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12/8/92

**USAID BURKINA FASO**

**OPERATIONAL CLOSEOUT PLAN**

**SEPTEMBER 1994**

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## Acronyms

AFR/SWA	Africa/Sahel West Africa
ARTS	Agricultural Research and Training Support
C&R	Communications and Records
CDIE	Center for Development Information & Evaluation
CILSS	Committee for Drought Control in the Sahel
DEP	Directorate of Studies and Plans
EXO	Executive Officer
FAAS	Foreign Affairs Administration System
FEWS	Famine Early Warning Systems
FSN	Foreign Service National
FY	Fiscal Year
GOBF	Government Of Burkina Faso
GSO	General Services Office
HPN	Health Population Nutrition
HRDA	Human Resources Development Assistance
INERA	National Institute for Agriculture Studies and Research
IPA	Intergovernmental Personnel Agreement
LAN	Local Area Network
MACS	Mission Accounting/Control System
NGO	Non-Governmental Organization
NXP	Non-Expendable Property
OE	Operating Expenses
OFM	Office Financial Management
PACD	Project Assistance Completion Date
PD&S	Project Development & Support
PIL	Project Implementation Letter
PSC	Personnel Services Contract
RAMC	Regional Administrative Management Center
REDSO	Regional Economic Development Services Office
RIF	Reduction In Force
SANREM	Sustainable Agriculture and Natural Resources Management
SRI	Sahel Regional Institutions
TAACS	Technical Advisor for AIDS & Child Survival
TDY	Temporary Duty
USAID	United States Agency for International Development
USDH	U S Direct Hire
VHF	Very High Frequency

## I. INTRODUCTION

In November 1993, the American Ambassador to Burkina Faso advised the GOB that the U S bilateral economic assistance program in Burkina would be phased out in FY 1995. The resulting Mission close-out plan was submitted to Washington for approval in February, 1994. The Operational Close-Out Plan presented herein provides for the phased close out of USAID activities in Burkina.

The Mission has retained sufficient and suitable staff to carry to completion those actions required to close-out the Burkina program. The Mission is being phased down to a final management operation close-out date no later than September 30, 1995.

The first phase, to be completed by December 1994, will involve reducing the mission staff to two USDH and 36 FSNs, and also reducing the NXP inventory and leased properties to levels necessary to support the smaller staff. The last phase, ending with the September 1995 close-out, will allow for the orderly completion of all actions necessary to close the Mission definitively on September 30, 1995.

The Phase-Out Timetable, a monthly timeframe of projected activities for the entire close-out period, is shown herein as Annex F. Assuming no unforeseen difficulties arise, USAID/Burkina Faso will close no later than September 30, 1995.

## II PROGRAMMATIC CLOSE-OUT

USAID/Burkina Faso's current portfolio consists of active bilateral projects, management of and/or support to various USAID/Washington projects, and a PL-480 Title II Food Aid grant to Catholic Relief Services. The first half of this Operational Close-Out Plan describes procedures and schedules for closing or handing over responsibility for these activities. These plans are based on the assumption that all Mission staff will depart before September 30, 1995 and that there will be neither a USAID Affairs Officer in the Embassy nor a Food Aid Management Unit or Regional Project Management Unit in Ouagadougou as was proposed in the Mission's original Policy Close-Out Plan. Right

### Projects

Close-out procedures for USAID/Burkina Faso's project portfolio are described in this section. For all active projects, the project officer identified in each Close-Out Action Plan (see Annexes A-1 through A-4) is responsible for ensuring that the close-out process stays on schedule and proceeds according to plan. For inactive projects, the Program Office is responsible for ensuring that all project close-out actions are carried out before the end of March, 1994.

The Office of Management will inventory all project-funded equipment in the Mission in residences, and in project and host-country counterpart offices. The Mission's current project-funded NXP inventory system is not up-to-date. This information is crucial to proper disposition of project-funded equipment and therefore to close-out of all projects in the Mission portfolio. DK

Close-Out Action Plans for each project are found in Annex A. All bilateral projects will be closed out before the Mission closes. In no case will responsibility for management of a bilateral project be handed over to another Mission.

#### **Family Health and Health Financing (686-0275)**

Project Activities under the various sub-projects will be completed between July 1994 and June 1995, as per the Close-Out Action Plan (see Annex A-1). All activities will be completed before June 30, 1995.

Financial Close-Out of each activity will take place in a rolling fashion between July 1994 and June 1995, as per the Close-Out Action Plan (see Annex A-1). Final financial close-out actions will take place in July 1995-September 1995.

Project Staff will depart in phases. The TAACS, N Alritz, will depart in August 1994. Assistant HPN Officer C Millogo and Secretary R Kibora will depart according to the personnel phase-out plan (see Annex B). Health Financing Project Manager P Combarby will depart after expiration of contract in August 1995. USDH HPN Officer J Cheema will be Acting USAID Representative after August 1994 and will depart post in September 1995. Sufficient staffing will be in place at all times to complete actions as per the Close-Out Action Plan (see Annex A-1).

Project Equipment currently in the Ministry of Health will remain there. The project officer will prepare a PIL in June 1995 to transfer the property to the Government of Burkina Faso. Project equipment and furniture currently in the Mission will be turned over to the Ministry of Foreign Affairs for reassignment to agencies of the GOBF. Project equipment and furniture currently in residences of technical assistants or in the project equipment warehouse will be turned over to the Ministry of Foreign Affairs in January 1995.

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 instructions (to U.S. Government storage facilities, REDSO/WCA or destroyed) prior to September 1995. Technical materials (that are not considered "official" materials) in Mission project offices will either be taken by staff on departure or placed in the Mission Library. Before the Mission closes, all health-related technical materials in the Mission Library will be donated to the Ministry of Health DEP.

Project Documentation such as Program Grant Agreements will be modified in September 1994, assuming USAID/W has approved the Mission policy and operational close-out plans, to scale back planned Life-of-Project funding and to set the Project Assistance Completion Date (PACD) at September 30, 1995. Since all activities will cease before June 30, 1995, the Project Assistance Completion Report will be prepared between July 1995 and September 1995.

#### **Agricultural Research/Training Support (686-0270)**

Project Activities will be completed as per the Close-Out Action Plan (see Annex A-2). All activities will be completed before June 30, 1995. The final evaluation will take place in August, 1994.

Financial Close-Out of each activity will take place between July 1994 and June 1995, as per the Close-Out Action Plan (see Annex A-2) Final financial close-out actions will take place in July 1995-September 1995

Project Staff will depart in phases The Purdue University Technical Assistance Team will depart post in July and August 1994 as their contract expires PSC Project Manager G Farino will depart in December 1994 after his contract extension expires Secretary V Kaboui will depart according to the personnel phase-out plan (Annex B) The tour of USDH Agricultural Development Officer R Vigil has been extended through in July, 1995 Sufficient staffing will be in place at all times to complete actions as per the Close-Out Action Plan (see Annex A-2)

Project Equipment currently in the INERA will remain there The project officer will prepare a PIL in June 1995 to transfer property to the Government of Burkina Faso Project equipment and furniture currently in residences of technical assistants or in the project equipment warehouse will be turned over to the Ministry of Foreign Affairs in January 1995 for reassignment to agencies of the GOBF Remaining project equipment and furniture currently in the Mission will be turned over to the Ministry of Foreign Affairs between July-September 1995

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 instructions prior to September 1995 Technical materials in Mission project offices will either be taken by staff on departure or placed in the Mission Library Before the Mission closes, all agriculture-related technical materials in the Mission Library will be donated to the INERA research libraries

Project Documentation such as Program Grant Agreements will be modified in September 1994, assuming USAID/W has approved the Mission policy and operational close-out plans, to scale back planned Life-of-Project funding and to set the PACD at September 30, 1995 Since all activities will cease before June 30, 1995, the Project Assistance Completion Report will be prepared between July 1995 and September 1995

#### Human Resources Development Assistance (698-0463 86)

Project Activities will be completed as per the Close-Out Action Plan (see Annex A-3) All in-country activities will be completed before June 30, 1995 As per Handbook 10, Chapter 2C4C, and 94 State 98297, no short-term participants will be sent after March 30, 1995 (six months before PACD) As per the Remaining Long-Term Participants Chart below, it is expected that two participants will still be in the United States after the Mission closes The Project Officer will send a letter in July 1994 to ALL long-term participants (in-country, third-country, and U S ) stating that there will be no extensions of training The Project Officer will prepare a PIL in June, 1995 transferring all financing and monitoring responsibilities for these two participants to the REDSO Human Resources Development Assistance Project and seek REDSO concurrence Since these two participants will be fully transferred to the REDSO HRDA project, there will be no need to extend the PACD of the Burkina Faso bilateral HRDA project That project will end on September 30, 1995 The final evaluation will take place in July, 1995

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REMAINING LONG-TERM PARTICIPANTS

