of Humanitarian Resources (BHR) matching grant to CARE for microenterprise work in Lesotho was developed with the cooperation of USAID/Lesotho and approved January 31, 1994, for \$20,000.

All funds will be expended by September 1995. BHR is responsible for monitoring this activity, with periodic input from USAID as appropriate. Although a final evaluation of the worldwide matching grant will be conducted, BHR will not include Lesotho in this evaluation (State 112764).

Opportunities Industrialization Centers International (OICI)

BHR cooperative agreement no. OTR-0244-A-00-102 provides direct funding to OICI's headquarters and terminates September 30, 1995. BHR reports that the agreement provides no funding for the local Lesotho OICI, and that it is unlikely that the final evaluation will include a visit to Maseru (State 112764).

American Red Cross (ARC)

BHR has a matching grant with ARC that includes Lesotho as one of 19 countries from which ARC would select six countries for the implementation of a capacity building program. According to BHR, Lesotho was not selected as a target country, and no funds will be provided to the local Lesotho Red Cross (State 112764).

Participants in Training after Mission Closeout

USAID has reviewed its ongoing participant training list, which is included as Annex C. Only one of the 11 participants currently in training will be in training on the September 1995 closing date. The African-American Institute (AAI) administers training for this participant (Mr. Mpho Phoofolo) whose master's degree training was financed by the regional AFGRAD Project and for whom USAID sponsors only the student visa. USAID will advise the AFGRAD Project manager to inform AAI that correspondence and reports on this participant must be sent to the Southern African Regional Office after September 1995.

USAID has requested AFR/SA to waive participant training guidance for closeout missions to permit USAID to send to the US up to three Primary Education Program (PEP) participants who would complete their programs by September 1996. An Action Memorandum, dated 5/16/94 and signed by the AA/Africa, approved this waiver. The PEP contractor (Ohio University) is responsible for administering training under the contract and could include the three additional participants until the contract ends in August 1996. Ohio University will provide training reports to the PEP Coordinator in Lesotho who will share them with the Southern African Regional Office.

III. STAFFING PLAN

The Program Closeout Plan provides that the Agriculture Development Officer will oversee the day-to-day in-country management of the Lesotho program. The ADO will work under the guidance of the new regional office Director until USAID formally closes on September 30, 1995.

The Mission's staff level the beginning of FY 94 was four USDHs, three USPSCs and 23 CCN/TCNs. By the beginning of FY 95 the Mission staff level will be reduced to one USDH Agriculture Development Officer, two USPSCs and 11 CCN/TCNs. All separated employees have or will receive 3-6 months notification of scheduled separation. The 10 CCNs remaining through FY 95 until the Mission closes September 1995, will have received 12 months' notice. Also, because the remaining core staff of 10 CCNs will be needed to complete the program's last year of activities and assist in closing the Mission, the proposed RIF plan will provide an incentive of double severance pay for those who work with the Mission until September 30, 1995. USAID has taken an active role in assisting separated employees in their job searches, which has resulted in all but one CCN having found new employment. The Mission has and will continue to provide liberal time for upgrading of employees' computer skills to make them better prepared for subsequent employment.

One USPSC has agreed to extend his scheduled contract completion date from December 31, 1994 to September 30, 1995 to provide needed financial and EXO coverage until the USAID office closes. This nine-month extension will require prior approval as part of the Agency's new procedures for hiring or extending USPSCs. The staff level by the start of FY 96 will be further reduced to one USPSC and two CCNs working on the PEP project. See Annex D for details.

During FY 96 the three remaining staff, the PSC PEP Primary Education Coordinator and two program assistants, will continue under the Primary Education Program to September 30, 1996, when the project will terminate. The USPSC will supervise the two CCN program assistants under the overall supervision of a USDH regional project officer, located in the new regional office. Prior to July 1, 1995, these three remaining USAID-funded personnel will relocate to offices in the Ministry of Education.

IV. IN-COUNTRY GENERAL SUPPORT

A. GENERAL SERVICES

Requirements for most of the general and administrative functions will be curtailed by the end of FY 94. However, one USDH employee, supported by two USPSCs and eleven CCNs will remain on board through FY 95 to complete the project and Mission closeout. USAID will continue to provide general support at a reduced level, under the supervision of a USPSC Assistant Controller/EXO during this period. The USPSC PEP Coordinator and two CCNs, who will continue with the PEP project through the end of FY 96, will obtain most required administrative support from the MOE. Minimal support for these three employees, including payroll servicing, will need to be provided by the Swaziland Regional Controller and later by the new regional office when it is established. Any other support required, such as access to health facilities and minimal communications services, will be provided by the Embassy through FAAS. USAID will provide no administrative support services during FY 96.

By the end of FY 94, USAID will have reduced its NXP inventory to the lowest level required to support the few employees remaining through FY 95. Three of the four AID-owned residential properties will be available for disposal by the end of FY 94. The remaining residence will be occupied by the ADO, the remaining USDH, until September 1995, when it will be available for disposal. As discussed in Section V, USAID will continue to occupy part of the AID-owned office building during FY 95 and release the entire building to the Embassy at the end of FY 95.

During FY 95, USAID will need the capability to look after its own local support requirements. The U.S. Embassy is a small post with a minimal staff of only five USDH Americans. However, since there has not been an Ambassador at post for almost a year, the staff has consisted of a DCM, Secretary, Executive Officer and Communicator.

Minimal administrative support services required in FY 95 will fall into four categories: residential and office maintenance, official vehicles, small scale procurement, guard services and general support services (i.e. packing and shipment of one departing USDH and one USPSC and disposal of remaining OE-procured NXP/EXP property for Mission closure in September 1995). The USPSC Assistant Controller/EXO will assure the provision of guard and maintenance services through two contracts with local contractors for these services. He will directly manage five CCNs, under the general supervision of the USDH officer in charge, to provide the remaining support services utilizing the financial procedure where necessary as described in paragraph B below. USAID will require TDY EXO support to help dispose of NXP and real property at the end of FY 94 and FY 95.

B. FINANCIAL MANAGEMENT

The FY 93 Transition Management Study proposed that the Regional Controller located in Swaziland should eventually serve as the chief financial advisor to USAID/Lesotho and provide those services normally associated with the function, assisted by the USAID/Lesotho's USPSC Assistant Controller. Swaziland assumed the function, and since mid-1993, the Lesotho Mission has operated without a resident USDH Controller.

The USPSC Assistant Controller and one CCN will remain to the end of FY 95 when USAID closes. USAID will continue its financial management operations essentially as a "serviced post", with the financial management servicing provided by the Controller located at USAID/Swaziland. The Swaziland Controller will continue to maintain the Lesotho accounts on the MACS system, certify Lesotho's expenditure transactions and arrange for payment through the RAMC/Paris facilities until this responsibility is transferred to the new regional office to be established in Southern Africa. The Assistant Controller and one CCN assistant in Maseru will continue to perform current financial functions which include the following:

1. Maintain local "cuff" records on the OE, Program and Trust Fund budget allowances.
2. Maintain reservation, obligation and commitment records and controls on OE funds, including prevalidation of fund availability.
3. Control the payment process through voucher preparation, administrative or project officer approval, personal review and transmission to Swaziland for certification.
4. Provide minimal cashier services as a Sub-Cashier to the Embassy Class B Cashier and with a \$1,000 advance.
5. Perform timekeeping responsibilities for the one USDH, two USPSCs and remaining CCNs, with certification authority vested in the USDH.

