

 Administration of Justice Support Project	
 American Mideast Education and Training Services, Inc. 1730 M Street, NW, Suite 1100 – Washington, DC 20036-4505	
Development Experience Clearing House Submissions Form – AID 590-7	
USAID Contract #: USAID/Egypt Contract # 263-C-00-04-00028-00	
Project Title: Administration of Justice Support II (AOJS)	Project #: 263-0288
Strategic Objective: Objective 2: Governing Justly and Democratically; Program Area 2.1: Rule of Law & Human Rights; Program Element 2.1.3: Justice System; Program Sub-Element 2.1.3.4: Access to Justice	SO Number: 2.1.3.4
Document Title/Translated Title: AOJS II Demobilization Plan	
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Contractor's Name: American Mideast Education and Training Services, Inc. (AMIDEAST)	
Sponsoring USAID Operating Unit: USAID/Egypt – Democracy and Governance	
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Abstract: A detailed demobilization plan for the AOJS II Project explaining all the steps and procedures for the close out of the project.	
Keywords: Justice, Administration, demobilization, end of project.	
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AOJS II End-of-Contract Demobilization Plan - USAID/Egypt Project 263-C-00-04-0028-00			
1	Contract Administration	Start	End
1.1	Terminate or transfer connectivity contract to MOJ	1-May	30-Jun
1.2	Submit Draft Final Report	30-Jun	1-Jul
1.3	Send out notification to all local subcontractors with detailed closeout requirements	1-Jun	7-Jul
1.4	Obtain USAID approval of AOJS II End-of-Contract Demobilization Plan	30-Jun	15-Jul
1.5	Obtain USAID approval of AOJS II Property Disposition Plan	30-Jun	15-Jul
1.6	Request all outstanding invoices from local subcontractors, consultants and service providers be submitted by August 31, 2009	1-Jun	15-Jul
1.7	Send out notification to all US subcontractors with detailed closeout requirements	1-Jun	15-Jul
1.8	Ensure all subcontract files are complete with all requisite documentation	1-May	1-Aug
1.9	Close out all consultant travel related expenses	1-May	30-Aug
1.10	Conduct final review of all subcontract deliverables and payments	1-May	1-Sep
1.11	Conduct final review of consultant agreements, deliverables, approvals and final payments	1-May	1-Sep
1.12	Check all consultant files for completeness as necessary with timesheets, agreements, modifications, rate determinations and approvals.	1-May	1-Sep
1.13	Check all service and rental agreements ensuring that they have been completed	1-May	1-Sep
1.14	Obtain release forms from all local AOJS II subcontractors, consultants and service providers	1-Jun	15-Sep
1.15	Obtain release forms from all US AOJS II subcontractors	1-Jun	15-Sep
2	Office Property Transfers - USAID and MOJ Issues	Start	End
2.1	Update and complete the AOJS II non-expendable Property Inventory	1-May	30-Jun
2.2	Finalize and submit disposition plan and receive written instructions from MOJ	15-Jul	23-Jul
2.3	Clean and pack all non-expendable equipment and label for delivery to MOJ entities	1-Jul	30-Jul
2.4	In accordance with AIDAR 752.245-7(c)(2) coordinate delivery of non-expendable office inventory to MOJ	23-Jul	15-Sep
2.5	Obtain delivery receipts from MOJ for all transferred property	23-Jul	15-Sep
2.6	Submit final inventory and disposition report to USAID indicating the disposition of such property	1-Sep	20-Sep
2.7	Forward receipts of property disposed with the final documents to AMIDEAST HQ	15-Sep	28-Sep
3	Accounting, Program and HR Documents	Start	End
3.1	Establish dates for making final payroll payments including severance	1-Jun	8-Jun
3.2	Clear all outstanding advances from AOJS II project staff	1-Jun	1-Sep
3.3	Establish a final date for removing COP signature authority from bank accounts	1-Sep	1-Sep
3.4	Segregate financial from program files for shipping to HQ	1-Aug	15-Sep