Funding Source	Degree	Est Comp Date	University
<b>U S Long-Term</b>			
HRDA/ARTS Brigitte Gnomou	MS	12/31/95	Colorado St U
HRDA/ARTS Patrice Sanou	MS	12/31/95	South Dakota St U
HRDA/AGHRD Boureima Diarra	PhD	08/31/94	Colorado St U
HRDA/AGHRD Hebie Ditalamane	PhD	12/31/94	U Georgia Athens
HRDA/AGHRD Pierre Palo	PhD	08/31/94	Iowa St U
<b>Thurd-Counrv Long-Term</b>			
HRDA/ARTS Adama P Sohoro	DR 3EC	12/31/94	U Natl Cote d Ivoire
HRDA/ARTS Mane C Sorgho	DR 3EC	06/30/95	U Natl Cote d Ivoire
<b>In-Counrv Long-Term</b>			
HRDA/ARTS Sibir J Zoundi	DR 3EC	12 31/94	U Ouagadougou
HRDA Simeon Nadnaba	ING	06/30/95	U Ouagadougou
HRDA Salif Guire	ING	06/30/95	U Ouagadougou
<p>Summary Five participants complete training in 1994 Five participants complete training in 1995 of which two complete training after Mission close-out For those two academic training began in January 1994 and will end in December 1995 No extensions will be granted</p>			

Financial Close-Out of each activity will take place between July 1994 and June 1995, as per the Close-Out Action Plan Final financial close-out actions will take place in July 1995-September 1995

Project Staff will depart in September 1995 Project Manager J M Zongo and Assistant K Dandjinou will depart at the expiration of their contracts in September, 1995 Sufficient staffing will be in place at all times to complete actions listed in the Close-Out Action Plan (Annex A-3)

Project Equipment and furniture currently in the Mission or in the project equipment warehouse will be turned over to the Ministry of Foreign Affairs early in CY 95

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 instructions prior to September 1995 Technical materials in Mission project offices will either be taken by staff on departure or placed in the Mission Library Before the Mission closes, all training-related and other technical materials remaining in the Mission Library will be donated to NGOs in Burkina Faso

Project Documentation such as the Program Grant Agreement will be modified in September 1994, assuming USAID/W has approved the Mission policy and operational close-out plans to scale back planned Life-of-Project funding The present PACD is September 30 1995 Since all activities except two participants will cease before June 30, 1995, the Project Assistance Completion Report will be prepared between July 1995 and September 1995

Program Development and Support (686-0273)

Project Activities have been completed The project will be closed out as described in the Close-Out Action Plan (see Annex A-4)

Financial Close-Out of any remaining open earmarks or commitments will take place between August 1994 and March 1995

Project Staff, i.e. the Acting Program Officer Z. Boue, will depart according to the FSN RIF plan (see Annex B) Sufficient staffing will be in place at all times to complete actions listed in the Close-Out Action Plan (Annex A-4)

Project Equipment there is no equipment funded under this project

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 instructions in March 1995 Technical materials in Mission project offices will either be taken by staff on departure or placed in the Mission Library

Project Documentation changes are not necessary The Project Assistance Completion Report will be prepared in January-April 1995

Self-Help Project (698-9901) and Human Rights Movement Project (698-0541)

Project Activities are expected to continue as before USAID anticipates that Embassy/Ouagadougou will continue to receive funding for activities under these two projects even after USAID close-out

*Done* Financial Close-Out will involve transferring control of the financial operations and tracking for these two projects to the Embassy This close-out will take place in March, 1995 The Chief Accountant in OFM will train the Embassy-designated Officer in financial procedures for these two projects

*OK* Project Staff At present, the only USAID staff involved in this project is the Chief Accountant in OFM Following transfer to the Embassy in January 1995, no USAID staff at post will be involved in this project Therefore, the Embassy B&F Officer will need to communicate directly with REDSO

Project Equipment There is no USAID-controlled equipment purchased under these projects

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 requirements between June-September 1995 Any project materials remaining in Mission project offices will be turned over to the U S Embassy

Project Documentation changes are not necessary

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## Inactive Projects

This section describes steps that will be undertaken by the Acting Program Officer, the Mission technical offices, the Office of Financial Management and the Controller, REDSO, to close-out the inactive projects in USAID's portfolio. The following projects are inactive but remain on USAID books.

<u>No</u>	<u>Name</u>	<u>PACD</u>
625-0977 86	Sahel Human Resources Dev III	Jun 30, 1993
686-0221	Agricultural Human Resources Development	Dec 31, 1992
686-0251	Strengthening Health Planning	Sep 30, 1990
686-0260	Family Planning Support	Jun 30, 1990
686-0271	Rural Water Development	Dec 31, 1992
686-0276	Pilot Village Natural Resource Mgt	Dec 31, 1992
698-0421 86	Pilot Testing (ORT)	Jul 25, 1992
698-0452 86	SAFGRAD II	Mar 31, 1993

Reconciliation of the MACS system with OFM records will take place in August, 1994. At the end of this process, REDSO will provide OFM with an updated MACS Report P-07A for each of the inactive projects.

Financial Close-Out of each earmark and commitment still open after the reconciliation will take place between August 1994 and December 1994. The Acting Program Officer will be responsible for ensuring that all open earmarks and commitments are closed-out. He will work with the technical offices and OFM to investigate each item.

Project Equipment based on the inventory carried out by the USAID Management Office in July 1994, the Management Officer will prepare a letter to the Ministry of Foreign Affairs which lists all remaining equipment funded by the inactive projects. Any such remaining equipment will be gathered in the project equipment warehouse at Ouagadougou and then turned over to the Ministry of Foreign Affairs in January 1995.

Project Files in the Mission project offices will be sorted, packaged and disposed of according to Handbook 26 requirements in January 1995.

Project Documentation changes are not necessary. Since all activities have ceased, the Project Assistance Completion Reports for each project listed above will be prepared between August 1994 and December 1994, after the reconciliation of the MACS system with OFM records, but before disposition of projects files.

## **Counterpart Funds**

As described in the USAID/Burkina Faso Close-Out Policy Plan, local currency counterpart funds generated by monetization of food aid in the early 1980s are still being used to finance small development projects and ARTS Project field operations. The funds are owned by the Government of Burkina Faso but are jointly programmed by the GOBF and USAID. Since management of these funds will be turned over entirely to the Government of Burkina Faso, the

Mission will actively and urgently program as much of the counterpart fund pipeline as possible in July, August and September 1994 to ensure that these funds are used for development purposes. The Mission will also continue to seek REDSO assistance with a legal problem, dating from the 1970s, concerning GOBF repayment of counterpart funds dating from early support to OFNACER.

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Joint programming and tracking of all host country-owned counterpart funds will cease in August, 1995 to provide sufficient time for the Acting Program Officer and the Office of Financial Management time to prepare a final report on uses of the funds. When that report is completed, the Acting Program Officer will dispose of reports and files according to Handbook 26 requirements in September 1995.

### USAID Activities After Close-Out

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There are several USAID activities that will continue in Burkina Faso after close-out of the Mission. None of these activities will require Embassy/Ouagadougou support (with the possible exception of the FEWS project for which free space and communications have been offered) FAAS costs.

### Food Aid

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The PL-480 Title II Food Aid Grant to Catholic Relief Services will continue through FY 1996, as per the Close-Out Policy Plan. The Food Aid Monitoring Unit proposed in the Policy Plan by the Mission was rejected by USAID/W. Therefore, the Mission will propose an alternative management system for regular Title II and Emergency Food Aid programs. In the meantime, all monitoring required of USAID food aid programs will have to be carried out by the REDSO Regional Food For Peace Officer after the departure of the USDH ADO in September 1995. While the Regional Food For Peace Officer may interact with the Embassy during his/her TDYs to Burkina Faso, no Embassy/Ouagadougou support will be provided to him/her nor to Catholic Relief Services.

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### Sahel Regional Institutions Project

USAID support to the Sahel Regional Institutions project has consisted of two roles:

- (a) As the accounting station for the USAID contribution to the CILSS Workplans. With the transfer of Mission accounting responsibilities to REDSO, the responsibility to monitor expenditures and approve and liquidate advances to CILSS has been transferred to REDSO. Full transfer of this responsibility will occur when the OFM office is closed in September 1995. USAID recommends that REDSO handle this responsibility in much the same way as it monitors grantees in other countries where there is no USAID presence through regular visits by a financial analyst to the CILSS and to the Sahel Regional Institutions project representatives in Ouagadougou.
- (b) As the official representative of the United States in circumstances where this regional organization consults with (or seeks funding for specific items from) donor representatives, and as a member of the "Ouagadougou Group" of donors to the

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CILSS, USAID has played an important role in the operations and reform of the CILSS organization. Most reform actions are complete, and the new CILSS is a different organization from that which existed four years ago. However, an official U S role is still important to emphasize the importance of this indigenous policy and catalyst organization to policy dialogue in the region. Such a role might entail as many as five visits to Ouagadougou per year. USAID recommends that this role be taken by AFR/SWA who manages the SRI project with in loco follow-up and liaison by a REDSO officer.