At the end of FY 95, USAID will transfer all residual records pertaining to USAID financial management to the Controller, USAID/Swaziland, who will need to arrange for final servicing of the PEP project during FY 96.

C. CONTRACTOR SUPPORT

USAID will cease maintenance for contractors' residences, through its maintenance contractor, effective August 15, 1994. USAID has instructed all project contractors to arrange for residential maintenance support, effective August 16, 1994, and suggested they arrange to continue support through the local maintenance contractor utilized by USAID. Sufficient funding is available in each project to finance a maintenance contract through the end of project operations.

As the PEP and CNRM contracts terminate, the contractor will be charged with turning over to the GOL, with USAID approval, all project financed office, residential furnishings, equipment and motor vehicles. This release of non-expendable property to the GOL will be conducted under the direct supervision of the resident USDH officer-in-charge of the Lesotho program, who will be responsible for ensuring appropriate documentation is prepared, signed and transmitted to the regional office. The transfer of all project-financed residential property, except that utilized by the remaining PEP USPSC and two project advisers, will be transferred by the officer-in-charge on or before September 30, 1995. These last three housing units remaining project-financed property, will be transferred to the GOL under the supervision of the regional office when the PEP project terminates in September 1996.

V. REAL PROPERTY

A. RESIDENTIAL PROPERTY

The Mission Residential Property Portfolio consists of four AID-owned houses located in extremely favorable locations in Maseru. The latest housing profile is included in Annex E-1.

Since USAID has announced the phase down and eventual closure of its operations in Lesotho, the Embassy in Maseru has shown some interest in acquiring one or more of the AID-owned properties. However, the Embassy has not yet been able to obtain FBO approval for the purchase of these properties.

An assessment of the Lesotho residential real estate market indicated that sales over the next twelve months will likely be difficult, primarily due to recent military disturbances in Maseru and departure of other foreign missions. The real estate market was flooded with new residences in 1990 and 1991 at the commencement of a major engineering and dam building project under the auspices of the Lesotho Highland Development Project (LHDP). Very few properties placed on the market in the past year were sold.

Now that LHDP start-up activities have subsided and LHDP is not seeking additional rental properties, landlords are forced into negative cash flow status and are forced to sell in lieu of foreclosure. In addition, a number of expatriate donor organizations have departed in the past 12 months and placed their residential properties on the market. This has resulted in many houses for sale but few buyers. One realtor predicted that if we placed all four AID-owned properties on the market at the same time, we probably would seriously damage market values of all residential properties for sale in the city, including our own, and affect adversely any sale that should occur.

Once the Embassy determines which of the four properties it wants to purchase and obtains FBO approval for the purchase, USAID will place any remaining properties on the market for sale. Three of the four residences would be available for disposal by the end of August 1994. Based on final instructions from AID/W-FA/OMS, USAID will engage the services of a local realty firm to advertise the properties for sale at prices falling between the highs and lows of recent appraisals. In the interim, we have urged the Embassy to determine which properties it wants and to request FBO complete the purchase from AID. We have requested FA/OMS to initiate negotiations with FBO to transfer some or all of the properties to State. USAID/Lesotho should be notified prior to August 1994 as to what course of action to follow in disposing of the three residences available for disposal in August. We should note here that we plan to move the one USDH, scheduled to remain at post during FY 95, from leased housing to the USAID Director's residence when the Director departs post in September. This residence will also be available for disposal September 1995.

B. USAID OFFICE

The USAID office is located on the Embassy compound. It consists of 677 square meters of office space currently configured in 26 offices, 5 bathrooms, and one safehaven conference room with an independent water supply. The office houses a mission wide (USAID/Embassy) computer network backed up by a single 8 KVA UPS and a 140 KVA generator. This generator also provides emergency electricity to the Mission Director's residence off compound.

It is important to note that about 180m² of one wing of the AID office building and a free standing Embassy Health Unit were built in 1988 or 1989 with project funds. The structures were constructed in a pre-fab modular fashion to permit knock-down and removal. There was no documentation in Mission files to justify the construction with project funds when the current Director arrived at Post in October 1990. USAID has since worked with the RLA to determine proper handling of this anomaly. Extensive research by both Mission management and the RLA have determined that these buildings should eventually be turned over to the Government of Lesotho. Upon advice of the RLA, USAID notified the GOL that the structures were built with project funds and belong to the GOL, and that these buildings now located in the Embassy compound would be available to them for removal and use on another site when they are no longer needed to support the economic assistance program to Lesotho. Mission assumes the cost of removal would be a GOL responsibility. If, however, the GOL declines, USAID would then have to decide if the ultimate solution is just leaving the structures in the Embassy compound.

Since USAID will phase down to a smaller staff in the fall of 1994 and completely out of business in FY 95/96, USAID has completed the process of moving its warehouse storage to the unutilized portions of the office building and one residential garage. A further staff reduction in the Fall of 1994 will free up more space. Since the office building is located on Embassy property, USAID plans to make this space available to the Embassy for use as they deem appropriate. The plan for office space usage is included in Annex E-2.

At the end of FY 95, USAID will transfer the USAID office building to the Embassy in exchange for minimal administrative support services during the FY 95/96 final close-out. Selected installed equipment, with an estimated acquisition cost of approximately \$13,000 and a maximum market value of \$5,000, will transfer with the building. Although this equipment has no value in the local market when considering the cost to remove, it does have some utility for the Embassy if left in place. Equipment left behind includes all installed security doors which must remain to provide for building security; USAID has requested IG concurrence for this transfer. Other installed equipment includes the Mitel telephone system, which is ten years old and recently damaged by a lightning strike; the UPS, also about ten years old; and LAN wiring and the

Novel server, which is unique to Maseru and has no commercial or other USAID application. There may be other minimal value pieces of equipment necessarily left in the building at closeout time; however, it would not be cost effective to import TDY assistance to supervise and pay costs for removal to sell such minor value property remaining. The proposed transfer is outlined in a draft Memorandum of Understanding included as Annex E-3. The MOU specifically provides that if AID resumes activities in Lesotho, then Embassy will release the former office building back to USAID.

USAID manages, in the name of the Government of Lesotho, 14 town houses and 3 single family residences. With the completion of USAID projects in 1995 and 1996, these properties will become excess to USAID's needs. At this time, USAID will formally transfer the properties (14 Townhouses in FY 95 and 3 houses in FY 96) to the GOL for its use and management to support their economic development efforts.

Annex E-4 summarizes those tasks required to dispose of all USAID-owned or controlled real property.

VI. NON-EXPENDABLE PROPERTY

At the start of FY 94, USAID had sufficient property on hand to support 7 USDH, 3 USPSC and 28 CCN/TCN staffers. This inventory, with a September 30, 1994 value of almost \$800,000, was composed of the following:

Living Quarters Furnishings and Fixtures	\$165,466
Office Furnishings and Fixtures	186,417
ADP Equipment	108,131
Other	249,742
Motor Vehicles	89,145
Total	<u>\$798,901</u>

Once it was determined that USAID/Lesotho would be closed, the Mission obtained AID/W approval to dispose of excess NXP in the region. Therefore, as property became excess to USAID's requirements, it sold some locally and transferred some, valued at about 30% of the beginning inventory, to USAIDs in Mozambique, South Africa and Zambia. By the end of FY 94, USAID plans to have reduced its household furnishings and equipment, by sale or transfer within the region, to the level required to support the sole remaining USDH. See the NXP Disposition Schedule attached as Annex F.