3.5	Make sure that all necessary project documents and files are all complete and available, boxed and clearly marked to be shipped to HQ for retention purposes	1-Jul	15-Sep
3.6	Reconcile local checking accounts ensuring all commitments have been cleared by bank	1-Sep	27-Sep
3.7	Prepare final reconciliation of FT 800 funds	15-Aug	1-Sep
3.8	Make arrangements to transfer remaining balances to HQ	1-Sep	28-Sep
3.9	Establish date for closing Bank Accounts	1-Sep	28-Sep
3.10	Prepare final Peachtree accounting report	27-Sep	28-Sep
4	Records Disposition and Retention	Start	End
4.1	Prescribe procedures for handling, storing and disposing of contracts files per FAR 4.805	1-May	15-Jun
4.2	Review electronic and hard copy of all deliverable reports and proof of submission to USAID and MOJ.	1-Jun	15-Jul
4.3	Review all records related to project to ensure completeness for project bibliography	1-Jun	1-Aug

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4.4	Ensure electronic copies for above reports have been delivered to CDIE with a set of copies to HQ	1-Jun	1-Aug
4.5	Prepare all accounting documents for shipping to HQ	1-Sep	28-Sep
Personnel Demobilization Issues			
5	Expatriate Personnel Demobilization	Start	End
5.1	Prepare notice of lease termination to landlord indicating the last day of occupancy	1-Jun	30-Jun
5.2	Coordinate for personal property and automobile inventory and shipping.	1-May	30-Jun
5.3	Clear all advances and reimbursement issues.	1-Jun	30-Jun
5.4	Prepare end of assignment package for Brian LeDuc	1-Jun	1-Jul
5.5	Prepare to discontinue DBA and MEDEX coverage	15-Jun	3-Jul
5.6	Make all necessary travel arrangements for COP's repatriation to the US	15-Jun	3-Jul
5.7	Obtain necessary travel approval from USAID	1-Jun	3-Jul
5.8	Arrange for TQSA prior to COP departure as required	1-Jun	3-Jul
5.9	Review final HR and Admin requirements and clear Brian for departure from Egypt	15-Jun	3-Jul
5.10	Return Egyptian work and residency permits	5-Jul	5-Jul
6	Local Staff Demobilization	Start	End
6.1	Collect AOJS keys, access cards, phones, modems, and IT equipment	1-Jul	31-Jul
6.2	Issue AOJS II end of employment notice to local staff per local laws	1-Jun	1-Sep
6.3	Have employees notify their e-mail contacts that the AOJS II contract is ending and provide their new e-mail address and phone numbers.	1-Aug	1-Sep
6.4	Make sure that all local staff files are up to date with all HR documentation for retention at HQ	1-May	15-Sep
6.5	Reconcile leave balances and include payment with the employee's final paycheck	1-May	27-Sep
6.6	Calculate allowable severance payments and include payments with the employee's final pay check	1-May	28-Sep
6.7	Obtain Form-6 Employee Release Form and ship with personal files to HQ	1-May	28-Sep
7	Close AOJS Office Operations in Egypt	Start	End
7.1	Notify landlord of lease termination and the last day to submit invoices for payment	1-Jun	1-Jul
7.2	Notify office and automobile insurance companies of termination of services (last day of the contract) and last day to submit invoices for payment to AMIDEAST HQ	1-Jun	1-Aug
7.3	Identify all recurring monthly utility expenses and notify provider of cancellation of services and the last day to submit invoices for payment	1-Jul	1-Sep
7.4	Notify phone and internet service providers of termination of services and last day to submit invoices for payment	1-Jul	15-Sep
7.5	Conduct final walk-through inspection with the landlord and resolve any damage claims	1-Sep	20-Sep
7.6	Obtain release of liability from the landlord.	1-Sep	28-Sep
7.7	Officially close AOJS II Project office	28-Sep	28-Sep
8	Vehicle Transfers	Start	End
8.1	Repair and service vehicles before transfer	1-Jul	30-Jul
8.2	Transfer the vehicle titles in the name of the MOJ	1-Jul	1-Aug
8.3	Cancel vehicle insurance on the day following vehicle transfer	1-Jul	2-Aug
8.4	Obtain delivery receipts from the MOJ	15-Jul	5-Aug