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The SRI project has two staff in Ouagadougou: one contractor from the Mitchell Group who is the Planning Advisor at the CILSS headquarters (funded by SRI project) and one program management specialist who is currently located in the USAID offices. The Mission proposes that the Mitchell Group contract be amended to add funding for a program management specialist, with special concentration on natural resources management. These two SRI staff will be the main Ouagadougou contacts for AFR/WA, REDSO and Club du Sahel staff managing and monitoring the SRI project. The project will not utilize any Embassy/Ouagadougou support.

**Famine Early Warning Systems (FEWS) Project**

The FEWS Phase III Project will continue to provide the Famine Early Warning coverage of Burkina Faso that has been provided in FEWS Phase I and FEWS Phase II. A Request for Proposals for the FEWS Project Phase III Contract has recently been published. The RFP is unclear as to whether a FEWS field representative and/or assistant field representative will be located in Burkina Faso. The RFP suggests that Burkina Faso will be covered by a regional FEWS field representative located in Bamako. If there is a FEWS representative in Burkina Faso, Embassy/Ouagadougou has offered office space for two persons and use of its official communications facilities for the FEWS project.

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Under these circumstances, this operational plan cannot predict how the FEWS project will operate at Mission close-out in September 1995. Either the existing FEWS staff currently located in the Embassy complex will close their operations when their current contract ends in December 1994 or, if extended, will stay in Embassy offices until or after the Mission closes in September 1995.

**Sustainable Agriculture and Natural Resources Management (SANREM) CRSP**

SANREM is expecting to open an office in Ouagadougou in August, 1994. At that time the SANREM Representative currently located in USAID offices in the Embassy complex will relocate to the SANREM offices. No further support will be provided by the Embassy to the SANREM project.

**West Africa Regional Health Project**

While the design of this project is still in process, it is likely that Burkina Faso will be one of the countries targeted. Designers should proceed on the assumption that material Embassy/Ouagadougou support will not be available to project implementors in Burkina Faso.

### III. STAFFING PLAN

The Close-Out Policy Plan provides that the USAID Representative will depart post during the fourth quarter of FY 94 for retirement later in CY 94. The plan proposes that the Health and Population Officer, as the senior USDH remaining at post, be designated as the Acting USAID Representative for Burkina Faso. Such designation should be accompanied by the appropriate delegations of authority necessary to continue with Mission close-out activities.

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At the start of FY 94, the Mission staff totalled 65, which included three USDHs, one IPA, five USPSCs, and 56 FSNs. By July 1, 1994, the staff had been reduced by four to a new total of 60. Current plans call for a further reduction of 22 staffers during the last half of CY 94, to a total of 38. All employees have or will receive 3-6 months notification of their scheduled separation dates. Of the 36 FSNs on the rolls at the start of CY 95, all but three will remain with the Mission until the last quarter 1995, assuming funds are available and staffs performance is satisfactory. These employees will have received 6 to 9 months notice of separation. For details of the Mission staffing reduction, see Annex B.

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In developing its RIF plan, USAID has followed provisions of local labor law. To ensure compliance with those local requirements, USAID has conferred with the local labor law inspector, conformed to the U.S. Mission RIF plan, and consulted with the Embassy's local lawyer and with REDSO's RLA. USAID has and will continue to make termination payments to its rifed employees, with such payments being made at a rate not less than provided for in the Local Compensation Plan. These termination payments will cost USAID around \$105,000. See Annex F.

USAID has ~~taken an active~~ role in assisting separated employees to find new employment. It has contacted several institutions in the development community advising the availability of USAID employees. The Mission has always encouraged all employees to develop or enhance individual computer skills. It continues to provide ample time and assistance to the local staff to upgrade those skills to better prepare them for subsequent employment. While a good start has been made, more needs to be done. For example, as encouraged by the Administrator in State 1542829, USAID plans to develop an out placement program, based on the Chad model, to help the FSN staff obtain onward employment after the Mission closes. It plans to develop data on each employee relating to formal education, professional training, employment history and the individual's work goals after leaving USAID.

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After this data is gathered, USAID will seek a local firm, specializing in training in small enterprise and business development, to prepare and administer a training program for the employees who want to switch to the private sector or start their own business. Such a training program would probably extend over a three month period and deal with strategies in business development, operations and marketing. The cost for this training will be included in the revised OE budget.

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To assist those who prefer to seek employment with international organizations, USAID plans to provide training on resume writing, interviewing techniques and follow-up. USAID will expand its outplacement efforts in contacting other development agencies and private sector organizations seeking employment for its staff.

Preliminary estimates indicate the proposed training program will cost around \$30,000 USAID will seek further adjustments to the OE budget if required, to finance FSN placement efforts

#### IV IN-COUNTRY GENERAL SUPPORT

##### General Services

With a minimum staff of two USDH and 30 FSNs remaining until the last quarter of FY 95 requirements for most of the general and administrative functions to support close-out operations will continue USAID will continue to obtain the full range of administrative services through the local FAAS agreement However, it appears that with fewer people on board requiring FAAS support, then the FAAS charges for FY 95 should be substantially reduced from the FY 94 level of \$217,683, which includes \$51,692 for USAID contractor support We recognize that current year FAAS charges are based on prior year workload levels Although USAID should require a significantly lower volume of FAAS services during FY 95, charges for those services will be based on FY 94 workload statistics probably resulting in an unrealistically high FY 95 FAAS bill USAID/W should develop with State a more exact method of allocating FAAS costs during the last year of closing posts existence

The Controller and Management Offices staffed by FSNs will remain through FY 95 to continue their specialized services When they depart in September 1995, any residuals normally handled by the Management Office will of necessity be assumed by the Embassy Administrative Offices, such service requirements will be minimal at best The residual financial management functions will be transferred to REDSO in Abidjan at the end of FY 95 Other than the odd unpaid invoice which would need to be forwarded to the REDSO Controller there should be no future financial transactions requiring handling by the Embassy, except for Special Self Help and Human Rights activities discussed under II A above

By the end of CY 94, USAID should have reduced its NXP inventory to the level required to support those employees remaining through FY 95 One residential property will be released to the Embassy by the end of FY 94, and the two remaining properties will be returned to the owners towards the end of FY 95 As discussed in Section V, the Mission will continue to occupy the State-owned USAID Office Building through FY 95, at which time it will revert to the Embassy

Although the Embassy provides the majority of USAID's support needs, it probably will not be adequately staffed to handle those extra support functions required to close-down operations during the last quarter of FY 95 Extra help will be required during this period of intense activity to help dispose of NXP and real property, therefore, USAID will request USAID/W to provide the necessary TDY EXO support While the need for such support has been footnoted the most recent FY 95 OE table (FY 96 ABS), it has not been budgeted for until the updated FY 95 OE table included as Annex E of this plan

##### Financial Management

USAID/Burkina accounts have been maintained on the MACS system by REDSO since late in FY 91 USAID has had a full-time USDH Controller at post since late in FY 92 Since that time, USAID has utilized the services of USPSC Controllers with the last one departing post

in the third quarter FY 94 Recognizing the need to get its close-out operations underway, USAID transferred its voucher certification responsibilities to REDSO prior to departure of the last PSC Controller Until it closes in FY 95, USAID will remain a "fully serviced post", with basic financial management servicing provided by the REDSO Controller REDSO will continue to maintain the Burkina accounts on the MACS system, certify Burkina's non-cash expenditure transactions, and arrange for payments through RAMC/Paris until the accounts are fully liquidated

USAID will retain one FSN professional accountant, three accounting clerks and one secretary to the end of FY 95 when USAID closes This reduced staff will continue to perform current financial functions which include the following

- 1 Maintain local "cuff" records on the OE and Program budget allowances
- 2 Maintain reservation, obligation and commitment records and controls on OE and program funds, including prevalidation of fund availability
- 3 Control the payment process through voucher preparation, administrative or project officer approval, personal review and transmission to REDSO for certification
- 4 Perform all non-RAMC payroll functions covering USDH, USPSC and FSN personnel
- 5 Control USAID-related cash payments made by the Embassy Cashier

At the end of FY 95, USAID will transfer all residual records pertaining to USAID financial management to the REDSO Controller, who may need to provide final servicing of USAID activities in Burkina after Mission close-out through a series of short TDYs

### **Contractor Support**

With the departure of the last ARTS project-funded PSC in December 1994, no USAID-funded contract personnel will remain in Burkina All project-funded NXP will be released to the GOB in January 1995 Therefore, no contractor support will be required after the Mission closes We understand, however, that selected regionally or centrally-funded activities may be proposed for Burkina It must be recognized that the Burkina Embassy does not plan on providing contractor support after FY 95, therefore, USAID/W planners should consider how to manage support issues as they plan for post-closing USAID-funded activities for Burkina

## **V REAL PROPERTY**

### **Residential Property**

The Mission Residential Property Portfolio consists of seven leased houses in Ouagadougou Three are OE-funded and the other four are funded by the using projects See Annex C for details

At the appropriate time (ie late FY 95), USAID will request GSO to issue termination letters to the owners of the OE-funded properties in accordance with terms of the governing leases. The properties will be renovated as required and returned to the owners within one week after the occupant departs. Note that the USAID Representative property is scheduled for return to Embassy occupancy by September 1, 1994. The other two properties are scheduled for return to the owners in August and October 1995 for the ADO and HPNO, respectively.