USAID had seven vehicles in its inventory at the end of FY 93. It has recently sold a van locally by sealed bid; it plans to transfer two station wagons and one sedan to USAIDs/South Africa and Swaziland, leaving three vehicles (4x4, sedan and truck) on hand at the end of this FY. During the last quarter of FY 95, USAID plans to sell those remaining vehicles, although it may grant the sedan to the GOL to support the PEP Coordinator during FY 96. Support from the Regional Office or other EXO will be required to accomplish this task.

The USAID computer network configuration includes a Novell 486 server with twenty-six 286/386s connected through ARCNET. The Embassy is fully integrated into the USAID network, which will make it easier for the Embassy to provide limited administrative support services to the Mission's residual activities. USAID plans to offer for sale locally those obsolete 286 units, leaving a balance of about 17 usable 386 and 486s in the network. Since the computers are configured for Novell rather than the current standard Banyan system, USAID plans to transfer the network to the Embassy at the end of FY 95 as outlined in Annex E-3. Some software has been transferred to USAID/Lusaka. If USAID has the authority to sell remaining software, it will attempt to sell it locally; otherwise, it will transfer the balance to a nearby Mission.

The Mission currently has two types of security equipment in its inventory: (a) installed equipment, such as doors, windows and alarm system,

and (b) radios, which includes ten AN56 radios, seven Maratrac mobile radios and twelve PSC hand-held radios. All installed equipment will remain an integral part of the USAID office building turned over to the Embassy at the end of FY95, as provided for in Annex E-3. At the close of FY 95, all but three radio units used by the PEP team will have been crated and returned to IG/W for disposition.

USAID had an ample stock of expendable property/supplies, most of which has been transferred to USAID/Pretoria. This property, valued at about \$5,000 was signed for by Pretoria's agent when released to him in Lesotho.

All required property disposal documentation has and will be prepared and distributed as prescribed. The final report of inventory will be prepared and reconciled to the Controller's records by the EXO, who is the Accountable Property Officer, prior to his final departure from post. By October 1, 1994, a minimal amount of office and residential furnishings and equipment will be retained to support the one USDH and two CCNs remaining through FY95. By September 30, 1995, all remaining furniture and equipment will be redistributed or sold under the supervision of the Southern Africa Regional Office.

VII RECORDS MANAGEMENT

The program documents for all completed projects have been transferred to AID/W for storage. Appropriate library materials have been segregated and prepared for shipment to the Library of Congress offices in Nairobi. The remaining official files and working records, estimated at five 5-drawer file cabinets, are being identified and classified for retention or destruction. USAID plans to complete its ongoing file management program through August 1994, when the EXO will depart post for reassignment.

At the start of FY 95, USAID will retain those files relating to the two ongoing projects, EXO operations and those files utilized by the USPSC Controller. Around mid-year, the remaining USDH may decide to request the services of a TDY C&R Specialist to help determine disposition of existing files, including seeking advice from CDIE on what documents it may want to retain. At the end of FY 95, the remaining USDH will ship official project and EXO files to the Southern Africa Regional Office. Controller files will be shipped to the Regional Controller, USAID/Swaziland, or to the Southern Africa Regional Office, as appropriate at the time. Working files for the PEP project will be moved to new offices in the MOE for use by the USPSC during FY 96. At the end of the PEP project in September 1996, the project working files will be disposed of as instructed by the supervising USDH officer resident in the region. These actions are summarized in Annex G.

VIII. FINANCIAL PLAN

A. PROGRAM

During FY 94, USAID plans to obligate a total of \$6,927,000 for projects as shown in Annex A. As authorized by the approved Program Closeout Plan, during FY 95 USAID will obligate \$2,881,000 for the PEP project. This will complete the funding for the project through its September 30, 1996 PACD. No additional funding will be required prior to the project's scheduled termination date.

B. O.E.

USAID will require about \$442,500 in Operating Expense funding for FY 95 to complete its phase-out plans as discussed above. See Annex H for details of the FY 95 OE Budget. This budget includes approximately \$101,500 to finance local employees' severance pay, and other costs directly attributable to closeout operations.

The Trust Fund has been fully obligated. However, if project implementation proceeds as scheduled during the fourth quarter of this year and the second tranche of PEP NPA funds are released before the end of the year, then sufficient Trust Funds could become available to finance about \$355,000 of the FY 95 OE budget. However, due to the present political situation, we can not ascertain if Trust Funds will in fact become available. Therefore, the mix of Trust Fund and OE dollars will have to be determined at a later date.

IX. REGIONAL SUPPORT REQUIREMENTS

A. PROGRAM MANAGEMENT RESPONSIBILITY

The field management and implementation responsibility for USAID Lesotho is now vested in the Lesotho Mission Director through the Africa Bureau Delegation of Authority No. 551 as a schedule A post. The phase down during FY 94 and closure of the Lesotho USAID office in September 1995 will require the reclassification of the post to a Schedule B or "Other" post, effective with the departure of the current Mission Director, now scheduled for September 1994. Washington's review and approval (94 State 81969) of the Lesotho Program Closeout Plan rejected the Mission's recommendation to establish a Lesotho AID Affairs Office for the last year of operation (FY 95). Consequently there is a need to address the issue of title and delegations of authority for the remaining USDH who will manage the in-country implementation during FY 95, terminate two projects and supervise the final closure of the Mission. During informal discussions with the Africa Bureau it has been suggested that the remaining USDH be appointed Acting Mission Director for the last year, September 1994 - September 1995.

Regardless of what title the USDH has for the last year, necessary staff will not be resident in country to warrant a full delegation of authority. Therefore, the Mission recommends those delegations and authorities for the residual Lesotho program be transferred, effective with the departure of the current Director, to the Director of the Southern Africa Regional Office. This transfer of authority will charge the Regional Director with providing direction to the remaining USDH in Lesotho, maintaining oversight of the program, closing the USAID office in September 1995 and completing the Primary Education Program by September 1996. If the regional office is not a reality by August 1994, an interim delegation needs to be made to another Mission in the region, or to REDSO/Nairobi. Because of Swaziland's current role in supporting the Lesotho program, that mission would be the logical choice for any interim delegation.

B. Other Regional Support Services

USAID/Lesotho now receives legal, contracting and financial management support from USAID/Swaziland. This support will have to continue until a Southern Africa Regional Office is established to take over this responsibility. In addition, the regional support in FY 95 will also have to provide back-up EXO assistance, as needed during the year, and to assist in the final closure of the USAID Offices by September 30, 1995.

Regional support for FY 96 would focus on completing the final year of implementation of the Primary Education Program (PEP). The closure of the Lesotho USAID Office in September 1995 would require the transfer of project officer responsibilities for this program to the regional office. The shifting of

this responsibility should be begin about 60 days prior to the end of FY 95 to assure the orderly transfer of the project management responsibility for the Primary Education Program and its USPSC PEP Coordinator and Technical Assistance Contractor working in the Ministry of Education.

C. Closure of USAID/Lesotho Office in FY 1995

Washington approval of the Lesotho Program Closeout Report calls for the termination of two of the three active bilateral projects, closure of USAID/Lesotho's Office by September 30, 1995 and the completion of the Primary Education Program by September 1996. The actions associated with the closeout of the two projects in 1995, Community Natural Resource Management and Small Scale Intensive Agriculture Project and the PEP in 1996 are summarized in Annex B. Those remaining administrative actions necessary for the closure of USAID/Lesotho office are summarized in Annex I.