Of the four project-funded properties, the Embassy intends to assume the lease for No 336 when the occupant departs post. For the other three properties, GSO has issued termination letters to the owners. These properties will be returned to their owners during the fourth quarter of FY 94 after the occupants depart post.

### Offices and Warehouse

The USAID main office building is housed in a State-leased structure, located on the Embassy compound, which for which USAID pays rent through the FAAS system. The building has 21 office rooms, a conference room, a library and a reception area. Other than a security window for the receptionist and a non-functioning security door, there are no USAID-financed special fixtures or fittings in the building. Equipment for a LAN system was recently received, but will not be installed due to the impending mission close-out. The office has 26 USAID-financed split air conditioners and 25 telephone extension sets which are part of the Embassy telephone system. Unless instructed otherwise by the IG/SEC, USAID intends to leave the security door with the building. GSO will dispose of the air conditioners and telephones in accordance with provisions of USAID HB23, App 4A, 227.

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IG/SEC  
To ND

Response needed →

USAID rents a small house across the street from the main office building which houses the Controller's Office (OFM) personnel. The building has sufficient space for eleven staffers and a small computer room. It is equipped with ten split air conditioners and nine telephones connected to the Embassy telephone system. GSO will dispose of the air conditioners and telephones when USAID is finished with the building on or before December 30, 1995. If USIS, which has expressed strong interest, decides to take over the lease on this property, then USAID will incur no costs to renovate the building prior to releasing it to the owner.

USAID shares a warehouse with the Embassy in the "zone franche" or "free zone" in Ouaga. The facility has a small, controlled section used exclusively to store USAID project-financed commodities. After the last project-funded technician departs post, USAID will inventory all project commodities it controls and arrange to grant-in-aid them to the GOBF. Once this is accomplished, Embassy can release that portion of the warehouse to the owner. USAID will stop making payments for warehouse rent effective the end of FY 95.

## VI NON-EXPENDABLE PROPERTY

At the end of FY 93, USAID had sufficient property on hand to support its staff of 65 staffers, listed in Annex B. This inventory, with a September 30, 1993 value of \$889,000, was composed of the following

Living Quarters Furnishings and Fixtures	\$102,575
Office Furnishings and Fixtures	148,342
ADP Equipment	255,697
Other	224,392
Motor Vehicles	<u>157,535</u>
Total	<u>\$888,541</u>

After it was determined that the Mission would be closed, USAID began to dispose of property excess to its requirements. This was accomplished through two auction sales, conducted by the GSO acting as USAID agent under the local FAAS agreement. The last sale was held in June 12, 1994. Although USAID has not yet received the requisite property disposal documentation from GSO, preliminary estimates indicate that current levels of NXP has been reduced to about \$640,000.

USAID has eight vehicles in its inventory. See Annex D for details. Only three of the vehicles appear suitable for transfer to another Mission. The USAID will request guidance from FA/OMS on disposition of these three vehicles. USAID intends to formally transfer to the GSO the two older trucks which have always been assigned to FAAS in accordance with prior State/AID agreements. The remaining vehicles will be sold locally when USAID determines they are no longer required to support its phasing out program.

According to the FY 93 NXP inventory report, USAID owns 32 PCs and two laptop computers in addition to supporting peripherals and software. USAID recently received a shipment of computer equipment intended for a LAN system. It included eleven PCs and several copies of up-dated software, all of which was financed by USAID/W. The cost of this new LAN equipment is not yet included in the FY 93 closing inventory levels. Because of the impending close-out, USAID decided not to install the LAN system, but will replace some aging existing Mission PCs with LAN PCs. The balance of the new equipment will be available for immediate distribution to another USAID. The other older computer equipment will be sold locally.

The Mission has two types of security equipment in its inventory (a) installed equipment door and window discussed above, and (b) radios, including VHF Handheld and VHF Lunchbox. The Mission will request instructions from IG/SEC on disposition of this equipment.

All required property disposal documentation has or will be prepared and distributed as prescribed. USAID will request GSO to issue an interim report of inventory as of the end of the June sale. This report will be reconciled to the Controller's records prior to the next sale of USAID NXP, now scheduled for October 1994. A final report of inventory will be prepared and reconciled to the Controller's records by the TDY EXO prior to his departure from post in early October 1995.

## VII RECORDS MANAGEMENT

USAID has about twenty-five 5-drawer file cabinets of official and working files. In addition, it has several mini technical libraries, a main library and about 85 boxes of retired records and files, including some from Niger, located in its warehouse. This accumulation seems normal for a Mission as old as Burkina.

The Mission has maintained administratively controlled records separately from unclassified files. Those controlled files which must be retained will be packed and sent to USAID/W through the classified pouch.

USAID has no one at post qualified to determine the proper disposition of its unclassified files and materials, including seeking advice from CDIE on what documents it may want to retain. Therefore, it will need to obtain the TDY services of an experienced C&R Specialist. The phase-out timetable, Annex E, plans for commencement of a C&R Specialist's services at the start of FY 95. Based on guidance and training provided by the C&R Specialist, USAID will complete its ongoing file management program through mid-September 1995, when those remaining files will be destroyed or shipped to REDSO or USAID/W as appropriate.

The TDY EXO will submit a final memorandum to the Agency Records Management Office describing all the actions taken to close-out Mission records. This memo will include a detailed statement of the volume of records selected for residual operations, of records transferred to REDSO and USAID/W, and a final accounting of the volume of records prepared and destroyed. A copy of shelf lists and a final volume count will be sent to both USAID/W and REDSO.

## VIII FINANCIAL PLAN

### Program

USAID has obligated a total of \$2,431,204 million in FY 94. Based on USAID/W approval, USAID/Burkina plans to obligate the \$610,000 originally requested for FY 95 funding needs as described in Burkina OYB reporting cable Ouagadougou 02653 (7-8-94). USAID/W action is needed to allot these funds, including OYB buy ins to G or regional projects.

### OE Costs

USAID will require \$591,900 in Operating Expense funding for FY 95 to complete its phase-out plans as discussed above. In revising the original estimates for FY 95 requirements, the Mission considered the added cost of severance pay, the effects of the recent devaluation of the CFA Franc, and an inflation factor. The revised budget also includes funding for a TDY C&R Specialist and for a TDY Executive Officer to (a) close-out the Mission's administrative management functions during the last quarter of FY 95 and (b) to provide less intensive support for the first three quarters of FY 95, based on the Mission's ability to handle the administrative side of close-down operations. See Annex E for details of this budget which includes approximately \$105,000 to finance those costs directly attributable to close-out operations.

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## IX. OTHER SUPPORT REQUIREMENTS

The field management and implementation responsibility for USAID is now vested in the USAID Representative through Africa Bureau Delegation of Authority No 551 as a Schedule B post. Although Washington has not yet formally advised Burkina of its approval of the Close-Out Policy Plan, we expect concurrence with the proposal to designate the HPN Officer as Acting USAID Representative, effective with the departure of the present USAID Representative. *note*  
*DOA*

USAID now receives legal, contracting and financial management support, as well as program-related services from REDSO. In addition, REDSO should be prepared to provide short-term TDY services of its EXO staff on an as needed basis, as requested by the Acting Rep, until a regular TDY Executive Officer is made available for the last quarter of FY 95. USAID will also request REDSO to make a PDO available, on short TDYs, to assist the Acting Rep in program management operations during FY 95. Schedules for such TDY servicing from REDSO should be developed prior to the FY 95 Scheduling Conference. *||*

Those specific administrative actions not covered elsewhere in this paper, necessary for the closure of USAID activities in Burkina, are summarized in Annex F.