CLOSE OUT PROGRAM BUDGET
FY 1994 THROUGH FY 1996
DATA (U.S. 000)

<u>PROJECT NUMBER</u>	<u>TOTAL AUTH COST</u>	<u>CLOSE-OUT REV. PLAN</u>	<u>OBLIG. THRU FY 1993</u>	<u>EXP. THRU FY 1993</u>	<u>FY 1994 OBLIGATIONS</u>	<u>PLANNED EXPENDITURES</u>	<u>FY 1995 OBLIGATIONS</u>	<u>PLANNED EXPENDITURES</u>	<u>FY 1996 OBLIGATIONS</u>	<u>PLANNED EXPENDITURES</u>	<u>TOTAL OBLIG. ALL YRS.</u>	<u>TOTAL EXPEND ALL YRS.</u>
632-0225 PRIMARY EDUCATION PROGRAM /PA	6,400	5,577	4,859	1,089	718	1,500	0	1,800	0	1,188	5,577	\$5,577
632-0228 COMMUNITY NATURAL RESOURCE MGT.	14,086	6,178	4,450	2,072	1,728	1,800	0	2,306	0	0	6,178	\$6,178
632-0230 PRIMARY EDUCATION PROGRAM (NPA)	18,600	18,600	11,582	6,082	4,137	5,500	2,881	3,400	0	3,618	18,600	\$18,600
632-0231 SMALL SCALE INTENSIVE AG. PROD.	1,000	1,000	656	311	344	361	0	328	0	0	1,000	\$1,000
TOTAL:	40,086	31,355	21,547	9,554	6,927	9,161	2,881	7,834	0	4,806	31,355	\$31,355

NOTES:

1. CLOSE OUT REVISED PLAN COLUMN IS THE LOP REQUIRED BY PROGRAM CLOSURE
2. FY 1994 OBLIGATION OF \$4,137 UNDER PROJECT 632-0230 INCLUDES \$181 REOB. FUNDS

3

**STEPS FOR COMPLETION THROUGH FY 96
COMMUNITY NATURAL RESOURCES MANAGEMENT (CNRM) PROJECT**

DATE	ACTIONS	ACTION AGENTS
FY 94		
3/94	Notify GOL of orderly completion plan for projects*	USAID
5/94	Determine necessary ARD project modifications for orderly completion*	USAID/ARD/MOA
5/94	Draft action memo to revise project as appropriate, including TA requirements, budgets, PACD*	USAID/ARD/MOA
5/94	Draft and amend CNRM Project Agreement to reflect changes*	RLA/USAID
6/94	Modify ARD contract as needed	RCO
9/94	Southern African Regional Office (SARO) or another Mission in SA Region assumes management oversight for USAID office in Lesotho, including CNRM Project	SARO
FY 95		
4/95	Conduct evaluation	USAID/MOA/IQC
7/95	Terminate CNRM field activities and PCV services	ARD
7/95	Inventory and turn over CNRM field commodities to MOA	ARD
8/95	Prepare and submit final contractor reports	ARD

DATE	ACTIONS	ACTION AGENT
8/95	Complete inventory for and turn over remaining project-funded commodities to MOA	ARD
8/95	Close out contractor office, including terminating staff	ARD
8/95	ARD TA departs country, All project activities close out	ARD/SARO
9/95	Turn over program-funded housing to GOL	SARO
9/95	Revised PACD: Bilateral project ends	SARO
9/95	Close out ARD contracts	RCO/SARO
9/95	SARO USAID assumes project management responsibility for CNRM	SARO
9/95	USAID/Lesotho office closes	SARO
9/95	USDH AID Officer in charge of USAID's Country Office in Lesotho departs	SARO

* Action Completed.

STEPS FOR COMPLETION THROUGH FY 96
PRIMARY EDUCATION PROGRAM (PEP)

DATE	ACTIONS	ACTION AGENT
FY 94		
3/94	Evaluate program*	USAID/MOE/IQC
3/94	Notify GOL of orderly completion plan for projects*	USAID
4-5/94	ADO assumes PEP management responsibility*	USAID
5-6/94	Draft action memo to revise components, implem. schedule, local currency procedures, PACD	USAID
5-6/94	Draft and negotiate with MOE agreement modifications reflecting project modifications	USAID/RLA/MOE
5-6/94	Discuss contract modification requirements with Ohio TA and modify contract	USAID/RCO/Ohio
6-7/94	Modify letter of commitment for Ohio TA contract	USAID/Lesotho and Washington
9-10/94	Southern Africa Regional Office (SARO) or another Mission in the SA Region assumes program management oversight for USAID/Lesotho Office, incl. PEP	SARO

DATE	ACTIONS	ACTION AGENT
FY 95		
9/95	USDH Lesotho in Charge Officer departs; SARO USDH assumes PEP management responsibility	SARO
FY 96		
6/96	Review final audit of local currency disbursements; close out local currency special account	SARO/PSC/GOL PEP PSC (hereafter PSC)
7/96	Conduct final evaluation	SARO/PSC/IQC/ MOE
8-9/96	Complete inventory of and turn over program-funded commodities to MOE	Ohio/SARO/PSC/ MOE
8-9/96	Complete and submit final contractor report	Ohio
8-96	Draft program closeout report	PSC
9/96	PACD: all program activities end	SARO/MOE
9-10/96	Close out TA and PSC contracts	RCO/SARO
9-10/96	Turn over Ohio and PSC project-funded housing to GOL	SARO

*Action Completed.

STEPS FOR COMPLETION THROUGH FY 95
SMALL SCALE INTENSIVE AGRICULTURAL PRODUCTION PROJECT

DATE	ACTIONS	ACTION AGENT
FY 94		
3/94	Notify GOL of orderly completion for projects*	USAID
5/94	Draft action memo to modify PACD, schedule, etc.*	USAID
5/94	Draft and negotiate project agreement amendment with MOA*	USAID/RLA
5/94	Amend PASA as appropriate	USAID/RCO
9/94	SARO assumes program management oversight for USAID/Lesotho Office, including for SSIAP	SARO
9/94	Conduct mid-term evaluation	USAID/MOA
FY 95		
8/95	End project support for PCVs; PCVs complete service reports	PC/PCVs
8-9/95	Inventory and turn over project funded commodities to MOA	PC/AAO/MOA
9/95	Project administrative staff complete and submit final report	PC
9/95	Terminate project funded staff contracts	PC
9/95	Revised PACD: project ends	USAID/Lesotho Office

DATE	ACTIONS	ACTION AGENT
9/95	Terminate PASA	USAID/Lesotho Office/RCO
9-10/95	Close out PASA	RCO/SARO
9-10/95	Draft project closeout report	USAID/Lesotho Office

* Action Completed.