Action involving Embassy staff, space or funding requirements should be negotiated and confirmed through a separate transaction, such as a Memorandum of Understanding. *Agreed*

Close-Out Action Plan  
Family Health and Health Financing Project and Related Projects  
686-0275

Project Officer Jatinder Cheema (OHP)

Start Date	End Date	Sub Proj	Agency	Task	Action Agent
Jun 94	Dec 94	1	INTRAH	Complete all training activities	Asst HPN Officer
Jun 94	Dec 94	2	DATEX (IQC)	DATEX (IQC) completion of activities Prepare evaluation of contractor performance	HF Project Mgr
Jul 94	Dec 94	1	INTRAH	Send cable to verify that last voucher was submitted to USAID/W and last AOC submitted to OAR/Burkina	Asst HPN Officer
Aug 94	Aug 94	1	PSI	PSI contract ends	HPNO
Aug 94	Dec 94	2	DATES (IQC)	Send cable to verify that last voucher was submitted to USAID/W and last AOC submitted to OAR/Burkina	FH Project Mgr
Sep 94	Dec 94	General	USAID	Amend PROAG to shorten PACD add FY 94 funds	HPN Officer/OPR
Sep 94	Mar 95	1	INTRAH	De-earmark unexpended funds from PIO/T	Asst HPN Officer
Sep 94	Dec 94	2	ABT Associates	ABT Associates completion of contract	HPNO
Oct 94	Dec 94	1	PSI	Final report from PSI/PROMACO review	HPNO
Oct 94	Dec 94	1	Commodities	Complete commodities procurement	Asst HPN Officer
Nov 94	Mar 94	1	PSI	Disposition of PSI Commodities	HPNO/MO
Nov 94	Feb 95	2	DATEX (IQC)	De-earmark unexpended funds from PIO/T	HF Project Mgr / HPN Officer
Nov 94	Dec 94	2	CLUSA	Amend CLUSA PACD to June 95	HF Project Mgr

Start Date	End Date	Sub Proj	Agency	Task	Action Agent
Nov 94	Mar 95	2	ABT Associates	Send cable to verify that last voucher was submitted to USAID/W and last AOC submitted to OAR/Burkina	HF Project Mgr
Dec 94	Dec 94	1	Contraceptives	Complete procurement of contraceptives for 1995	Asst HPN Officer
Dec 94	Dec 94	1	Diarrheal Disease	All activities completed	HPNO
Dec 94	Dec 94	1	INTRAH	INTRAH PACD	Asst HPNO
Dec 94	Apr 95	2	ABT Associates	De-earmark unexpended funds from PIO/T	HF Project Mgr / HPN Officer
Jan 95	Jan 95	3	DEP	Review 1995 budget for advance	Asst HPN Officer
Jan 95	Feb 95	3	DEP	Advance funds for six months (last advance)	Asst HPN Officer
Jan 95	Jan 95	1	Diarrheal Disease	Corbin Contract ends	HPNO
Feb 95	Mar 95	1	PSI	Decommit remaining funds in PSI Contract	HPNO
Mar 95	Mar 95	1	Diarrheal Disease	Final report from Contractor	HPNO
Mar 95	Jun 95	1	Diarrheal Disease	Decommit remaining funds in Corbin contract and dispose of commodities (vehicle office furniture equipment)	HPNO
Mar 95	Jun 95	1	Diarrheal Disease	Decommit remaining funds in DCC local currency account	HPNO
Mar 95	Mar 95	1	AED/Nut Com	AED Contract ends	HPNO
May 95	May 95	1	Commodities	De-commit and de-earmark unexpended funds from PIO/C	Asst HPN Officer
Jun 95	Jun	1	JHU/PCS	Complete all FP/IEC activities	Asst HPN Officer
May 95	Jun 95	1	AED/Nut Com	Final Report from AED	HPNO

Start Date	End Date	Sub Proj	Agency	Task	Action Agent
Jun 95	Jul 95	1	AED/Nut Com	Decommit remaining funds in AED Contract	
Jun 95	Jun 95	1	Contraceptives	De-commit and de-earmark unexpended funds from PIO/C	Asst HPN Officer
Jun 95	Jun 95	2	CLUSA	CLUSA PACD	HF Manager
Jun 95	Jun	2	DEP Local Budget	DEP Local Budget PACD	HF Manager
Jun 95	Aug 95	3	DEP	Liquidate all funds and obtain final report	Asst HPN Officer
Jun 95	Jun 95	3	DEP	DEP PACD	
Jun 95	Jun 95	HKI	HKI	Contract ends	HPNO
Jul 95	Jul 95	1	JHU/PCS	Send cable to verify that last voucher was submitted to USAID/W and last AOC submitted to USAID/Burkina	Asst HPN Officer
Jul 95	Aug 95	2	DEP Local Budget	Verify that last voucher was submitted to USAID/Burkina	HF Project Mgr
Jul 95	Aug 95	3	DEP	De-earmark unexpended funds from PIL's	Asst HPN Officer
Aug 95	Aug 95	1	Commodities	Transfer property of all equipment purchased under the project to GOBF	Asst HPN Officer
Aug 95	Aug 95	2	DEP Local Budget	De-earmark unexpended funds from PIL's	HF Project Mgr
Aug 95	Aug 95	2	CLUSA	Send cable to verify that last voucher was submitted to USAID/W and last AOC submitted to USAID/Burkina	HF Project Mgr
Aug 95	Aug 95	2	CLUSA	Request REDSO to close contract	HF Project Mgr
Aug 95	Aug 95	2	DEP Local Budget	Transfer property of all equipment purchased under the project to GOBF	HF Project Mgr

Start Date	End Date	Sub Proj	Agency	Task	Action Agent
Aug 95	Aug 95	2	HF Project Manager	Submit last voucher to OAR/Burkina	HF Project Mgr
Aug 95	Aug 95	2	HF Project Manager	HF Project Manager PACD	HPNO
Aug 95	Aug 95	3	DEP	Transfer property of all equipment purchased under the project to GOBF	Asst HPN Officer
Jul 95	Aug 95	HKI	HKI	Final Report from Contractor	HPNO
Aug 95	Aug 95	HKI	HKI	Decommit any remaining funds in Contract	HPNO
Aug 95	Aug 95	General		Transfer project equipment to GOBF	HPN Officer/ MO
Aug 95	Aug 95	1	JHU/PCS	De-earmark unexpended funds from PIO/T	Asst HPN Officer
Aug 95	Aug 90	2	HF Project Manager	De-earmark unexpended funds from PIO/T	HPN Officer
Aug 95	Aug 95	2	CLUSA	De-earmark unexpended funds from PIO/T	HF Project Mgr
Aug 95	Aug 95	General	USAID	De-commit and de-earmark all unexpended funds	HPN Officer
Aug 95	Aug 95	General	USAID	Project PACD	HPNO
Aug 95	Aug 95	General	USAID	Mission Closes	HPNO

Close-Out Action Plan  
 Agricultural Research/Training Support (ARTS) Project  
 686-0270

Project Officer F Rudolph Vigil (OAR)

Start Date	End Date	Task	Action Agent	Remarks
Jul 94	Jul 94	Submission of quarterly/final report by Purdue TAT	TAT	Last quarterly report as final report
Jul-94	Jul-94	Pack-out of 1 TAT member	JAO/ADO/TAT	Sociologist/Robins
Jul 94	Aug 94	Household no 571 inventory completed/returned to stock	TAT/ADO	Transfer to GOBF planned for January 1995
Aug-94	Aug-94	Pack-out of remaining 2 TAT members	JAO/ADO/TAT	Econ /Bertelsen Agron /Dickey
Aug 94	Aug 94	Households no 621 and 613 inventory completed/returned to stock	TAT/ADO	Transfer to GOBF planned for January 1995
Aug 94	Sep-94	Final evaluation begins	TAT/INERA/ ADO/Evaluators	May be delayed by one month
Aug 94	Aug-94	Submission of Purdue equipment inventory	TAT	ADO/MO
Sep 94	Sep 94	Amend PROAG to shorten PACD add FY 94 funds	USAID	
Sep-94	Sep-94	Transfer of all field/training/research equipment to GOBF	TAT/ADO	ADO/MO
Aug 94	Aug 94	Purdue TAT contract ends	TAT/ADO/REDSO	Set timetable for financial reports submission
Sep-94	Sep-94	Notify GOBF of project closeout	ADO	ADO/OPR/REP
Sep 94	Sep-94	Discuss and outline FY 95 field activities closeout plan	ADO/INERA	Activities will stop before 6/30/94
Sep-94	Sep-94	Discuss and plan FY 95 training activities	ADO/INERA	Activities will stop before 6/30/94

Start Date	End Date	Task	Action Agent	Remarks
Sep-94	Dec-94	Project Manager's contract extension 3 months	ADO	Farino
Sep-94	Sep-94	Final evaluation report	ADO/Evaluators	OPR completes PES
Oct 94	Dec 94	Completion of two Long term training programs	ADO/INERA	Three remain to be completed
Dec 94	Dec 94	Project Manager's contract ends	Contractor/ADO	Return of household furnishings
Dec-94	Jan-95	Transfer of remaining project commodities to GOBF	ADO/INERA	ADO/MO
Dec-94	Dec-94	Completion of one long term training program	ADO/INERA	Two remain to be completed
Jan-95	Jun-95	Final NFA of INERA	ADO/RIG	ADO/OFM
Jan 95	Jan-95	Submission of final voucher for payment to Project Manager	Farino/ADO	ADO/MO
Jan-95	Mar-95	Short term TA TDYs planned for former TAT for analysis of 1994 cropping season data	ADO/INERA	Purchase orders
Jan 95	Jul 95	Final financial review/report for Purdue's contract	Purdue/ADO/REDSO	For the LOP, six month delay
Apr-95	Apr-95	Final monthly report for U S direct funds INERA budget	INERA/ADO/REDSO	For March 1995
May-95	Jun-95	Final INERA/ARTS yearly Program and Donor meetings	INERA/ADO	ADO/REP
Jul 95	Aug 95	Final quarterly report for Counterpart funded activities	INERA/DEP/ADO	For the January-March 1995 quarter
Jul 95	Aug-95	Final financial review/report by INERA	INERA/ADO/REDSO	For the LOP
Aug-95	Sep-95	Project Review Summary	ADO/REDSO	OPR/ADO
Sep 95	Sep-95	Project Financial Review Summary	ADO/REDSO	OFM/REDSO