**PARTICIPANTS IN TRAINING
As of May 1, 1994**

AFGRAD (AAI, Contractor)

1. Mr. Koebu Khalema
M.S. Analytical Chemistry
Uni. of Cincinnati - Completion date - 8/94
2. Mr. Motsamai Mochebelele
Ph.D. ag Econ
Uni. of Illinois - Completion date - 8/95
3. Ms. Lipalesa Motjope
Ph.D. Animal Science
Uni. of Tennessee - Completion date - 12/93
(AAI reported 3/28/94 as Nonreturnee)
4. Mr. Mpho Phoofolo
M.S. Entomology
Iowa State University - Completion date - 8/96
5. Mr. Mohlalefi Sefika
Ms/Ph.D. Computer Science
Univ. Illinois - Completion date - 8/95
6. Mr. Spirit Tlali
M.S. Physics
Univ. of Cincinnati - Completion date - 9/95

**HRDA Central Funds (Partners fo International Education
& Training, Contractor)**

Ms. Delina Mamolete Mohapi
Research Fellow - 9 month Program
Jackson State University - 5/94

PEP (Ohio University, Contractor)

Following four participants are scheduled to complete training NLT July 1995

- | | |
|--|---|
| 1. Ms. Bothepana Makhakhane
MS Education (Home Econ)
Ohio State University | 3. Mr. Lennox Mputsoe
MS Education (Administration)
Ohio State University |
| 2. Mr. Leonard Makoele
MS Education (Research)
Ohio University | 4. Mrs. Agnes Mahanetsa
MS Education (Administration)
Ohio State University |

PERSONNEL PHASE-OUT PLAN

USAID/LESOTHO
FY 93 - FY 96

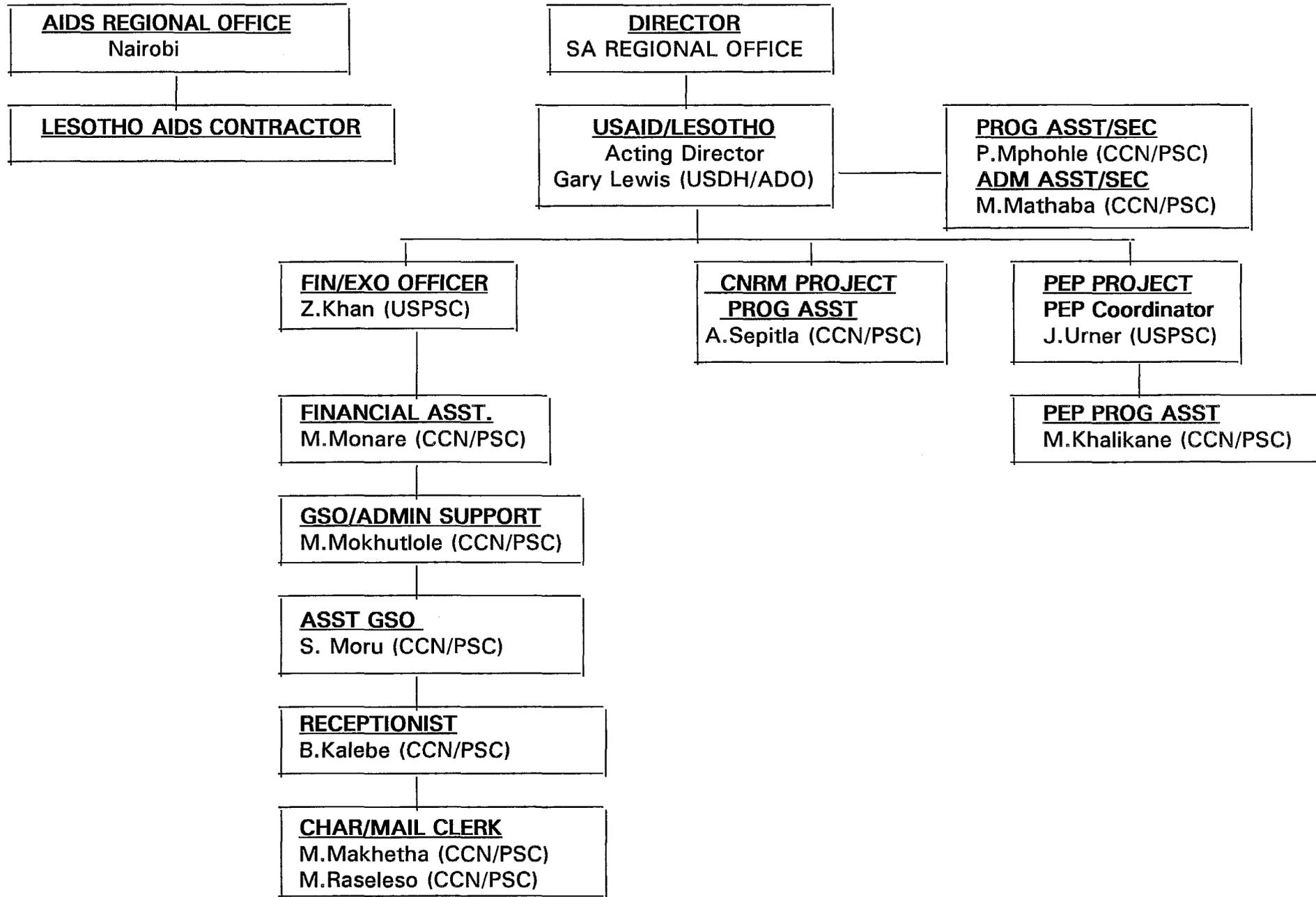
	PHASE OUT		USAID OFFICE CLOSE DOWN		PEP COMPLETE		COMMENTS
	9/1993	9/1994	9/1995	10/1995	9/1996	10/1996	
USDH							
DIR	TOWERY	0					EDD 9/94
S/PRM	DURETTE	0					DEPARTED 5/94
CONT	0	0					DEPARTED 5/93
S/GDO	0	0					DEPARTED 8/93
PDO	0	0					DEPARTED 8/93
S/EXO	EDWARDS	0					EDD NOT PRIOR TO AUGUST AND NLT 9/94
ADO	LEWIS	LEWIS	LEWIS	0	0	0	EDD 9/95
SUBTOTAL (USDH)	4	1	1	0	0	0	
USPSC (A)							
DEPUTY EXO	RUSSELL	0	0		0		DEPARTS 6/17/94
ASST. CONT.	KHAN	KHAN	KHAN		0		
PEP/PSC	URNER	URNER	URNER	URNER	URNER	0	DEPARTURE DATE 9/96
SUBTOTAL (USPSC)	3	2	2	1	1	0	
CCN/TCN							
LCPM/LAPS	LEPELE	0	0	0	0	0	DEPARTED 12/93 - ADF
PROG ASST	KHALIKANE	KHALIKANE	KHALIKANE	KHALIKANE	KHALIKANE	0	
PROG ASST	SEPITLA	SEPITLA	SEPITLA	SEPITLA	SEPITLA	0	
FINAN ASST	MONARE	MONARE	MONARE	0	0	0	
ACCOUNTANT	SEKHAMANE	0	0	0	0	0	DEPARTS 9/1994
ACCOUNTANT	RAMOTALA	0	0	0	0	0	EARLY DEPARTURE - 2/94 - TO USIS/MASERU
ACCOUNTANT	LETELE	0	0	0	0	0	DEPARTED 12/93 - USAID/PRETORIA
PROG ASST	MPHOHLE	MPHOHLE	MPHOHLE	0	0	0	
ECONOMIST	VORDZORGBE	0	0	0	0	0	DEPARTED 12/1993
COMP MGR	BRAIM	0	0	0	0	0	DEPARTS 4/1/94
EXEC ASST	ROTH	ROTH	0	0	0	0	
EXEC ASST	SELEKE	0	0	0	0	0	EARLY DEPARTURE - 1/31/94 - TO PEACE CORPS/LESOTHO
RECEP	KALEBE	KALEBE	KALEBE	0	0	0	
C&R	MOTEULI	0	0	0	0	0	EARLY DEPARTURE - 10/93 - TO MOE
MAIL CLERK/C&R	MAKHETHA	MAKHETHA	MAKHETHA	0	0	0	
OFF CLEANER	RASELESO	RASELESO	RASELESO	0	0	0	DEPARTS 9/1994
S/GSO	MOKHUTLOLE	MOKHUTLOLE	MOKHUTLOLE	0	0	0	
PROC ASST	MAREKIMANE	0	0	0	0	0	
GSO	MORU	MORU	MORU	0	0	0	
CHAUFFEUR	MATSOSO	0	0	0	0	0	
A/GDO	KASOZI	0	0	0	0	0	
TRAINING OFF	MALAHLEHA	0	0	0	0	0	
ADMIN ASST	MATHABA	MATHABA	MATHABA	0	0	0	
SUBTOTAL (CCN/TCN)	23	11	10	2	2	0	
TOTAL STAFFING:	30	14	13	3	3	0	

(A) INCLUDES BOTH OE AND PROJECT FUNDED PSCS.

NOTES:

1. AIDSCAP CONTRACTOR IS FUNDED AND MANAGED BY REGIONAL OFFICE IN NAIROBI, AND WHICH WILL TERMINATE NLT SEPTEMBER 1995, IS NOT REFLECTED ABOVE.
2. USAID OFFICE CLOSES SEPTEMBER 1995
3. PEP PSC AND TWO PROGRAM ASSISTANTS PROVIDED OFFICE SPACE IN MOE FROM AUGUST 1995 TO SEPTEMBER 1996.

USAID/LESOTHO - FY 1995



1. CNRM - Community Natural Resources Management
2. PEP - Primary Education Program

HOUSING PROFILE - USAID/LESOTHO (1994)

RANK/ POS.	PROP ID NO.	NET (m ² / Gross (m ²)/Use	Land in Square Metres	No of Bedrooms	Acquisition Cost/Rental and Year of Purchase	1st/2nd Appraisals (Market Valuations
SFS/DIR	X02002 ¹	273/154/Res	5560	4	\$54,830 1976	M888,300 M450,000
SFS/PRG	X05005 ²	228/136/Res	2130 ⁴	3	\$50,133 1977	M916,100 ⁵
01/EXO	X04004 ³	217/195/Res	1500	3	\$51,849 1977	M474,910 M280,000
01/ADO	98521	235/173/Res		4	\$10,182	
00	X06006 ²	218/112/Res		2	\$36,639 1977	⁵ Above M230,000

NOTES:

¹ This property is located two houses away from Embassy/AID compound. The house is connected to a generator (located next to the AID building)) which provides all of its power.

² These two properties are basically one compound. If they are sold individually there will be considerable expense involved in separating them. Additionally, the larger of the two residences has a swimming pool. Property X06006 is currently vacant and awaiting Mission disposition.

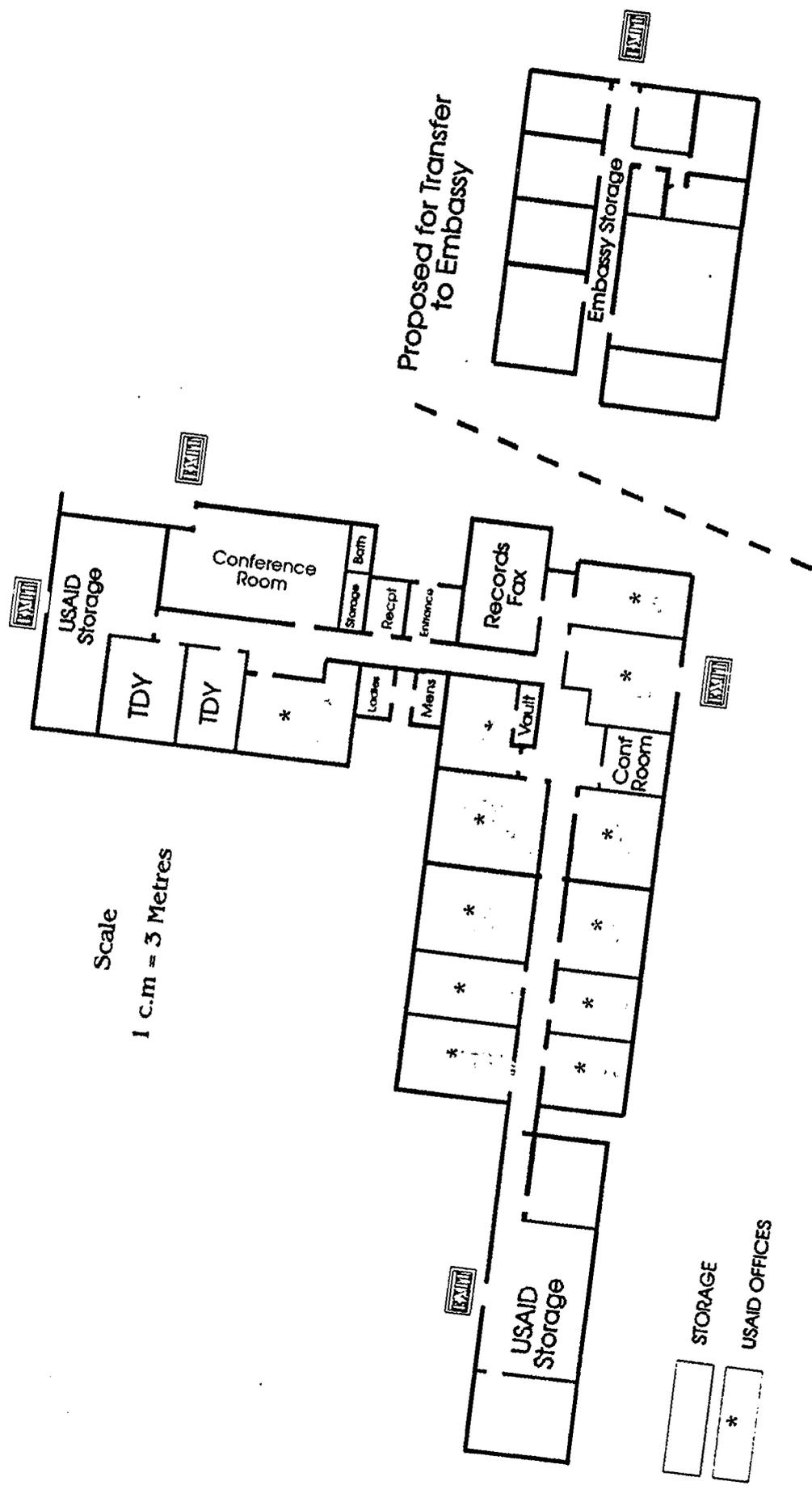
³ There is a separate guest house on this property.

⁴ This includes the land size for both this residence and the vacant residence referred to below.

⁵ This includes the vacant property located adjacent.

⁶ Current exchange rate is \$1.00 = Maloti/Rand 3.50.

Proposed Floor Plan Sep 1994



MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum is to set forth various understandings between USAID/Lesotho and the United States Embassy in Maseru related to the close out of USAID activities in Lesotho.