Start Date	End Date	Task	Action Agent	Remarks
Sep 95	Sep-95	Project Assistance Completion Date	ADO	
Sep 95	Sep 95	Mission Closes	ADO	
Various	Dec-95	Completion of U S L-T training programs	REDSO/ INERA	Previous TIF's needed 6 month extension

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Close-Out Action Plan  
 Human Resources Development Assistance Project  
 698-0463 86

Project Officer Jeanne Marie Zongo (OPR)

Start Date	End Date	Action/Activity	Action Agent	Remarks
Jul 94	Sep-94	Seminars for municipal workers with Hanns Seidel	USAID Hanns-Seidel MAT/MEFP	PO in clearance
Jul 94	Sep 94	Third country training Human resources Management for 4 participants	USAID	Participants being selected PIO/P to be prepared
Jul 94	Feb 95	Seminars Computer Application in Management	USAID/COC	SOW in clearance for two seminars to be held in Ouaga SOW to be prepared for two similar seminars in Bobo
Jul 94	Sep-94	US Short term Prepare the departure of 4 participants	USAID	PIO/Ps in clearance
Jul 94	Jul 95	Seminars Enterprise Management	USAID/COC/ REDSO/WCA	PIO/T in clearance Four seminars to be held in Ouaga and two in Bobo
Jul 94	Nov-94	CILSS private sector network Workshop on Private Sector Lobbying	USAID/COC/ Private Sector Network	Contact Club du Sahel to check facilitator availability and costs Prepare funding document
Jul-94	Jan-95	Seminars Entrepreneurship	USAID/COC	SOW in clearance for two seminars one to be held in Ouaga and one in Bobo
Aug-94	Oct-94	Seminar on Gender and women project monitoring	USAID/MEFP	Prepare funding document and identify trainers

Aug 94	Sep-94	Conduct evaluation of local resources mobilization seminars held in Bobo and Fada	USAID/REDSO	Follow up PIO/T sent to REDSO/WCA since March 94
Aug-94	Dec-94	Seminar on Cooperative principles for women group in Guedougou	USAID	Prepare PO
Aug 94	Feb-95	Seminars Peanut butter production and management principles for women groups in Ouagadougou and Koudougou	USAID	Meet with group leaders to determine dates and prepare PO
Aug 94	Sep 94	LSGA amendment add final funding	USAID/MFFP	Prepare draft and await allowance from AFR/DP prior sending to GOBF for signature
Aug 94	Feb-95	Seminars on Local Resources Mobilization to be held in Banfora and Kaya or Tenkodogo	USAID/MEFP MAT	Prepare funding document
Sep-94	Nov-94	Second Seminar for women civil servants	USAID/MFFP	MEFP to identify topic
Sep 94	Sep-94	Conduct individual return from training evaluation for USST participants	USAID	None
Sep 94	May-95	Seminars on Local Resources Mobilization in two other cities	USAID/MEFP	Identify cities and prepare funding document
Sep 94	June-95	Entrepreneurs International (EI)	USAID/COC / PIET	Advertise select participants and send applications to PIET
Oct 94	June-95	Other training Third country seminars in West Africa and US Short term training	USAID/MFFP/ COC	Select appropriate short term training to offer
Continuing	Aug 95	- Monitor the training of 5 USLT and 5 TCLT participants Update PTMS, transfer data in TIMS and transmit diskettes to USAID/W on a quarterly basis	USAID/REDSO/ PIET	None
Continuing	Sep 95	De-earmark remaining funds from PIO/T s, PIO/P s and PO's	USAID	None
Jul 95	Aug-95	HRDA Project evaluation	USAID/REDSO	REDSO TDY (Deputy HRDO and Private Sector Advisor)

Aug 95	Sep-95	Transfer 2 USLI participants monitoring to REDSO	USAID/RI DSO	TDY REDSO Training Officer
Sep-95	Sep 95	Miscellaneous closing activities	USAID	None

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Close Out Action Plan  
 Program Development and Support Project  
 686-0273

Project Officer Zinso Boue (OPR)

Start Date	End Date	Task	Action Agent	Remarks
07/94	07/15/94	All Project Activities cease	Program Officer OPR	
08/94 09/94	10/30/94	Close out of open earmarks & commitments	Program Officer, OPR	
10/94 11/94	12/31/94	Deob Project committed and unexpended	Program Officer OPR	
01/95 02/95	02/28/95	Prepare PACR	Program Officer OPR	
03/95	03/30/95	Proceed with packaging and disposal of project files	Program Officer OPR	

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## PERSONNEL PHASE-OUT PLAN

	12/93	6/94	12/94	6/95	10/95
<b>USDH</b>					
REP	LUCHE	LUCHE	0	0	0
HPN	CHEEMA	CHEEMA	CHEEMA	CHEEMA	0
ADO	VIGIL	VIGIL	VIGIL	VIGIL	0
TOTAL	3	3	2	2	0
<b>IPA</b>					
	ALRUTZ	ALRUTZ	0	0	0
TOTAL	1	1	0	0	0
<b>USPSCS (PGM)</b>					
Project MGT	FARINO	FARINO	0	0	0
Economist	BERTELSEN	BERTELSEN	0	0	0
Agronomist	DICKEY	DICKEY	0	0	0
Sociologist	ROBINS	ROBINS	0	0	0
TOTAL	4	4	0	0	0
<b>USPSC (OE)</b>					
Controller	DESCHAMBAULT	0	0	0	0
TOTAL	1	0	0	0	0
<b>FSN (PGM)</b>					
ParLTRNG Asst	JMZONGO	JMZONGO	JMZONGO	JMZONGO	0
Secretary	DANDJINOU	DANDJINOU	DANDJINOU	DANDJINOU	0
PGM Specialist	MAYABOUTI	MAYABOUTI	MAYABOUTI	MAYABOUTI	0
Secretary	KIBORA	KIBORA	KIBORA	KIBORA	0
PGM Specialist	MILLOGO C	MILLOGO C	MILLOGO C	MILLOGO C	0
CSMH Coord	COMBARY	COMBARY	COMBARY	COMBARY	0
Secretary	KABOUI	KABOUI	KABOUI	KABOUI	0
Guards	AKOHANE	AKOHANE	0	0	0
Guards	BELEM T	BELEM T	BELEM T	0	0
Guards	COMPAORE	COMPAORE	COMPAORE	0	0
Guards	DAYAMBA	DAYAMBA	DAYAMBA	0	0
Guards	QUEDRAOGO #3	QUEDRAOGO #3	0	0	0
Guards	TARNAGDA	TARNAGDA	0	0	0
Guards	QUEDRAOGO T D	QUEDRAOGO T D	0	0	0
Guards	KABORE P P	KABORE P P	0	0	0
Guards	NIKIEMA	NIKIEMA	0	0	0
Guards	SAWADOGO	SAWADOGO	SAWADOGO	0	0
TOTAL	17	17	11	7	0
<b>FSN (OE)</b>					
Secretary	KABORE H	KABORE H	KABORE H	KABORE H	0
Secretary	KIENDREBEOGO	KIENDREBEOGO	KIENDREBEOGO	KIENDREBEOGO	0
Chief Accountant	ZONGO A	ZONGO A	ZONGO A	ZONGO A	0
S Voucher Ex	TRAORE E	TRAORE E	TRAORE E	TRAORE E	0
Financial Analyst	YARO M	0	0	0	0
Bud Anal	NIKIEMA A	NIKIEMA A	NIKIEMA A	NIKIEMA A	0
System Acct	DABO H	DABO H	DABO H	DABO H	0
Voucher Ex	SAWADOGO D	0	0	0	0
MGT Officer	LOMPO M	LOMPO M	LOMPO M	LOMPO M	0
Clerk typist	YONLI F	YONLI F	YONLI F	YONLI F	0
Adm Asst	QUEDRAOGO O	0	0	0	0
Mail clerk	DJIGA M	DJIGA M	0	0	0
Dupl Equip Op	DIALOUGOU R	DIALOUGOU R	DIALOUGOU R	DIALOUGOU R	0
Receptionist	AYISSE S	AYISSE S	0	0	0
Gardener	BELEM I	BELEM I	BELEM I	0	0
Janitor	COMPAORE A	COMPAORE A	COMPAORE A	COMPAORE A	0
Janitor	KOHIRE A	KOHIRE A	KOHIRE A	KOHIRE A	0
Janitor	BANSE I	BANSE I	BANSE I	0	0
Driver	BAGUIA A.	BAGUIA A	0	0	0
Driver	BARRO Y	BARRO Y	BARRO Y	BARRO Y	0
Driver	MINOUNGOU A	MINOUNGOU A	MINOUNGOU A	MINOUNGOU A	0
Driver	NIKIEMA O	NIKIEMA O	NIKIEMA O	NIKIEMA O	0
Dev Asst. Spec	ZINSO B	ZINSO B	ZINSO B	ZINSO B	0
Secretary	QUEDRAOGO A	QUEDRAOGO A	QUEDRAOGO A	QUEDRAOGO A	0
Engineer	OUATTARA A	OUATTARA A	OUATTARA A	OUATTARA A	0
Secretary	SANOU R	SANOU R	0	0	0
PGM Spec	MILLOGO L	MILLOGO L	0	0	0
Dev Asst. Spec	YEYE O	YEYE O	YEYE O	YEYE O	0
GUARDS	DABONE H	DABONE H	DABONE H	DABONE H	0
GUARDS	GUEBRE M	GUEBRE M	GUEBRE M	GUEBRE M	0
GUARDS	GUESKINDA B	0	0	0	0
GUARDS	KABORE N	KABORE N	KABORE N	KABORE N	0
GUARDS	NARE B	NARE B	NARE B	NARE B	0
GUARDS	SAWADOGO E	SAWADOGO E	0	0	0
GUARDS	SEBRE	SEBRE	SEBRE	SEBRE	0
GUARDS	HEMA A R	HEMA A R	0	0	0
GUARDS	KAFANDO M	KAFANDO M	0	0	0
GUARDS	KABORE K	KABORE K	0	0	0
GUARDS	BAZONGO V	BAZONGO V	0	0	0
TOTAL	39	35	25	12	0
GRAND TOTAL	65	60	38	32	0