1. It is noted that USAID will keep the Embassy advised of the progress on its close out activities;
2. It is understood that most USAID activities will be completed and USAID personnel transferred or separated by September 30, 1994; that USAID will leave a core staff of one USDH officer plus a limited support staff of two USPSCs and ten CCN/TCNs. All but three of this residual staff will terminate by September 30, 1995, leaving one USPSC and two CCNs who will be transferred to offices in the Ministry of Education where they will remain through September 30, 1996. It is recognized that limited residual actions may be required after September 30, 1995;
3. It is agreed that the Embassy will notify the Department of State of the facilities and equipment the USAID will transfer to the Embassy free of charge at the cessation of activities on September 30, 1995. Based on the value of these facilities and equipment, USAID's offices in Washington will ask State for an appropriate offset of USAID costs under the FAAS system for the period beginning October 1, 1994;
4. It is agreed that USAID will be billed directly for any program support activities, including support for TDYers and Consultants, obtained from the Embassy after October 1, 1995;
5. It is agreed that residual USAID activities for which the Embassy will assume responsibility, effective October 1, 1995, are as follows:
 - a. Oversee the packing and shipping of any remaining personal effects, household or privately owned vehicle belonging to USAID personnel. Charges for such shipping will be paid in cash and charged to AID, or transferred to the to-be-designated USAID financial servicing station for payment;
 - b. Pay in cash any residual unpaid minor-value billing properly chargeable to USAID and transfer the charge to the USAID financial servicing station;
 - c. Approve for payment any unpaid billing, exceeding \$500, properly chargeable to USAID and submit to the designated USAID financial servicing station for payment;

- d. Transfer any unresolved financial matter to the USAID financial servicing station;
- e. Transfer any unresolved contract matters that may arise to the AID Regional Contracting Officer;
- f. Refer any unresolved USAID programmatic issues that may arise to the Southern Africa Regional Office or other USAID Mission in the region that may be designated responsibility for the residual USAID project activities in Lesotho;
- g. Provide limited secure storage for USAID official records not otherwise disposed of in accordance with the official schedule in USAID regulations (to be provided by USAID). Storage of any USAID records will be reviewed at the end of each fiscal year;

In consideration for providing the above servicing, USAID will release to the Embassy property and facilities as follows:

1. USAID Office Building. USAID will make available to Embassy for its sole use approximately one-third of the Office Building at October 1, 1994. The remaining space will be released to Embassy on September 30, 1995;
2. The Local Area Network wiring, including the non-standard Novell server;
3. Computer system 8KVA UPS;
4. All existing security doors, windows and vault;
5. The existing telephone switch and the internal Mitel SX20 telephone system including receptionist console;
6. Existing alarm system;
7. Miscellaneous office furnishings and fixtures.

It is further agreed that the Embassy will not alter the interior configuration of the USAID Office Building, maintain the building in the condition received, and release the building to AID should AID resume activities in Lesotho

Agreed to by representatives of Embassy and USAID on May , 1994, subject to approval by the Washington headquarters of both agencies.

Karl Hofmann
Charge

F. Gary Towery
USAID Mission Director

REAL ESTATE DISPOSAL

DATE	ACTIONS	ACTION AGENT
FY 94		
1/94	EXCESS PROJECT HOUSE RETURNED TO GOL *	EXO
2/94	WAREHOUSE LEASE LAPSES. REMAINING NXP IN OFFICE COMPLEX AND RESIDENTIAL GARAGE*	EXO
3/94	CONTRACT FOR 2 SETS OF CERTIFIED APPRAISALS OF THE 4 OWNED RESIDENTIAL PROPERTIES. APPRAISALS RECEIVED*	EXO
5/94	EXTEND LEASE ON ADO RESIDENCE 2 MONTHS TO ALLOW TIME TO MOVE OVER TO LAGDEN	EXO
8/94	TURN OVER 4 NTTC TOWNHOUSES TO GOL	EXO
8/94	PLACE FOR SALE, ONE AT A TIME, 83A CALEDON RD. AND 209A/B MALUTI RD. ASSUMPTION: CURRENT RESIDENTS ONWARD ASSIGNED BY THIS DATE. DIRECTOR'S RESIDENCE TO BE HELD UNTIL 9/95 WHEN FINAL USDH DEPARTS POST.	EXO
9/94	LEWIS RESIDENCE LEASE LAPSES; MOVE HIM TO LAGDEN (ASSUMPTION: DIRECTOR DEPARTS ON SCHEDULE	EXO
FY 95		
8/95	TURN OVER REMAINING PROJECT TOWNHOUSES TO GOL	EXO
9/95	DIRECTOR'S RESIDENCE AVAILABLE FOR SALE/ TRANSFER TO EMBASSY	EXO
9/95	TURN OVER THREE PROJECT HOUSES REMAIN AT END OF PEP ACTIVITIES	EXO
9/95	FINAL DECISION ON HEALTH UNIT/AG ANNEX	EXO

*Actions Completed

NXP DISPOSITION SCHEDULE

DATE	ACTIONS	ACTION AGENT
8/93	Wiitala/Slobey depart; NXP from residence transferred to USAID/Maputo*	EXO
8/93	LAPSP financed NXP turned over to CNRM*	EXO
11/93	Auction Held*	EXO
11/93	Vehicle sold by sealed bid*	EXO
1/94	NXP remaining in WH transferred to empty office and residential garage space*	EXO
4/94	1st shipment of residential/office furniture and equipment to USAID/Lusaka*	EXO
4/94	1st shipment of residential/office furniture/equipment to USAID/Pretoria*	EXO
5/94	2nd shipment of residential/office furniture/equipment to USAID/Pretoria	EXO
6/94	Disposal of CD11-42 to USAID/Swaziland	EXO
6/94	2nd shipment of residential furniture to Lusaka;	EXO
6/94	Disposal/sale of CD11-15/47 (auction or relocation)	EXO
9/94	Disposal of furniture/appliances from McIntyre/Edwards residences to USAID/Pretoria	R/EXO and in-house EXO/CONT
9/94	Disposal of furniture/appliances from Lewis' leased residence to USAID/Pretoria	R/EXO and in-house EXO/CONT
9/95	Disposal of furniture/appliances from remaining owned residence (DIR res.) and office equipment (auction or relocation - to be determined)	R/EXO

9/95	Turn office complex to AmEmb (to include specific security and other equipment as described in the MOU) as negotiated by OMS.	OMS/R/EXO
9/95	Disposal of office generator and rewire as required.	R/EXO
9/95	Turn over of project financed furniture and appliances to GOL (CNRM) only	R/EXO and AID Principal Officer
9/95	Disposal of computer system (to be transferred to to AmEmbassy)	R/EXO and AID Principal Officer
9/96	Turn over of project financed furniture and equipment to GOL (PE)	PEP

* Action Completed.

RECORDS DISPOSITION SCHEDULE

DATE	ACTIONS	ACTION AGENT
FY 94		
10/93	All retired files at warehouse facility moved to Mission. Dispersed to technical/administrative/financial offices for review and disposition.*	EXO
10/93	Program files removed from C&R to technical offices for filing and maintenance. Subject and chron files continue to be maintained in C&R. Continuing file review/disposition by technical and administrative offices.*	EXO
FY 95		
10/94	Request further guidance from USAID/W on shipment of files to be archived in DC and prepare for shipment.	EXO
10/94-9/95	Staggered shipment of files and materials to be archived in Washington	EXO
9/95	Shipment of program/admin files complete PEP files remain with program office in MOE.	EXO
9/95	Controller operation ceases for USAID/L and financial records transferred to Regional Controller location	EXO
9/96	PEP files (a) packaged and shipped to USAID/W for archiving or (b) left with Embassy for storage until such time as shipping to USAID/W arranged.	PEP

* Action Completed.

OPERATING EXPENSE BUDGET
FY95

	FUNCTION CODE	DOLLARS	TRUST FUNDS	TOTAL
USDH	U100			
Educational Allow.	U106	\$0.0	\$0.0	\$0.0
Other Benefits	U110	0.0	0.0	0.0
Post Assign Trv	U111	8.0	0.0	0.0
Post Assign FRT	U112	20.0	0.0	20.0
Home Leave Trv	U113	0.0	0.0	0.0
Home Leave Frt	U114	0.0	0.0	0.0
Educ Trv	U115	0.0	0.0	0.0
R&R Trv	U116	0.0	0.0	0.0
Other Trv	U117	5.0	0.0	5.0
SUBTOTAL		<u>\$33.0</u>	<u>\$0.0</u>	<u>\$33.0</u>
FN DIRECT HIRE	U200			
FNDH Base Pay	U201	\$18.5	\$0.0	\$0.0
All other Code 11 FN	U202	1.0	0.0	1.0
Accrued Severance Pay	U206	1.5	0.0	1.5
RIF Compensation		11.5	0.0	11.5
SUBTOTAL		<u>\$32.5</u>	<u>\$0.0</u>	<u>\$32.5</u>
CONTRACT PERSONNEL	U300			
U.S. PSC Sal/Benefits	U302	\$90.0	\$0.0	\$90.0
FN PSC Sal/Benefits	U304	120.5	0	\$120.5
All Other FNPSC Costs	U305	0.0	0	0.0
Accrued Severance	U307	5.0	0	5.0
RIF Compensation		40.5	0	40.5
SUBTOTAL		<u>\$258.0</u>	<u>\$0.0</u>	<u>\$258.0</u>
HOUSING	U400			
Residential Rent	U401	\$0.0	\$0.0	\$0.0
Residential Utilities	U402	12.0	0.0	0.0
M&R	U403	15.0	0.0	15.0
Security Guards	U407	30.0	0.0	30.0
Rep	U409	0.0	0.0	0.0
SUBTOTAL		<u>\$57.0</u>	<u>\$0.0</u>	<u>\$57.0</u>

	FUNCTION CODE	DOLLARS	TRUST FUNDS	TOTAL
OFFICE OPERATION	U500			
Office Rent	U501	\$0.0	\$0.0	\$0.0
Office Utilities	U502	15.0	0.0	0.0
Building M&R	U503	12.0	0.0	12.0
Equipment M&R	U508	5.0	0.0	5.0
Communications	U509	15.0	0.0	15.0
Security Guards	U510	0.0	0.0	0.0
Printing	U511	1.0	0.0	1.0
Site Visit-Mission	U513	1.0	0.0	1.0
Site Visit-USAID/W	U514	0.0	0.0	0.0
Info Meetings	U515	2.5	0.0	2.5
Training	U516	0.0	0.0	0.0
Conference Attendance	U517	2.5	0.0	2.5
Other OPS Travel	U518	0.0	0.0	0.0
Supplies	U519	5.0	0.0	5.0
All Other Cont. Servs.	U599	5.0	0.0	0.0
SUBTOTAL		<u>\$64.0</u>	<u>\$0.0</u>	<u>\$64.0</u>
TOTAL O.E. BUDGET		<u>\$442.5</u>	<u>\$0.0</u>	<u>\$442.5</u>
Less Closeout Costs		<u>(101.5)</u>	<u>0</u>	<u>(97.0)⁽¹⁾</u>
TOTAL OE LESS CLOSEOUT		<u>\$341.0</u>	<u>\$0⁽²⁾</u>	<u>\$341.0</u>

NOTES:

⁽¹⁾Includes approximately \$101,500 for severance/RIF compensation, maintenance/repair, guard service for vacant properties, and mid-tour transfer remaining USDH.

⁽²⁾ \$355,000 could be paid from Trust Funds, subject to availability.

SEVERANCE AND RIF COMPENSATION

NAME	SCD	SEVERANCE ⁽¹⁾ SAR	RIF ⁽²⁾ SAR	TOTAL SAR
KALEBE, Bernice	2/14/79	23,568.00	23,568.00	47,136.00
KHALIKANE, Maletete	8/21/88	16,575.92	16,575.92	33,151.84
MAKHETHA, Merriam	5/5/88	5,236.38	5,236.38	10,472.76
MORU, Samson	4/3/90	7,376.63	7,376.63	14,753.26
MPHOHLE, Palesa	12/2/91	5,911.51	5,911.51	11,823.02
MATHABA, Male	5/1/89	9,760.42	9,760.42	19,520.84
MOKHUTLOLE, Mochochonono	3/1/82	21,751.55	21,751.55	43,503.10
MONARE, Mantsane	5/1/79	40,029.60	40,029.60	80,059.20
RASELESO, Mamolai	9/1/85	6,403.88	6,403.88	12,807.76
SEKHAMANE, Keke	10/11/88	6,268.76	0.00	6,268.76
SEPITLA, Arcelia	9/20/79	45,033.30	45,033.30	90,066.60
TOTAL: DOLLAR EQUIVALENT:		<u>187,915.95</u> \$53,690.00	<u>181,647.19</u> \$51,890.00	<u>369,563.14</u> \$105,590.00 ⁽³⁾

Exchange Rate: \$1.00 = SAR3.50

FOOTNOTES:

- (1) The Local Compensation Plan authorizes severance pay equal to two weeks' salary for each year of service.
- (2) The Local Compensation Plan authorizes RIF compensation equal to two weeks' salary for each year of service for those employees who remain with USAID until the Mission is closed.
- (3) \$48,800 obligated from FY94 funds.

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SUMMARY OF CLOSEOUT ADMINISTRATIVE ACTIONS

DATES	ACTIONS	PRINCIPAL ACTORS
6/94	Develop position description for Asst CO/EXO and finalize approval to extend contract an additional 9 months through FY95.	EXO and USAID/W - AFR/CONT
6/94	Enter into approximately 10 Basic Ordering Agreements (BOAs) in support of Mission General Services through FY95.	EXO
6/94	Contract for phone system support through FY95.	EXO
6/94	Develop and submit RIF Plan with detailed severance and RIF compensation.	EXO/CONT
7/94	Turn over of contract for maintenance of Project Housing to CNRM and PEP Contractors.	EXO/R/EXO
7/94	All CCN/PSC contracts extended to close of FY1995 (including severance)	EXO
7/94	USAID-owned residences (ID Nos. X05005 and X06006) available for disposal sale/transfer to Embassy	EXO
8/94	USAID-owned residence (ID No. X04004) available for disposal sale/transfer to Embassy.	EXO
8/94	Contract for maintenance (USDH/building) extended.	EXO and EMB
8/94	Expand FAAS agreement to allow Embassy Admin Officer to enter into small purchase contracts and purchase order agreements on behalf of USAID.	EXO/R/EXO/CONT

FY 95		
3/95	Contract for guard services extended through Mission closure September 1995	R/EXO
9/95	Dismantling of generator and relocating to another USAID Mission	R/EXO
9/95	Final shipments of NXP and records as required	R/EXO
9/95	Final disposition of real property (to include building and Director residence)	R/EXO