## SUMMARY OF LEASES

NUMBER	OCCUPANT	DATE		FUND SOURCE	MONTHLY RENTAL(2)
		EXPIRATION	PAYMENT(1)		
xx(3)	REP	xx	xx	OE	\$ 1,250
90-310	ADO	5/31/95	9/1/94	OE	442
91-318	HPN	2/28/96	9/1/94	OE	423
91-332	OFM	11/14/94	11/15/94	OE	465
90-308	W HSE	5/31/96	9/1/94	OE	547
90-307 (4)	ARTS	5/31/95	9/1/94	ARTS	413
93-325 (4)	TACS	10/9/94	10/10/94	TACS	480
93-333 (4)	ARTS	7/31/94	7/20/94	ARTS	432
93-336 (5)	ARTS	9/9/98	9/10/94	ARTS	423

Footnotes

- (1) All lease payments made quarterly in advance except number 325, paid semi-annually in advance
- (2) Rentals computed at \$1/CFA 520. These costs were about 100% greater prior to the recent devaluation of the CFA franc
- (3) State-owned property which reverts to Embassy upon departure of AID Rep
- (4) Lease termination letter issued
- (5) Embassy to assume lease effective 9/10/94

## VEHICLE INVENTORY

TAG NO.	YEAR	MAKE	MODEL	KILOMETER	CONDITION
0093	93	Chev (1)	Blazer	18,700	Excellent
0079	91	Toyota (2)	L/C 4X4	73,000	Good
0076	91	Toyota (2)	Sedan	29,000	Excellent
0063	88	Toyota (2)	L/C 4X4	143,800	Average
0050	86	Toyota (2)	L/C 4X4	159,800	Poor
0049	86	Ford (3)	Cargo	47,600	Poor
0038	84	Toyota (2)	L/C 4X4	138,800	Poor
0001	84	Ford (3)	Van	94,400	Poor

Footnotes

- (1) Assigned to AID Rep
- (2) Assigned to motor pool
- (3) Assigned to FAAS

TABLE VIII (a)  
OPERATING EXPENSE BUDGET REQUEST  
BPC  
Mission

EXPENSE CATEGORY	FUNC CODE	EXPENSE CATEGORY	FUNC CODE	FY 1994 ESTIMATE	FY 1995 REQUEST	FY 1996 REQUEST
				OE TF TOTAL UNITS	OE TF TOTAL UNITS	OE TF TOTAL UNITS
U S DIRECT HIRE	U105	U S DIRECT HIRE	U105			
Other Salary	U106	Other Salary	U106	0 0	0 0	0 0
Education Allowances	U108	Education Allowances	U108	0 0	0 0	0 0
Cost of Living Allow	U110	Cost of Living Allow	U110	28 2	15 4	0 0
Other Benefits	U111	Other Benefits	U111	0 0	0 0	0 0
Post Assign Travel	U112	Post Assign Travel	U112	7 6	5 0	0 0
Post Assign Freight	U113	Post Assign Freight	U113	4 8	7 8	0 0
Home Leave Travel	U114	Home Leave Travel	U114	5 0	0 0	0 0
Home Leave Freight	U115	Home Leave Freight	U115	7 8	0 0	0 0
Education Travel	U116	Education Travel	U116	0 0	0 0	0 0
R & R Travel	U117	R & R Travel	U117	0 0	2 5	0 0
Other Travel	U118	Other Travel	U118	11 4	4 1	0 0
Subtotal	U100	Subtotal	U100	6 2	4 1	0 0
				71 0	34 8	0 0

TABLE VIII (a)  
OPERATING EXPENSE BUDGET REQUEST  
BPC  
Mission

EXPENSE CATEGORY	FUNC CODE	EXPENSE CATEGORY	FUNC CODE	FY 1994 ESTIMATE	FY 1995 REQUEST	FY 1996 REQUEST
				OE TF TOTAL UNITS	OE TF TOTAL UNITS	OE TF TOTAL UNITS
FN DIRECT HIRE	U201	FN DIRECT HIRE	U201			
FN Basic Pay	U202	FN Basic Pay	U202	126 4	117 2	0 0
Overtime/Holiday Pay	U203	Overtime/Holiday Pay	U203	20 0	11 0	0 0
Other Code 11 FN	U204	Other Code 11 FN	U204	4 0	4 0	0 0
Other Code 12 FN	U205	Other Code 12 FN	U205	6 8	6 0	0 0
Benefits Former FN	U206	Benefits Former FN	U206	0 0	0 0	0 0
Accrued Separation Lia	U200	Accrued Separation Lia	U200	5 1	64 4	0 0
Subtotal		Subtotal		162 3	202 6	0 0

CONTRACT PERSONNEL

U S PSC S&B	U302	U S PSC S&B	U302	48 6	100 0	0 0
Other U S PSC Costs	U303	Other U S PSC Costs	U303	2 0	0 0	0 0
FN PSC S&B	U304	FN PSC S&B	U304	125 5	74 8	0 0
Other FN PSC Costs	U305	Other FN PSC Costs	U305	3 0	2 0	0 0
Manpower Contracts	U306	Manpower Contracts	U306	0 0	0 0	0 0
Accrued Separation Lia	U307	Accrued Separation Lia	U307	8 8	31 8	0 0
Subtotal	U300	Subtotal	U300	187 9	208 6	0 0

HOUSING

Residential Rent	U401	Residential Rent	U401	36 6	14 2	0 0
Residential Utilities	U402	Residential Utilities	U402	57 0	11 1	0 0
Maint/Repairs	U403	Maint/Repairs	U403	25 0	0 0	0 0
Living Quarters Allow	U404	Living Quarters Allow	U404	0 0	0 0	0 0
Security Guards	U407	Security Guards	U407	29 2	27 1	0 0
Official Res Exp	U408	Official Res Exp	U408	1 0	1 0	0 0
Representation Allow	U409	Representation Allow	U409	0 3	0 3	0 0
Subtotal	U400	Subtotal	U400	149 1	53 7	0 0

OFFICE OPERATIONS

Office Rent	U501	Office Rent	U501	17 9	17 9	0 0
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TABLE VIII (a)  
OPERATING EXPENSE BUDGET REQUEST  
BPC  
Mission

TABLE VIII (a)  
OPERATING EXPENSE BUDGET REQUEST  
BPC  
Mission

EXPENSE CATEGORY	FUNC CODE	EXPENSE CATEGORY	FUNC CODE	FY 1994 ESTIMATE				FY 1995 REQUEST				FY 1996 REQUEST				
				OE	TF	TOTAL	UNITS	OE	TF	TOTAL	UNITS	OE	TF	TOTAL	UNITS	
Office Utilities	U502	Office Utilities	U502	28 7		28 7		31 5		31 5						0 0
Building Maint/Repair	U503	Building Maint/Repair	U503	11 9		11 9		0 0		0 0						0 0
Equip Maint/Repair	U508	Equip Maint/Repair	U508	9 8		9 8		0 0		0 0						0 0
Communications	U509	Communications	U509	49 0		49 0		12 4		12 4						0 0
Security Guards	U510	Security Guards	U510	12 3		12 3	3 0	8 6		8 6		3 0				0 0
Printing	U511	Printing	U511	0 2		0 2		0 0		0 0						0 0
Site Visits Mission	U513	Site Visits Mission	U513	18 0		18 0	35 0	5 4		5 4		12 0				0 0
Site Visits WAAC	U514	Site Visits WAAC	U514	0 0		0 0		20 0		20 0						0 0
Information Meetings	U515	Information Meetings	U515	13 0		13 0	11 0	0 0		0 0						0 0
Training Travel	U516	Training Travel	U516	21 4		21 4	5 0	0 0		0 0						0 0
Conference Travel	U517	Conference Travel	U517	14 1		14 1	3 0	4 7		4 7		1 0				0 0
Other Operational Inv	U518	Other Operational Inv	U518	0 0		0 0		0 0		0 0						0 0
Supplies	U519	Supplies	U519	26 5		26 5		7 5		7 5						0 0
FAA	U520	FAAS	U520	166 0		166 0		0 0		0 0						0 0
Consultant Contracts	U521	Consultant Contracts	U521	0 0		0 0		0 0		0 0						0 0
Mgmt/Prof Svc Cont	U522	Mgmt/Prof Svc Cont	U522	0 0		0 0		0 0		0 0						0 0
Spec Studies/Analyses	U523	Spec Studies/Analyses	U523	0 0		0 0		0 0		0 0						0 0
ADP H/W Lease/Maint	U525	ADP H/W Lease/Maint	U525	0 0		0 0		0 0		0 0						0 0
ADP S/W Lease/Maint	U526	ADP S/W Lease/Maint	U526	0 0		0 0		0 0		0 0						0 0
Trans/Freight U500	U598	Trans/Freight U500	U598	0 0		0 0		0 0		0 0						0 0
Other Contract Svcs	U599	Other Contract Svcs	U599	14 6		14 6		2 2		2 2						0 0
Subtotal	U500	Subtotal	U500	403 4	0 0	403 4		110 2	0 0	110 2		0 0	0 0	0 0		0 0
NXP PROCUREMENT		NXP PROCUREMENT														
Vehicles	U601	Vehicles	U601	0 0		0 0		0 0		0 0						0 0
Residential Furniture	U602	Residential Furniture	U602	0 0		0 0		0 0		0 0						0 0
Residential Equipment	U603	Residential Equipment	U603	0 0		0 0		0 0		0 0						0 0
Office Furniture	U604	Office Furniture	U604	0 0		0 0		0 0		0 0						0 0
Office Equipment	U605	Office Equipment	U605	0 0		0 0		0 0		0 0						0 0
Other Equipment	U606	Other Equipment	U606	0 0		0 0		0 0		0 0						0 0
ADP H/W Purchases	U607	ADP H/W Purchases	U607	0 0		0 0		0 0		0 0						0 0
ADP S/W Purchases	U608	ADP S/W Purchases	U608	4 0		4 0		2 0		2 0						0 0
Trans/Freight U600	U698	Trans/Freight U600	U698	0 0		0 0		0 0		0 0						0 0
Subtotal	U600	Subtotal	U600	4 0	0 0	4 0		2 0	0 0	2 0		0 0	0 0	0 0		0 0
636(c) REQUIREMENTS	U900	636(c) REQUIREMENTS	U900													0 0
TOTAL OE COSTS		TOTAL OE COSTS		977 7	0 0	977 7		611 9	0 0	611 9		0 0	0 0	0 0		0 0
Less "OE" FAAS		Less "OE" FAAS		166 0		166 0		0 0		0 0		0 0				0 0
TOTAL OE BUDGET REQUEST	U000	TOTAL OE BUDGET REQUEST	U000	811 7	0 0	811 7		611 9	0 0	611 9		0 0	0 0	0 0		0 0
SPECIAL INFORMATION				SPECIAL INFORMATION												
Program funded Accrued Separ		Program funded Accrued Separation Liability				13 9				105 0						
Local Currency Usage %		Local Currency Usage %				87 4				89 7						
Exchange Rate used in Calcul		Exchange Rate used in Calculations				520 0				520 0						
Trust Fund End of Year Balan		Trust Fund End of Year Balance			N/A				N/A							
USDH FTE		USDH FTE				3 0				2 0						

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TASKS	ACTION AGENT	DATE	
		START	END
<b>AUGUST 1994</b>			
1 Request C&R assistance	REP	8/1	
2 Advise FA/OMS NXP/vehicle availability	REP	8/1	
3 Announce FSN computer training program availability	REP	8/1	
4 Revise FY 95 OE budget	A/CONT	8/1	8/12
5 Review procurement files amend or terminate POs	MO	8/1	8/5
6 Order record storage boxes	GSO	8/1	
7 Request IG/SEC instructions for disposal security equipment	MO	8/8	
8 Inventory computers peripherals and software	MO	8/8	8/9
9 Request IRM instructions for disposal computers new unused LAN and new/used software	MO	8/10	
10 Update post clearance procedures	MO	8/10	
11 Pack/ship UAB/HHE/POV LUCHE	GSO	8/15	8/19
12 Complete NXP disposal plan	MO/GSO	8/15	9/20
13 Terminate FSN employment (1st group)			
- Baguia	PER	8/2	
<b>SEPTEMBER 1994</b>			
1 Publish staff termination schedule	A/REP	9/1	9/6
2 Identify project NXP	MO	9/1	9/9
3 Return AID Rep Qtrs to Embassy	GSO	9/1	12/30
4 Dispose AID Rep furniture/equipment	GSO	9/1	12/30
5 Confirm RIG audit Management plan - Burkina	A/CONT	9/1	
6 Determine FY 95 NXP/XP requirements	MO	9/12	9/16
7 Terminate FSN employment (2nd group)	PER	9/1	9/30
- Akohane T			
- Ouedraogo, S #3			
- Tarnagda, B			
- Ouedraogo, T D			
- Kabore, P P			
- Nikiema, G H			
- Djigma, M			
- Ayisse S			
- Millogo, L			
- Sawadogo E			
- Hema A R			
- Kafando M			
- Kabore K			
- Bazongo W			



	TASKS	ACTION AGENT	DATE	
			START	END
<b>JANUARY 1995</b>				
1	Request TDY Exo assistance	A/REP	1/3	
2	Transfer project NXP to GOBF	MO	10/10	10/12
<b>FEBRUARY 1995</b>				
1	Order packing materials UAB/HHE	GSO	2/1	6/30
<b>MARCH 1995</b>				
1	Issue house termination notice ADO	GSO	3/31	9/30
<b>APRIL 1995</b>				
<b>MAY 1995</b>				
<b>JUNE 1995</b>				
1	Issue house termination notice OFM	GSO	6/14	9/30
2	Issue house termination notice warehouse	GSO	6/30	9/30
3	Terminate FSN employment (4th group)	PER	6/1	6/30
	- Belem T			
	- Compaore			
	- Dayamba			
<b>JULY 1995</b>				
1	TDY EXO assistance	A/REP	7/1	9/30
2	Renovate ADO quarters/conduct walk-through w/owner	GSO	7/1	7/7
3	Issue house termination notice A/REP	GSO	7/1	9/30

	TASKS	ACTION AGENT	DATE	
			START	END
AUGUST 1995				
1	Ship project working files to REDSO	GSO	8/15	
2	sHIP RETIRED RECORDS TO AID/W	EXO	8/15	
3	Final sale excess NXP	GSO	8/17	
4	Conduct final NXP inventory	GSO	8/27	8/31
SEPTEMBER 1995				
1	Sell office furnishing and equipment	GSO	9/1	9/5
2	Grant-in-AID office furnishings	GSO	9/4	9/7
3	Transfer residual furnishings and equipment to Embassy	GSO	9/1	9/30
4	Transfer warehouse contents to Emb	GSO	9/1	9/30
5	Segregate destroy store or ship residual fites and prepare final report to M/ISS/RM	MO	9/1	9/15
6	Ship OFM files to REDSO	EXO	9/15	
7	Pack/ship UAB/HHE/POV Cheema & Vigil Transfer residual functions to Emb	GSO	9/15	9/20
8	-- SSH and HR support	AREP	1/15	9/30
9	-- Program records	AREP	1/15	9/30
10	-- Management records	AREP	1/15	9/30
11	Dispose/transfer remaining vehicles	GSO	1/15	9/30
12	Dispose E&E radios	GSO	9/26	9/30
13	Release warehouse	GSO	8/30	9/30
14	Terminate FSN employment (5th group)	PER	7/1	9/30
	- Zongo J M			
	- Dandjinou K			
	- Mayabouti D			
	- Kibora R			
	- Millogo C			
	- Combary P			
	- Kabou V			
	- Sawadogo H			
	- Kabore H			
	- Kiendrebeogo C			
	- Zongo A			
	- Traore E			
	- Nikiema A			
	- Dabo H			
	- Lompo M			
	- Yonli F			
	- Dialougou R			
	- Compaore A			
	- Kohire A			
	- Barro Y			
	- Minoungou A			
	- Nikiema J A			
	- Boue Z			
	- Ouedraogo A			
	- Ouattara A			
	- Yeye O			
	- Dabone H			
	- Guebre M			
	- Kabore N			
	- Nare B M			
	- Sebre S P			

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